



**Rāwhiti School**  
**Meeting of the School Board**  
**held on Monday 23<sup>rd</sup> February 2026**  
**at 6:00pm**

**PRESENT:** Gareth Frew (Presiding Member), Jody Hohaia-O’Sullivan (Principal), Helen Hogarth, Jess Poff, Jonathan Riddell, Sam Depree-Ludemann.

**APOLOGIES:** Nil

**ATTENDEES:** Lisa Kupenga, Christine Mace, Vicky Snowsill-Blyde (Minute Taker)

**1. Welcome**

The meeting opened at 6:00pm with a Karakia. Jody welcomed all to the meeting.

**2. Election of Presiding Member and Deputy Presiding Member**

Jody called for nominations for Presiding Member. Sam Depree-Ludemann nominated Gareth Frew with Jonathan Riddell seconding. Gareth accepted the nomination and was confirmed as Presiding Member.

Gareth called for nominations for Deputy Presiding Member. Jess Poff nominated Sam Dupree-Ludemann with Jonathan Riddell seconding. Sam accepted the nomination and was confirmed as Deputy Presiding Member.

**3. Apologies**

Nil

**4. Conflict of Interest Register**

Jody circulated a paper copy of the register for updating during the meeting.

**5. Board Code of Conduct**

The Board Code of Conduct was brought to the Board’s attention for the new year and was noted.

**6. Principals Report**

The report taken as read. Jody spoke to the strategic plan and the first three goals identified in the report along with indicated expected focus areas for Board meetings.

**6.1 Delegation of Authority**

The Board reviewed and discussed the Delegation of Authority. It was agreed that the existing delegations would be rolled over unchanged from the previous year.

**MOVED:** *That the Board, after review, approve the Delegation of Authority for 2026.*

**MOVED:** Gareth Frew

**SECONDED:** Jonathan Riddell

**CARRIED**

## 6.2 Roll

As at 16<sup>th</sup> February 2026 510 students enrolled.

## 6.3 Attendance

Jody reported current attendance at 57% regular attendance. She has met with the MoE education advisor, who was not concerned at this stage and indicated funding support for initiatives to lift regular attendance will be available in the future. The truancy team will meet with the school next week. The Board discussed the range of reasons for non-attendance and the MoE's 2030 goal of 80% of students attending school regularly.

The attendance plan is newly developed, with data still emerging in Week 5. Helen has produced a clear implementation document for teachers. The MoE is placing increased emphasis on attendance. Further updates will be provided at the next meeting. Attendance messaging will be included in newsletters and on the website.

## 6.4 Student Achievement

The Student achievement report was taken as read, as outlined in the Principal's Report. The Board discussed the focus on target groups, noting that interventions have made significant progress for identified students. It was acknowledged that recent curriculum changes have created inconsistency in data over the past few years, with further changes expected in the future.

## 6.5 Financial Reporting

The year end 2025 Financial Report was discussed, noting there will be minor adjustments before the report is finalised. Overall, the school is tracking to budget for year-end 2025. Teacher aide costs were over budget, however this was offset by additional MoE funding received.

Once finalised, the Board will accept the 2025 financial statements before they are submitted to the Auditor. Geoff and Jody will meet prior to the next Board meeting to provide assurance to the Board.

Development of the Annual Implementation Plan is still in progress. No additional budget pressures are anticipated, with 2026 expected to operate on a business as usual basis.

**MOVED:** *That the Board approve the draft 2026 budget provisionally approved in December 2025.*

**MOVED:** Gareth Frew

**SECONDED:** Jonathan Riddell

**CARRIED**

## 6.6 Health & Safety

The boil water notice was lifted on Monday, 16 February. The MoE will determine any future school closures related to water quality or other emergencies. The Board discussed emergency continuity planning, with confirmation that a plan exists within the school's Health & Safety framework and that supplies of emergency drinking water will be maintained. Jody will clarify the current business continuity plans (BCPs) for dealing with interruptions and report back to the Board. It was noted that BCPs are also referenced in the School Docs policy.

No community concerns were received regarding the water issue; a small number of whānau kept students' home, which will be recorded as justified absences

## 6.7 Property

The Property Report was taken as read. Some elements remain uncertain such as the availability of previously allocated 5YA funding with MOE to confirm availability of funds, timeframes for remaining risk related work, and cost sharing of some items.

Office partition work is likely to occur in July and September.

Jody is in discussions with MOE over who will pay for the replacement/reinstatement of the solar panels , noting the original company that supplied the solar panels no longer exists. Panels are currently stored by Armitage Williams, and further guidance from the MoE is awaited.

Tracey Saunders (Project manager acting for the school) will meet with the Delivery Manager for School Property next week for updates on panels, ventilation, and 5YA planning.

Power costs are expected to increase this year due to delays in solar panel reinstallation.

The pool pump issue is believed to be under warranty, with a replacement part due on 24<sup>th</sup> February.

Swimming sports may need to move to an alternative venue if repairs are not completed in time. Jody will provide a full property update at the next meeting. The PTA is focusing fundraising efforts on improving the pool and changing rooms.

### **6.8 Policy Review**

Jody spoke to the School Docs policy reviews and Board assurances as outlined in the Principal's Report. The School Planning and Reporting and Learning Support policies were noted and accepted. Health Education, led by the school's Health Education lead, is thought to be up for consultation this year as part of the two year cycle. Jody will confirm when the last consultation occurred and report back to the Board.

Safety management systems were noted, with hazard registers maintained as outlined in the Principal's Report. Jody has taken over the portfolio from Paul in the interim until it can be formally handed over to another staff member.

The Board discussed Digital Technology and Online Safety, particularly expectations around student phone use at the start of the year. No phone-related incidents have occurred to date, but it was noted as a timely reminder for staff, with consideration also given to smart watches. The Board discussed expectations for camps and whether the policy remains fit for purpose.

Jody to follow up with the teams to ensure the cell phone policy is consistently implemented, including at camps. Jody to also check current practice, speak with other principals, and report back to the Board.

The Board noted and discussed the Term One Board assurances provided.

### **7. Parent Representative Casual Vacancy**

The Board noted the e-correspondence and e-resolution confirming the parent representative casual vacancy will be filled by selection rather than election. The Board discussed the skills that may be beneficial to add, including Health & Safety and property. Assuming no objection from the community, EOIs and skill needs will be considered at the next meeting.

**Accepted E-resolution:** The Board agree to fill the casual vacancy for a parent representative via selection process

### **8. Correspondence – Inward and Outward**

Correspondence was noted as per the Board folder. The Board received correspondence from members of the community regarding modern learning environments and recent government changes. The Board agreed that engagement on this matter will require a clear plan and that the board should seek advice on possible approaches for staff and community engagement, including whether external support may be needed and the likely costs involved. The Board acknowledged this will be a substantial piece of work and agreed it should be Board-led, with further information to be brought to the next meeting. Gareth and Sam will support this work from a Board perspective.

Gareth and Same to seek advice on community engagement plans related to modern learning environments.

The Board also noted email surveys regarding transport planning and upcoming discussions with local Councillors, although no formal feedback has been requested by Council at this stage.

**9. Approval of Minutes – 1<sup>st</sup> December 2025**

**MOVED:** *That the Minutes of the meeting held on the 1<sup>st</sup> December 2025 be adopted as a true and accurate record.*

**MOVED:** Gareth Frew

**SECONDED:** Sam Depree-Ludermann

**CARRIED**

**9.1 Actions from the Previous Meetings**

It was confirmed that all outstanding actions have been completed or are in progress (see action list below).

**10. Board Protocols and Procedures**

The Board discussed protocols and procedures, including the value of establishing portfolios to align Board member skills with areas of responsibility and to support Jody and the SLT. Members agreed this would distribute workload, strengthen assurance, and improve effectiveness. Portfolio allocations were confirmed as follows: Health & Safety – Jonathon; Finance – Jess; HR – Sam; Property – Gareth (interim); Policies – Helen; Complaints/Correspondence – Gareth as Presiding Member.

The Board agreed to reflect on their own skills in relation to the upcoming EOI process for the casual vacancy. Meeting cadence and future dates will be confirmed via a WhatsApp poll, with Sam to coordinate.

Jody to discuss with Gareth re the Board secretary ongoing.

*Lisa Kupenga and Christine Mace left the meeting at 7:47pm*

**11. Public Excluded**

The meeting moved into Public Excluded at 7:47pm

**MOVED:** *That the meeting move into Public Excluded.*

**MOVED:** Gareth Frew

**ALL IN FAVOUR**

**CARRIED**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution are as follows:

General subject Reason for passing this resolution Ground(s) under s48 (1) for the passing of this resolution.

General Subject	Reason for passing this resolution	Ground(s) under s48(1) for the passing of this resolution
Personnel Issues	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the	Pursuant to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under the OIA.
Student Matters		

Board Matters	Official Information Act 1982 ("OIA").	
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Resolution is made in reliance on section 48(1)(a) of the LGOIMA and the particular interest or interests protected by sections 6, 7 or 9 of the OIA which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as set out in the table above.

The meeting moved out of Public Excluded at 9:00pm.

**MOVED:** *That the meeting move out of Public Excluded.*

**MOVED:** Gareth Frew

**ALL IN FAVOUR**


**CARRIED**

**12. General Business**

The Board noted interest in ensuring strong assurance around Health & Safety, particularly that the school environment and processes provide a safe place for students. For future discussion as part of ongoing SLT work in this area.

There being no further business the meeting closed at 9:08pm.

The next meeting to be held to be confirmed.

CONFIRMED.  ..... DATE 30.3.26

## Appendix One

### 1. Action Points Table

Action Point	Date	Action	Responsibility	Status
1.	1/12/25	Respond on how disparities/differences in reading achievement will be addressed (after staff planning day)	Helen/Jody	Work in progress
2.	1/12/25	Provide Board with data on the Manaia Kalani.	Helen	Work in progress
3.	1/12/25	Resolve access issues with SchoolDocs	Helen	Complete
4.	1/12/25	Draft and circulate statement endorsing the Board/school's position on giving effect to Te Tiriti o Waitangi.	Jonathan/Sam	Complete
5.	1/12/25	Circulate 2026 Board dates.	Helen	Complete
6.	23/02/26	2025 Financial Statements – Geoff and Jody to meet prior to next meeting to provide audit assurances to the Board.	Geoff/Jody	
7.	23/02/26	Jody will clarify the current business continuity plans (BCPs) for dealing with interruptions and report back to the Board.	Jody	
8.	23/02/26	Jody to follow up with the teams to ensure the cell phone policy is consistently implemented, including at camps. Jody to also check current practice, speak with other principals, and report back to the Board.	Jody	
9.	23/02/26	Gareth and Same to seek advice on how to engage with staff and community on modern learning environments.	Gareth/Sam	
10.	23/02/26	Full property report/update to be tabled for the next Board Meeting.	Jody	
11.	23/02/26	Meeting cadence/future dates to be confirmed prior to the next meeting.	Gareth/am	
12.	23/02/26	Board Secretary – Jody to discuss with Gareth	Jody/Gareth	
13.				