








AO TAWHITI MINUTES OF THE SCHOOL BOARD OF TRUSTEES. HELD AT 5.30 pm ON  
20th May 2025, AT THE SCHOOL.

Karakia and the meeting open		<b>ACTIONS</b>
<p><b>PRESENT:</b> Courtney Shipp, Vaughan Luckman,, Hannah Martin, Anita Yarwood. Andrew Dean. Danella Stewart.</p> <p><b>IN ATTENDANCE:</b></p> <p><b>APOLOGIES:</b> Jonelle Matthews, Greg O’Neil</p> <p><b>REGISTRATION OF INTEREST:</b> None</p>		
<p><b>CONFIRMATION OF CONSENT AGENDA</b></p> <p>Previous minutes-</p> <p> Draft Minutes of the school board of trustees 8th April 2025</p> <p>Correspondence -  Correspondence</p> <p>Directors report -  Directors Report</p> <p>Student Rep report -  Student Report</p> <p>Staff Rep Report –  Staff Report</p> <p>Policies -  Policies for Review</p> <p>Board Grant Resolutions -  Grant Resolutions</p>		<p><b>CHAIR TO MOVE</b> The consent agenda of the Board of Trustees being circulated should be approved as true and correct.</p> <p>Accepted</p> <p>Taken as read</p> <p>In Discussion</p> <p>In Discussion</p> <p>Not at this meeting</p> <p>In Discussion</p> <p>Noted</p>
<b>PRESENTATION</b>		
<p><b>ACTION POINTS FROM 8th April 2025 MEETING</b></p> <ul style="list-style-type: none"> <li>• Policies to defer- Defer 1.2</li> <li>• Add a cooling-off policy to Ao Tawhiti policies.</li> <li>• Creating a Medications Policy</li> </ul>	<p>Deferred Accepted Deferred</p>	<p>Board Secretary Board Secretary Board Secretary</p>

<p><b>DISCUSSION</b></p> <ul style="list-style-type: none"> <li>- <b>Directors' Report</b> - The Director presented their report. The board discussed Attendance, Staffing changes, Pastoral data, and marketing. The Board supports the Directors' report.</li> <li>- <b>Cooling off policy</b>- The board discussed implementing a cooling-off period for resignations from senior leadership team members. The outcome is to implement this as an internal policy</li> <li>- <b>Ball</b> - The board supports the school obtaining an alcohol license for the school ball fundraiser.</li> <li>- <b>Van partnership</b> - The board supports the school's procurement of a van through business partnership.</li> <li>- <b>Phone consultation for the policy review</b>- Consultation will begin with Whanau, staff and students on Friday, the 23rd May 2025.</li> <li>- <b>2025 Final Budget</b>- The Board approves that \$10,000 be reallocated from Administration's expense to the 'Student Related' budget for 2025, and that the Board adopts the final capital budget for 2025 totalling \$109,070</li> <li>- <b>Medication Policy</b>- A medication policy needs to be implemented for safety measures.</li> <li>- <b>Student Report</b>- The student rep presented their report. The Board discussed the student initiative fund, gathering student feedback and fundraising. The Board accepts the student rep report.</li> </ul>	<p><b>ACTION</b>- Add cooling off policy to the internal school policies. <b>Approved</b></p> <p><b>Approved</b></p> <p><b>Accepted</b></p> <p><b>Accepted</b></p> <p><b>Approved</b></p> <p><b>ACTION</b>-deferred to next meeting.</p> <p><b>Accepted</b></p>
--	---

<p><b>IN COMMITTEE-</b> The meeting moves into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons. Items to be discussed include students, personnel, finance and property.</p> <p><b>CHAIR TO MOVE</b> The meeting resumes in Public Excluded Session and confirms that the business discussed in the Public Excluded Session remains confidential to the Board.</p>	<p><b>Accepted</b></p>
<p><b>2025 MEETING DATES</b> Term 1, Week 4, 18th Feb- Week 11, 8th April Term 2, Week 4, 20th May- Week 9, 24th June Term 3, Week 4, 5th August- Week 10, 16th Sept Term 4, Week 4, 28th Oct - Week 10, 9th Dec</p>	
<p><b>Meeting Concluded at</b></p>	

Approved

Name Courtney Shipp

EMAIL [office@aotawhiti.school.nz](mailto:office@aotawhiti.school.nz)

PHONE 03 377 7773

WWW [aotawhiti.school.nz](http://aotawhiti.school.nz)

ADDRESS 5 Mollet St, Christchurch Central 8011

Date 9 May 2025