

Minutes of Mokau School BOT Meeting – 11 May 2026

Opened: Name: Maree Jones Time: 7:06 pm

Present: Maryann Symonds, Jackie Warren, Emma-Gene Hutchinson, Merepaea Rauputu, Anne Owens

Online: Maree Jones, Adrian Smith

Apologies: Nil

Karakia: from Board Members

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

Preparation for reporting to parents is under way, more in General business.

For the first time in a number of years, no student was identified with a chronic level of absence in a term. Maryann is extremely proud of the hard work and commitment of the team to follow the Attendance Management Plan and of the whanau who work with us to make sure students are attending school regularly.

Students are now preparing for our annual cluster Matariki celebration on the 25th of June.

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

Moved: Maryann, seconded Maree. Passed.

Finance Report

Jackie reported that this month was pretty standard, nothing out of budget and we are tracking OK. Building costs are now completed.

Finance Report taken as read.

Moved: Jackie, seconded Emma-Gene. Passed.

Property Report

School house

The heat pump has been repaired. See General Business regarding the fire place.

We will need to pay for the new alarm system following the school renovations.

Health and Safety Report.

Nothing to report

Farm Report

Previous months tasks complete.

Achievement Report

Scheduled for the next meeting.

Upcoming Events

- Whole School Assembly-Wednesdays at 2.45pm
- **Kings Birthday** 1st June
- **Enviroschools at Ahititi** 4th June

Policy Review

The following policy was mainly legislative and board members reviewed, no changes required:

- School Swimming Pool

GENERAL BUSINESS

Family BBQ Night

Still to be arranged, will be sometime after teachers have finished their reporting.

Manual in Waitara for senior children

There was a change of program that didn't work too well, however other activities were put in place. The trip to Waitara is just after 10am and back at approx. 2:30 pm.

Jackie Ward has been doing the transport run in the interim.

Maree has offered to help when she can and will do the run this Friday 15 May.

Reporting to Parents

Teachers are currently using evidence to complete their overall teacher judgements for learners; these judgements will be reported to parents using the new MOE format in written reports that will be sent home on the 12th of June.

Teacher judgements will be moderated together next week to ensure consistency.

Parents will be able to see progress over time.

Staff resignation

Andrew MacInnes has resigned from his position that covered caretaker, lawns/gardening and pool maintenance. The pool requires checking twice a day in the swimming season (5 months) and also requires training. May be difficult to find a replacement for this work.

Maryann to arrange advertising Andrew's replacement position in Trader, Community Page, and School Newsletter.

School House Fire and Chimney

Quotes for Fire and Chimney Repair and Replacement of the School House have been received from the McIndoe Group. Quotes were \$2,570 for Repair and \$8,150 for Replacement.

After board discussion it was decided that the Replacement option was more suitable.

Motion: Maree moved that we put the new fire in and that the quote from McIndoe Group be accepted. Passed.

Maryann to check that the quote includes the fire alarms.

School House Rental Rate

Auditors have been questioning the rental rate and its relevance to market rental.

We will wait for further information from the auditors. In the meant time, the Tenancy Agreement is to be checked in order to ensure correct process is followed if there needs to be any change in the future.

Morning Tea

There will be a morning tea this Friday to thank Support Staff. This will also include a thank you for Andrew.

Conference

Maryann and Jackie will be away to attend an Edge Student Management Conference in Queenstown next Thursday and Friday.

Board Tasks

Annual Report is done.

Community Consultation – Maryann is awaiting guidelines from the Ministry.

Budget Review – planned for July.

Professional Growth Cycle – Maryann to attend first meeting on Wednesday.

Employment Agreement is up to date.

Vacant board member – Maree is to ask a new parent. Another new family is possibly coming to the school in the near future.

Upcoming Workshop

There is a Student Achievement for Boards Workshop in New Plymouth on 15 June at 6pm.

That date and other associated webinars, etc. were either fully booked or not suitably timed for board members for this round. It may be able to be viewed after the event.

Administration:

- Confirmation of 1st April 2026 Minutes. (Maree to sign on Friday)
- Paperwork to sign – To be done Friday
- Correspondence – nothing additional

In Committee: No

Tasks to be done

- **Maree** to do the Technology run to Waitara this Friday 15 May
- **Maree** to sign last month's Minutes and other documents on Friday 15 May
- **Maryann** to arrange advertising for Andrew's replacement
- **Maryann** to check that the School House Fire Replacement quote includes the fire alarms
- **Maree** to ask the new parent about the Board Member Vacancy

Meeting Closed at: 8:00 pm

Next meeting: Monday 15th June 2026 at 7:00 pm at the school

MINUTES ARE TRUE AND CORRECT



(Chairperson)