CONFIRMED MINUTES

MEETING 8

At the **Meeting 9** on **17 Sept 2026** these minutes were **confirmed as presented.**

Name:	Pillans Point School
Date:	Wednesday, 12 August 2026
Time:	5:00 pm to 6:59 pm (NZST)
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Sarah Goldsbury, Monique Brooks (Chair), Clay Fulcher, Jacqui-Ellen Price, James McAuley, Katie Pritchard, Paul Blatchford, Tahlia Charleson
Attendees:	Jason Morgan, Paula Brinsden, Sarah Warr

1. Opening Meeting

1.1 Karakia

1.2 Interests Register

1.3 Action Item List

Due Date	Action Title	Owner(s)
18 Jun 2026	Decision Making strategy **Status:** Not Started	Monique Brooks
18 Jun 2026	Create Roster system for Board presence + event confirmation **Status:** Completed on 12 Aug 2026	Tahlia Charleson
18 Jun 2026	Tasks for Monique **Status:** Not Started	Monique Brooks
25 Jun 2026	Shout-out to staff **Status:** Completed on 25 Jun 2026	Paul Blatchford
10 Aug 2026	B&T championing **Status:** Not Started	Clay Fulcher
19 Aug 2026	Supplier queries **Status:** Completed on 5 Aug 2026	Jacqui-Ellen Price

1.4 Confirm Minutes

Meeting 7 18 Jun 2026, the minutes were confirmed as presented.

Special Meeting - Canopy 28 Jul 2026, the minutes were confirmed as presented.

2. Governance Matters

2.1 Proposed Board Charter

Document presented and agreed for adoption.

2.2 Setting Evaluative Criteria

Agreed Criterias: did we make decisions that support positive outcomes for learners/staff/community + group reflection / group effectiveness - did we work effectively as a team, make valid decisions and/or directive next steps.

Constistent across all meetings. Informal. Any issues could be raised outside of the meetings with the Chair.

Measurements: (Fist of 5) What if scenarios raised if wildly varying evaluations of the criteria occur. Personal judgement on a group performance. (Evaluate successfulness or fit in practice).

3. Board Actions

3.1 Policy Review - Term 3

taken as read.

Inclusiveness: Assurance given that we meet the policy.

Concerns and Complaints: discussion around the nuances of this policy.

Community engagement: Assurance given that we meet the policy in regards to strategic planning.

Discussion around strategic planning process occured, citing Ministry mandating student achievement as a pillar of the plan. Schedule annual plan agenda item for next meeting.

3.2 Term 3 Assurances

Taken as read.

4. Financial Reports

4.1 Finance Reports

Explaination of International fees in advance and rules around realising that income.

Separate Govt grants and teachers salary. View amendment in template. Notes appreciated.

Discussion around Canopy accounting. Depreciation boost / investment boost explained.

5. Building & Property Updates

5.1 Canopy Update

Ministry approval to spend board funds has been received. Canopy Project Manager is fully engaged now. On track for completion in January 2027.

10YPP / 5YA - Consultant allocated to us, and introductory meeting done. On-site assessment underway. Challenges noted in certain classrooms. Noted that projects have a priority order. (Explained what it can be used for and some rules on spending, what is our wishlist?)

Modern learning environments: Ministry has pushed out their consultation dates.

Hall: update meeting tomorrow. Toilets are on-site, making fit for purpose before use. Container for storage coming hopefully next week. Carving has been blessed and will be removed and stored appropriately while works are underway. Decision to give the hall a Name; Tamati to be consulted. Site preparation works seem to be progressing well and not causing massive disruption. H&S Assurance - communication with kids done.

Solar - assessment in December.

5.2 Hall update

Discussed in prior agenda item.

6. Decisions, Discussions & Sharing

6.1 SLT/Leadership Report

Taken as read.

6.2 2027 Staffing Planning

Discussion of the operational processes that exists around staffing.
Clarification of why lifestyle position sits with the Board. (Policy).

6.3 Term 2 Attendance Report

T2 went well. Winter illness hitting hard (community wide also) for this term.

6.4 2027 Community Fundraising Event

Discussion on event planning and operational matters.

Next steps - committee formation. Liquor licensing.

Requested board approval to run event - with proceeds going to the Canopy. Board endorsed - unanimous.

Board approval to run event - with proceeds going to the Canopy

Unanimous agreement

Decision Date: 12 Aug 2026
Outcome: Approved

7. In Committee

7.1 In Committee | Item 1

Moved to In Committee for discussion.

8. General Business

8.1 General Business

Suggestion for broader notification of board meetings for community. Include on Key Dates? Hero reminder with bulleted generic agenda items?

Action for Mon: Send agenda after board pack is published for Hero notification.

Send agenda after board pack is published for Hero notification.

Send agenda (to whom?) after board pack is published for Hero notification.

Due Date: 17 Sept 2026
Owner: Monique Brooks

9. Close Meeting

9.1 Closing Karakia

9.2 Close the meeting

Next meeting: Meeting 9 - 17 Sept 2026, 5:00 pm

Signature:_____ **Date:**_____