

Minutes of Mokau School BOT Meeting – 27 July 2026

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

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

Apologies: Adrian Smith

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. There are no conflicts of interest to be recorded at this meeting.

Reports

Principal Report

Roll: 24

Literacy Profession Development – Paula from Ideal spent time with each teacher to support continued growth of teacher knowledge and capability.

Jeni Portway is joining us as a specialist teacher, working with our team 1 day a fortnight.

An official farewell morning tea was held for Mrs Black for her time at Mokau School.

Te Nehenehenui Resource Launch – Maryann and Merepaea attended. The resource tells the story of Te Nehenehenui. It was a wonderful morning and the resource is fantastic.

Other items for discussion will be in general business.

Principal Report taken as read.

Moved: Maryann, seconded Jackie. Passed.

Finance Report

No significant transactions outside the budget.

Two term deposits have been rolled over for another 6 months.

Finance Report taken as read.

Moved: Jackie, seconded Maryann. Passed.

Property Report

Nga Iti Kahurangi Plus Programme - to upgrade heating, repairs to locks, joinery and rust proofing the roof. The works have been completed with the exception on the installation of a new heat pump in the library which is to be installed on 23 July, at no cost to the school.

Health and Safety Report.

One significant near miss involving the fall of the stained board above the heat pump. Fortunately, it was after 3pm so no children were in the classroom. Contractors immediately contacted and issue was repaired and ensured it was safe, prior to school start on next day.

The school was thoroughly checked after the earthquake on Sat 25th July.

Farm Report

Maryann was contacted by Waitomo DC re putting sheep in the small paddock behind the toilet block. Maryann pointed out it was not suitable or fenced for sheep so WDC agreed they will mow it.

Maryann has received the 10 Native trees that were donated and they will be replanted.

Upcoming Events

- **6 August** School Speeches
- **13 August** Cluster Speeches
- **27 August** Cross Country

Policy Review

We follow the requirements and regulations of the policies below:

- School Community Engagement Policy
- Inclusive School Culture

Noted that Health and PE consultation is no longer in those policies.

GENERAL BUSINESS

Budget Review

We are on track to budget with just a few adjustments between accounts to be made.
The budget review will be done at end of term 3.

Attendance Report

This was reviewed by the board members and looks pretty good. The chronic absence rate has declined, which is pleasing.

Teacher Only Day 11th September 2026

There will be a cluster Teacher Only Day for refreshed Maths Curriculum hosted at Uruti School.
Moved Maree that this be approved. Carried

Board Member

Vacant board member – with Maree for now.

School House Rental Rate

Confirmed that the School House Tenancy Agreement requires 60 days of notice for a rental increase. The Ministry rule is for rental to be 25% under market rate.

There is currently \$9,100 in the School House Fund.

There will several items of maintenance required for the school house in the future, including painting in the summer of 2026/27.

It was suggested that we look at creating a 10 year plan for maintenance and expected costs.

There was discussion on both having regular maintenance inspections and raising the rental by a reasonable amount.

Maree moved the following:

- That from now on, there will be 6 monthly inspections for maintenance checks
- From July 2026 there should be annual rent reviews, with a notice issued this month, with 60 days of notice, for a \$30 rental increase from current \$220 per week to \$250 per week.

Agreed by all. Passed.

Maree volunteered to do the maintenance inspections and to draft the rent increase letter within the week.

Gardener /Lawn Mower / Handyman

Concentration is currently on a Pool Caretaker, with advertising in Tainui Trader and the community page, with applications closing 25 August. Andrew has agreed to do a hand over.

If a suitable Pool Caretaker is not found, the pool would not be open to the community outside school term time and the WDC Grant would probably be lost.

Maryann will again try to contact the lawn mowing contractor who is advertising in the Trader.
Paul Symonds is continuing to do this work until suitable replacement(s) are found.

Administration:

- Confirmation of June 2026 Minutes.
- Paperwork to sign – Completed
- Correspondence – nothing additional

In Committee: No

Tasks to be done

- **Maree** to do the School House maintenance inspection and to draft the rent increase letter within the week.
- **Maryann** to continue looking for Andrew's replacement and follow up with Trader advertiser

Meeting Closed at: 8:06 pm

Next meeting: Monday 24th August 2026 at 7:30 pm at the school

MINUTES ARE TRUE AND CORRECT



(Chairperson)