

Te Kura o Ngā Puna Waiora

Newtown School

Board of Trustees Hui Minutes

Rātū / Monday - 8 Hune / June 2026, 6:30pm / Staffroom

Board members: Naomi Taylor, Fatima Amin Sheikh, Jahnelle Wright (Ngāti Kotahitanga rep), Amro Gamal, Rhys Muir (kaiako rep), Sian Smith (Ngāti Kotahitanga rep), Debbie Purves, Nicki Read (Tumuaki)

Also present: Danielle Te Waiti (Deputy Principal), Ash Holwell (minute taker)

Apologies: Nadia Abu-Shahab, Trey Tanuvasa

Waiata me Karakia timatanga

Meeting opened 6:39pm

Ko Hina i te marama, me kore au e ngaro i te hinapōuri.

I will never be lost as Hina will provide me with clarity and guidance.

Conflicts of Interest None

Previous minutes

Motion: The board accepts previous minutes as true and accurate.

Moved: Sian

Seconded: Nicki

All: Approve

1. Whanaungatanga – Hina i te marama – Reflections of actions and learning

- Sian acknowledges that since we last met we have lost Hirini Moko Mead, an incredibly important person to the world, to Aotearoa, to education and all Māori. We have also lost Sharon Hawke, who's father was Joe Hawk who let the hikoi from Te Rerenga Wairu to Te Whanganui a Tara as part of the Māori land march – as daughter she was the guardian of his legacy, and acknowledging everyone who we have lost over the last month.
- Rhys kōrero around the publishing and writings of Moko Morris and his whānau connections to his whānau and work throughout the motu.
- Sian recently borrowed a book from the library called Horota, WAKA from the east coast and relating to iwi there. An incredible book on the waka of Horota and the people of the east coast. Chapter on the Takatimu Waka and its various journeys throughout the Pacific, with my story of Tamati a Pokai who brought the waka to the south of Te Wai Pounamu. On world ocean day reflecting on the ways we are separated from our families across the world yet the ocean is the connector of us all.
- Sian tautoko the dressups of the board for world ocean day, in the world at the moment with so many detrimental things happening it is critical that we are doing the small things that bring us joy and celebrate the world and each other.
- Danielle tautoko to the power of healing of the ocean, if we can slow our destruction then the ocean will heal.
- Naomi – every second breath we take is created by the ocean.
- Nicki spoke of two films that highlighted the interconnectedness of the ocean to healing and wholeness it is for so many people.
- Amro – ocean covers 70% of earth, yet under there is so much more and under it is only covering the surface, below it is earth. There are patterns and personalities to the people who live close to the ocean, something so lively and so beautiful! Often not the richest though somehow so alive and themselves.
- Fatima – the fish that come from the cold ocean are fundamentally different from the warm ocean, even if the fish is the same species, it is different from the temperature of the ocean. Appreciating that mum used to have a house by the ocean and growing up I thought I might never have this in Somalia, yet now in Aotearoa it is possible for me.
- Rhys – tautoko to Project Jonah and MTSW who have done work with the kura.

2. Leadership Report + Assessment and Reporting Update

Leadership report tabled by Nicki and Danielle.

Property:

- The cyclical maintenance and painting projects are planned for the relocatables.
- For the Block A works we worked with the MOE team to consider six different tenders with one preferred provider chosen and ready for finalisation, with the project to commence in July.
- Options for changing heating systems, and upgrading of some toilets.

Action: Board instructs Nicki to approach Ed Services in regards improvement of the asset register system in labelling the items clearly.

Motion: Approve updated asset register (with condition of minor changes)

Moved: Sian

Seconded: Amro

All: Approve

School production is on the 25th June – Thursday – Maungarongo ki te Whenua – looking at ways of being peaceful and people who have led the way. Everyone in the school has a role. There will be koha boxes for supporting the school fundraising for the playground and noho.

The New World Newtown grocery grab was a delightful experience and wonderful for the families.

Samoan language week was special last week – it ended with a wonderful feast that was very generously provided, and the kids felt so proud.

Finance:

- Our annual report has been circulated.
- Noting the decrease in budget through the increase in all costs without a tangible increase in operational funding.
- We are in a situation where there is little space for contingency so we need to stay very tight to budget. Leadership will report to this each meeting.

Tohu – a video will be made to reveal and explain the story of the new tohu.

Website – we are at the stage of creating the content of the website, followed by planning how the site will be revealed to the community when ready.

Staff only day:

- A lot of planning is done around what we get out of the staff only days. Kemu (games) brought the crew together with whakawhangaungatanga focused on lesser known connections we might have to this whenua and the people in our community. A wonderful experience of deep connection to this place and the people in it. We learned of and connected to the awa under our kura – with a space opened up for some steps to be taken towards a 100 year dream. The staff came back with phenomenal and profound things to contribute, with many peoples dreams connected to the whenua, awa, ngahere, bird life and this place feeding the people of this area in multiple ways.
- There is major work going on in the school to adjust to the new reporting requirements for the school and the board acknowledges this work and trusts the teachers understanding of our tamariki learning progress.
- The staff continued connections and deep sharing, along with focus on professional development – a lot was done on the day by all.

Discussion re Megan Journee’s letter application to the Ministry of Education for a 10-week sabbatical in 2027, noting the skills and competencies of Megan, along with the focus of the study they would like to conduct that will be beneficial to our kura.

Motion: Board support Megan Journee to apply for a sabbatical in 2027 and will write a letter of endorsement.

Moved: Amro

Seconded: Sian

All: Approve

3. Policy

There are two policies up for review in this term:

- School Swimming Pool / Swimming Off Site
- Education Outside the Classroom

Sian proposed that the board come together for a policy wananga at regular intervals to assist the policy update process. The board agrees on a number of levels and is supportive.

Nicki outlined the school assurances to the board for the term.

See assurances in **Appendix A** of this document.

Specific discussions around:

- Highlighting Police vetting and the specific categories of usage that various people on site need. [Link to Ministry definitions here.](#)
- Assurance that we are adhering to and exceeding the equal opportunities processes.
- Question raised regarding the situation if information is not disclosed when people are employed or come on to site. Discussion re the school ensuring it has internal processes during a robust recruitment process, such as asking for disclosure as part of interview questions and referee checks.
- Highlighting the work the school is doing around child protection training.
- Our planning and report is up to date.
- Highlighting the schools work consulting throughout the school on Health Education. Wānanga have been conducted amongst the staff to prepare for an engagement with the community later in the year, in the schools efforts to honour the rights of all involved and enabling safety across all decisions and learning processes.

Motion: We receive and accept the assurances

Moved: Naomi

Seconded: Amro

All: Approve

4. Portfolios

- Ngati Kotahitanga
 - Celebrating a beautiful and successful fundraising night with curry night. Thank you to the community for their support, and to the whanau who provided the kai.
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5. Hiwa i te Rangi – Dreams and Aspirations

Naomi spoke of the inspiration of a 100 year vision and how it can weave with our tamariki on their own journeys.

Sian: I want to think about what it sounds like, what that 100 year future sounds like. It takes three generations for a colonised language to heal – how many of our children’s children will be speaking te reo amongst the manu in the ngahere here.

Rhys: From the Tangata Tiriti perspective of the white space and not wanting the many languages of this community to fade, and for all of those languages to thrive and flourish together.

Amro: Gave reflections on his experiences planning for his trip to Egypt later in the year and how related language is to power and place, with language giving both the basis and the hint of the changes that need to come.

Jahnelle: Dream for our mokopuna to no longer need to fight, to just be able to be Māori. To build on their tinorangatiratangta, and to no longer feel trapped by systems that have oppressed us and indigenous people throughout the world. Our little pocket of Newtown has always maintained a level of diversity which holds many different peoples and experiences and this is the beauty of what makes this place. Being able for my tamariki to be in Ngati Kotahitanga is one powerful way to make change, and it’s a beautiful thing to see my child to just be and it gives me joy that hopefully that by making this step that she will carry those values and principles for here whanau and mokopuna – so we can get to that future where we do not have to fight anymore. We are strong, though if being strong is the thing we have to be all the time where is the space for us for joy, for just existing and being. I am grateful for our kura, our kaiako, and our community, for stepping into the space of honouring Te Tiriti. Mihi to our kaiako for the work they do and to everyone who is upholding Te Tiriti without fear.

Naomi: Pūtātara for the bell! We don’t want our tamariki responding to a bell that could be in a prison, a factory, and not of this place. We want our tamariki responding to something that calls and reflects. Seconded by Sian, and supported by the board. Thinking about the 100 year vision and the awa, and it would be beautiful to have an artwork/mural that represented our 100 year vision.

Rhys: Thinking of the institutions that actually help people, and schools are absolutely the one of them – dreaming of 100 years from now and schools are the hubs of help for all things.

Amro: We have the opportunity to share and help our community engage in the election this year – many in our community are disadvantaged at various levels in the voting process and we would like everyone to have a say. I dream of there being no poverty and no homelessness – just today we found out that there are 33,000 homeless children in Aotearoa and we should be looking back at this time in shame, there is none of this.

Date for next meetings

Monday 20th July (3rd Monday)

Monday 17th August

Monday 14th September

Monday 12th October

Monday 9th November

Tuesday 8th December

Karakia Whakamutunga

Actions

#	Action	Assigned	Status
26.01	Ensure the various portfolios are covered.	Collective	Completed
	Invite Josephine to board hui	Noami, Sian	Completed
26.03	Investigate ways to report categories relating to ethnicity and/or origin that are	Naomi + Danielle	Completed

	better represented - aim to approve and align with kura values		
26.04	Submit on Education and Training Bill (System Reform) Amendment Bill - 14 January 2025	Noami + Collective	Completed
26.05	Review co option regulations and respond to those who are interested in being on the Board.	Collective	Completed
26.05	Continue to find parents interested in fundraising.	Collective	In progress
26.06	Add actions to the Strategic Plan especially for the Hapori - June Meeting	Danielle + Collective	In progress
26.07	Implement four recommendations from Community Survey	Nicki	In progress
26.08	Co-option recommendations from each caucus	Collective	Completed
26.09	Te Tiriti portfolio will bring recommendations back to the board for constitution development	Te Tiriti portfolio	In progress
26.10	Review and approve audited financial reports + updated Asset Register	Nicki	Completed
26.11	Find a time for the board to experience the story of the new tohu/logo	Nicki	In progress
26.12	Tangata Whenua caucus will report back in regards co-option timelines	Naomi + Sian	In progress
26.13	Policy Wānanga within board hui at the first hui of next term - July	Sian + Trey	In progress
26.14	All board members will provide bio and photo to the school by 15 May	All	In progress

26.15	Nicki to approach Ed Services in regards improvement of the asset register system.	Nicki	In progress
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Signed: 

Naomi Taylor, Presiding Member

Appendix A:

Assurances for Term Two Board Meeting 8/06/26

Safety Checking and Police Vetting– I assure the board that all children’s workers employed or engaged by the school have been safety checked before their appointment. I confirm that children’s workers have been safety checked as required within 3 years of the previous check.

I assure the board that, before a person begins employment or engagement at the school or has unsupervised access to students during normal school hours, any required police vetting and risk assessment has been completed in accordance with legal requirements. Confirm that police vets have been completed every 3 years.

Teaching Staff–Assure the board that all teachers employed at the school are registered with the Teaching Council of Aotearoa New Zealand and hold a current practising certificate or Limited Authority to Teach, and that no person without a practising certificate is permanently appointed to any teaching position.

Performance Management–Assure the board that the school manages the performance of staff according to employment agreement requirements. Confirm that the board complies with mandatory reporting requirements to the Teaching Council.

Staff Conduct–Assure the board that the school complies with mandatory reporting requirements relating to staff conduct.

Appointment Policy–Assure the board that procedures for staff selection and appointment are being implemented correctly, including identity and registration checks, and any board delegation of appointment responsibilities.

Employment Policy and Equal Employment Opportunities–Assure the board that the school operates an employment policy that complies with the principle of being a good employer, that the policy (including our equal employment opportunities programme) is available to staff, and that a report on compliance is included in the annual report.

Child Protection and Identifying and Responding to Suspected Child Abuse or Neglect–Assure the board that the school has a written child protection policy that contains provisions on the identification and reporting of child abuse and neglect, is publicly available, and is reviewed every three years, and that anyone providing children’s services that has contracted with the board has adopted a child protection policy that is reviewed at least once every three years.

Assure the board that all staff receive child protection training to enable them to be vigilant, have knowledge and awareness of the indicators of neglect, potential or actual abuse, and to report any concerns, suspicions, or allegations of suspected abuse immediately in accordance with the school Child Protection policy.

Assessing Student Learning–Assure the board that the school analyses good quality assessment information to monitor and evaluate the progress and achievement of students, including their performance in relation to foundation curriculum policy statements, national curriculum statements, and any nationally and internationally recognised qualifications system offered at the school.

Assure the board that analysis includes identifying groups of students whose needs have not yet been well met and aspects of learning programmes that need attention, and that teaching and learning programmes are developed and implemented to address these needs.

Cellphones and Other Personal Digital Devices–Assure the board that the school takes all steps to prohibit students (other than those granted an exemption) from using or accessing mobile phones at all times while they are attending school, including during visits outside the school premises.

TERM ONE ASSURANCES

School Planning and Reporting Assure the board that:

- the current strategic plan has been submitted to the Ministry of Education and published online
- the annual implementation plan has been published online by 31 March each year
- financial statements have been submitted to the school auditor by 31 March each year
- the annual report (including audited financial statements) has been submitted to the Ministry of Education by 31 May and published online each year.

Inclusive School Culture–Assure the board that the school:

- takes reasonable steps to ensure that school policies and practices reflect New Zealand’s cultural diversity
- is inclusive of, and caters for students with differing needs
- gives effect to relevant student rights
- takes all reasonable steps to eliminate racism, stigma, bullying, and any other forms of discrimination.

Māori Educational Achievement Assure the board that the school seeks to achieve equitable outcomes for Māori students and takes all reasonable steps to provide for students to be taught, and to learn, in te reo Māori, on request of their parents or immediate caregivers.

Learning Support Assure the board that:

- teachers of students with learning support needs have a sound understanding of student needs
- systems are in place to support these students
- policies and procedures relating to students who have learning support needs are objective, value diversity, integrated within the school curriculum, regularly re-evaluated for effectiveness, and communicated to our school community.

Health Education–Assure the board that at least once every two years a consultation with the school community has occurred, and a statement on the delivery of the health curriculum has been adopted. We are currently in the process of consolidating the document that we will consult on.

Health, Safety, and Welfare Policy–Assure the board that school health, safety, and welfare policies and procedures meet legislative and regulatory requirements. See **Health, Safety, and Welfare Policy** on your SchoolDocs site for more details.

Worker Engagement, Participation, and Representation–Assure the board that workers have the opportunity to participate in improving workplace health and safety.

Health Support—Assure the board that policies and procedures relating to health support are up to date and implemented correctly. See **Health Support** on your SchoolDocs site for more details.

Digital Technology and Online Safety—Assure the board that **Digital Technology and Online Safety** policies to promote internet safety and prevent bullying are being implemented correctly. Report on any breaches in digital safety.