CONFIRMED MINUTES

SPECIAL MEETING - CANOPY

At the **Meeting 8** on **12 Aug 2026** these minutes were **confirmed as presented.**

Name:	Pillans Point School
Date:	Tuesday, 28 July 2026
Time:	5:00 pm to 5:45 pm (NZST)
Location:	Pillans Point School - Staffroom, 101 Maxwells Road Otumoetai Tauranga
Board Members:	Monique Brooks (Chair), Clay Fulcher, Jacqui-Ellen Price, James McAuley, Katie Pritchard, Paul Blatchford, Sarah Goldsbury, Tahlia Charleson
Attendees:	Sarah Warr
Apologies:	Jason Morgan, Paula Brinsden

1. Opening Meeting

1.1 Welcome, Present and Apologies

2. Strategic Matters

2.1 Canopy Information.

Motion 1: Approval of Project Budget

That the Board approves the total capital budget presented in the Board Pack for the Outdoor Canopy Project.

Outcome: CARRIED (Unanimous)

Decision Date: 28 Jul 2026
Outcome: Approved

Motion 2: Confirmation of Funding and Reserve Contribution

That the Board:
a. Reaffirms its previously approved $250,000 allocation of capital reserves towards the Outdoor Canopy Project; and
b. Approves the use of up to $198,219 from capital reserves to fully fund the approved project budget.

Outcome: CARRIED (Unanimous)

Decision Date: 28 Jul 2026
Outcome: Approved

Motion 3: Delegation of Authority to Implement the Project

That the Board:
a. Approves the Outdoor Canopy Project proceeding, subject to all necessary

statutory approvals being obtained;
b. Delegates authority to the Principal and/or Board Chair to negotiate, finalise, execute and sign all contracts, applications, agreements and other documentation necessary to give effect to the project, including the supplier's contract and other necessary project or statutory body forms; and
c. Requires the Principal to provide regular progress reports to the Board on project delivery, expenditure, funding and key project risks.

Outcome: CARRIED (Unanimous)

Decision Date: 28 Jul 2026
Outcome: Approved

Motion 4: Adoption of Reserve Replenishment Strategy

That the Board:
a. Adopts the proposed Reserve Replenishment Strategy for the Outdoor Canopy Project;
b. Endorses management pursuing funding opportunities over the next 12–18 months, including grant applications, international student programme revenue and community fundraising initiatives, with the objective of replenishing capital reserves utilised for the project; and
c. Requests that the Principal report periodically to the Board on progress against this strategy and any additional funding secured.

Outcome: CARRIED (Unanimous)

Note: The Board explicitly noted and accepted the operational risk that external replenishment may fall short of target, while noting the potential upside of exceeding target recovery.

Decision Date: 28 Jul 2026
Outcome: Approved

2.2 Next Steps

Project Scope & Costings: The Board reviewed updated pricing details provided in the board pack. Management outlined the rationale for cost variations, including minor scope adjustments and upgraded paint specifications required for local environmental durability.

Consents & Regulatory Sequencing: Clarification was provided regarding the sequencing of statutory requirements, confirming that building consent applications and approvals will precede project execution and external grant applications.

Funding Strategy & Reserve Management: The Board evaluated external grant probabilities and noted the restriction against retrospective grant applications. Reviewing the school's liquidity and cash reserves, the Board confirmed its capacity to fully self-fund the project outright. This approach avoids project delays, with the intention of undertaking retrospective fundraising to restore reserve levels over a managed timeframe.

Project Assurance: The Board reviewed the capability, track record, and assurances provided regarding the Project Manager, expressing full confidence in the project delivery structure.

Measuring Project Success & Benefits Realization: The Board discussed how to measure the long-term success of the Outdoor Canopy Project beyond its physical completion. The framework will include a 12-month post-completion review period, incorporating stakeholder feedback and tracking both intended benefits and any unexpected outcomes or criticisms (e.g., operational issues or unexpected advantages that arise).

3. Next Meeting and Close

3.1 Close the meeting

Next meeting: Meeting 8 - 12 Aug 2026, 5:00 pm

Signature:_____ **Date:**_____