



TIRIMOANA SCHOOL
MINUTES OF THE BOARD MEETING
HELD ON 22nd October 2025 at 7.12pm

PRESENT: Anna Lemalu, Peter Kaiser, Ben Wood, Kim Dolman, Aleem Shah, Megan Connolly, Jean Timms

APOLOGIES : Corinne Piu

VISITORS: Julie Matthews, Ann-Maree Antonievic

Visitors welcomed and given speaking rights.

KARAKIA: Anna Lemalu

DECLARATION OF INTEREST: (Potential Conflict/Pecuniary): Nil

MINUTES: The minutes of the meeting held on 1st October 2025 were read and approved.

Dolman/Connolly

MATTERS ARISING FROM MINUTES: Nil

CORRESPONDENCE: Inwards/Outwards. Received and accepted.

Tabled correspondence – Inwards received and accepted.

MATTERS ARISING: Letter to be written to Louise Graham acknowledging her resignation.

PRESIDING MEMBER REPORT: Verbal Report Anna Lemalu

PRINCIPAL REPORT: Presented by Peter Kaiser

STUDENT CONSULTATION REPORT: The student voice was prepared by Matt Lyon and presented by Peter Kaiser

LEARNING SUPPORT REPORT: Presented by Julie Matthews

FINANCIAL REPORT:

The Board moved the expenditure for September of \$725447.18 and Capital Expenditure of \$1469.82

Dolman/Lemalu

PROPERTY REPORT: Verbal report by Peter Kaiser

HR EMPLOYMENT: No Report

HEALTH & SAFETY/HAZARD: Presented by Julie Matthews

ATTENDANCE REPORT: Presented by Julie Matthews

EOTC: RAMS Received

ENVIRO: No Report.

EEO REPORT: Prepared by Peta Buckingham

SCHOOL DOCS: Verbal report by Peter Kaiser

GENERAL BUSINESS:

Delegations: Peter Kaiser presented a list (Attached) of delegations to be assigned to the principal. The board agreed to these.

Listed below are the nominated Board delegations.

- **Finance:** Kim Dolman
- **Health & Safety:** Aleem Shah
- **Property:** Ben Wood
- **HR:** To be confirmed
- **Travelwise Committee:** Anna Lemalu
- **Appointment Committee:** Ben Wood / Megan Connolly

Strike Day: Ministry formally notified school of the strike day to take place on 23 October 2025. A small number of non-striking staff will be onsite and will be managed by Ann-Maree Antonievic

Out of Zone Ballot: Peter Kaiser explained that there was no ballot held for Period One (15 October 2025) as there were no available spaces for priority 6.

Appointments Committee: Ben Wood and Megan Connolly have been delegated to be on the Appointments Committee.

Trust Community Foundation Application: An application for \$10,000 (GST Inclusive) to go towards Chrome Books has been started. The application will be submitted once the minutes of the meeting dated 1st October 2025 have been signed.

Māori Bilingual class and amendment to enrolment scheme: We need to seek approval from the ministry to amend our enrolment scheme. A letter has been drafted and an application form for assessment of special programme for an enrolment scheme has been completed and will be signed by Anna Lemalu.

Kaiser/Wood

MOU with the Teachers Training Institute (TTI): School was approached by the Teachers Training Institute and asked to be part of the Primary Teachers Training Programme for 2026. We have agreed to participate, and a motion was moved to agree to sign the MOU between Tirimoana School and Greg Fitchew.

Lemalu/Shah

Consultation with Parents and Whanau: Peter advised the board to start thinking about questions they feel may be relevant to have in the survey. These will need to be sent to Peter Kaiser within the next week to allow the Senior Leadership Team time to prepare the survey. Peter Kaiser asked that the Board place a level of trust in the Senior Leadership Team to create the survey.

Staffing for 2026: Peter Kaiser advised there would need to be Board involvement in the employment of the Deputy Principal and Assistant Principal roles.

Peter talked about the proposed staffing for 2026 and presented a document outlining an indication of how this may look with the understanding that this was a prediction because at different times of the year both staffing entitlement and staffing usage may vary. He asked the Board to fund the shortfall of the FTTE. A motion to move and accept to fund any extra FTTE required as per the document presented by Peter Kaiser.

Lemalu

Visitors left the meeting at 9.16 pm.

The Board went “into Committee” under amendment 54 section 48 (i) (a) (ii) to be notified of a recent stand down.

The Board moved “out of Committee” at 9.19 pm

Meeting closed at 9.20 pm

Next meeting: 19 November 2025

Presiding Member: _____ Date: _____

Board Delegations 2025

Authority to the principal for the day to day running of the school.

Authority to the principal to appoint staff as per the Appointments Policy (all permanent, fixed term and part time appointments, except those for senior leadership where the principal and board will make the appointment).

Authority to the Finance Committee to prepare annual budget, monitor income and expenditure monthly, and manage banking staffing

Authority to the principal to implement any mandatory requirements set by the Minister of Education or Ministry of Education

Student suspensions and exclusions committee to comprise all board members accept the principal

In the absence of the principal day to day running of the school is delegated to deputy principals not exceeding two weeks, unless the board at its discretion determines otherwise

Authority to the principal to fulfil duties for the Teaching Council when required, acknowledging that the principal will be paid meeting fees by the Teaching Council for this service.