

CONFIRMED MINUTES

MEETING 6



At the **Meeting 7** on **18 Jun 2026** these minutes were **confirmed as presented**.

Name:	Pillans Point School
Date:	Thursday, 14 May 2026
Time:	5:00 pm to 7:00 pm (NZST)
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Monique Brooks (Chair), Clay Fulcher, James McAuley, Katie Pritchard, Paul Blatchford, Sarah Goldsbury, Tahlia Charleson
Attendees:	Jason Morgan, Paula Brinsden, Sarah Warr
Apologies:	Jacqui-Ellen Price

1. Opening Meeting

1.1 Karakia

1.2 Interests Register

1.3 Decision Making Proposal

Discussion to move away from move/second as it isn't always clear that there is majority consent. The theory is to secure overall consensus whilst also noting dissent. Ideally the Board would have full agreement, but can move to a vote if necessary.



Decision Making strategy

Decision making strategy/decision tree proposal. Due Week 9 meeting.

Due Date: 18 Jun 2026

Owner: Monique Brooks

1.4 Confirm Minutes

Meeting 5 26 Mar 2026, the minutes were confirmed as presented.

Moved Paul, Seconded Sarah G

1.5 Action Item List

2. Board Development Exercise

2.1 Development Exercise

Brief task undertaken by members to help when determining governance actions versus management actions.

3. Strategy

3.1 Strategic Plan

Referenced the current strategic plan to link back to the previous agenda item.

4. Board Actions

4.1 Policy Review

Questions fielded around EOTC risk matrices and visibility thereof to the relevant users.

Discussions around swimming pool risks.



Pool user terms and conditions

Confirm T's and C's on pool policies when signing up for a season pass.

Due Date: 20 Aug 2026

Owner: Sarah Warr

4.2 Term 2 Assurances

Staff conduct assurance to be added. Assurances read.

5. Management Reports

5.1 Finance Reports

The board reviewed the financial report and noted that net surplus remains tracking to budget. Audit still processing with the Auditor.

6. Building & Property Updates

6.1 Property Summary

Discussed property matters. Playground approved for repair and funding donated from PTA.

6.2 Canopy Update

Timeline provided for canopy project for full historical clarity to the Board. SLT to provide a visual representation of funding available for the community to view - eg thermometer

School fundraising event floated.



Canopy funding streams

Canopy funding source table document to detail funding streams met and predicted.

Due Date: 15 Jun 2026

Owner: Sarah Warr

7. Decisions, Discussions & Sharing

7.1 SLT/Leadership Report

Query around time periods for reports. Graphs are appreciated. Request current vs YTD periods. Request tag differentiation for easier trend recognition.

7.2 Poutama Reo Action Plan review

Updated plan presented to Board with Governance targets broadened. Board approved with conditional consensus.

What does accountability look like? - Operational tasks will be met. But also, require more indicators of Board progress.

Table review agenda item for week 9 to check for accountability/progress?

7.3 Term 1 Every Day Matters Report

Board has met target for Term 1.

Discussion around attendance whilst ill and Ministry published guidelines for meeting targets. Term 2 targets will be affected by a number of students on Family Holidays.

7.4 Out-of-Zone Ballot, Term 4

Ballot opening approved by consensus, pending confirmed in-zone applications.

Discussion around factors that traditionally lead to opening a ballot, and the planning that goes into it.

7.5 Sponsorship

Sponsorship continuation agreed with B&T (T2 and T3 invoice) at same rate as previous.

Discussions held regarding how to champion their sponsorship in appropriate ways, as it is very much appreciated. Photos indicating spend etc?

Other sponsorship opportunities floated.

Uses for any extra funds generated (wishlist).



B&T championing

Clay to follow up with them with how we can achieve this.

How to champion their sponsorship in appropriate ways, as it is very much appreciated. Photos indicating spend etc?

Due Date: 10 Aug 2026

Owner: Clay Fulcher

8. Board Development

8.1 Board Development Activity for Next Hui

Discussion held on raising the Board profile within the school community - possible options:

- hero their contribution to the school and their role
- reminding parents that they could attend meetings
- re-integrating Board and community interaction eg: Mihi Whakatau, newsletter correspondence
- re-integrating Board and staff interaction

Attention brought to NZSBA webinar training available



Create Roster system for Board presence + event confirmation

Draw up a roster for the Board to come to staff morning teas twice a term. One Wednesday and one Friday per Term.

Event confirmation - due Week 3 Term 2 to see if we want to do an event. (First week of August).

Due Date: 18 Jun 2026

Owner: Tahlia Charleson



Tasks for Monique

Mon to bring...

Options for Development

Evaluation Criteria - at the end of each meeting (have we achieved what we set out to during this meeting).

Due Date: 18 Jun 2026

Owner: Monique Brooks

9. Closing Karakia

9.1 Closing Karakia

10. Close Meeting

10.1 Close the meeting

Next meeting: Meeting 7 - 18 Jun 2026, 5:00 pm

Signature: _____

Date: _____