

# Minutes of Mokau School BOT Meeting – 1<sup>st</sup> April 2026

**Opened:** Name: Maree Jones Time: 7:05 pm

**Karakia:** from Board Members

**Present:** Maree Jones, Maryann Symonds, Jackie Warren, Emma-Gene Hutchinson, Adrian Smith, Anne Owens

**Apologies:** Merepaea Rauputu

**Conflict of Interest:** The board effectively manages actual, potential, and perceived conflicts of interest ensuring the integrity of board decisions and reputation of board members.

## Reports

### Principal Report

Roll: 22

Mokau School Attendance Management Plan has been circulated to caregivers, published on school website and submitted to Ministry and is now in action.

Maryann acknowledged the work of Whaea Kim, Lynette Adams and Whaea Nicky in swimming support (skills and confidence) over the swimming season.

Tatsuno student visit on 24 March was a fantastic and successful day.

Principal Report taken as read. Other items for discussion will be in general business.

Moved: Maryann, seconded Emma-Gene. Passed.

### Finance Report

Jackie reported that we are sitting fine financially.

**Motion:** Finance Report taken as read.

Moved: Jackie, seconded Adrian. Passed.

### Property Report

School house heat pump waiting on Waite Electrical to complete fix.

Fire alarms were checked and rectified where required.

### Health and Safety Report.

Kitchen registration has been renewed. Until April 2027.

2 moderate injuries and 2 near misses this term so far.

### Farm Report

David has large stock almost ready for the works.

Maree approved purchase of posts on PGG Wrightson account.

### Achievement Report

Nothing for this meeting.

### Upcoming Events

- 2<sup>nd</sup> April
  - 20<sup>th</sup> April
  - 27<sup>th</sup> April
  - 1<sup>st</sup> June
  - 4<sup>th</sup> June
- Last Day of Term 1**  
**First Day of Term 2**  
**ANZAC Day holiday observed**  
**Kings Birthday holiday**  
**Enviroschools at Ahititi**

### **Policy Review**

The following policies were reviewed by Jackie and Maryann to meet the required deadline:

- Digital Technology and Online Safety
- Alcohol, Drugs and Other Harmful Substances Policy
- Sun Protection
- Cellphones and Other Personal Digital Devices

### **GENERAL BUSINESS**

#### **Family BBQ Night**

Still to be arranged, as other priorities this month.

#### **Secure destruction of documents**

**Motion:** to allow secure destruction of documents that have been scanned and saved to the server. These include EOTC trip documents, previous student details, previous student reports and enrolment details.

Moved: Maryann, seconded Maree. Passed.

#### **Staff resignation**

Kimberley Black notified of her resignation, effective from the completion of her maternity leave on 10<sup>th</sup> May. Maryann to reply to her resignation letter and to arrange a morning tea in Term 2.

#### **Staffing for this year**

The provisional staffing entitlement for this year is not matching the actual roll, and Ministry warns of possible reduction at the end of the year. However, looks to be OK with Fixed Term to the end of this year (term 4). All 3 teachers need new contracts.

In September the role return will be used by the Ministry to apply their formula and confirm staffing entitlement for the next year.

Teacher Aide Position: A preferred candidate has been found for the Teacher Aide position and is currently in Police Vetting phase (can take up to 20 days). They will be able to start as soon as that is completed. Their duties include one hour of playground supervision.

#### **Budget**

A budget adjustment is likely, once the hourly rate is known for the Teacher Aide.

#### **Term Deposit**

**Motion:** to place \$15,000 from the Management Account on Term Deposit for 3 months.

Moved: Maryann, seconded Adrian. Passed.

#### **Transport to Technology**

4 Mokau students go to Waitara for Technology once a week.

Ureti no longer has students going, so they are unable to take our students.

First week back, Maryann to consult with parents re alternative transport.

#### **Administration:**

- Confirmation of 23 February 2026 Minutes. (Maree signed)  
Apologies for the typo (poor instead of pool).
- Paperwork to sign – Done
- Correspondence – Resignation letter

**In Committee:** No

**Tasks to be done**

- **Maryann** Reply to Kimberley resignation letter, arrange a morning tea in Term 2.
- **Maryann** consult with parents re alternative transport to Waitara Technology.
- **Maryann/Jackie** arrange Term Deposit

**Meeting Closed at:** 7:40

**Next meeting:** Monday 4<sup>th</sup> May 2026 at 7:00 pm at the school

**MINUTES ARE TRUE AND CORRECT**



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(Chairperson)