



Preparing our students for the possibilities of tomorrow.
Kei te whakatakataka a matou akonga mo nga ahei a tona wa.

Lake Rerewhakaaitu School Board

17 June 2026 Meeting Minutes

ZOOM: <https://us02web.zoom.us/j/7145463433?pwd=aFVjYVAzdDVSZnkyVmlZUkt5TXRJQT09>

Opened 7.10 pm

1. Administration

Present Bianca van Emmerik, Daniel Schutt, Jacinda Poland, Megan O'Dea, Vicki Arnott and Julieanne Bull

Apologies Catherine Farrell and Stevie Simeon

In Attendance

Declaration of Interests DOIs held in a separate document that is linked to the Agenda

Administration

Board Membership Update: Stevie has advised of her resignation from the School Board. Consequently, under the board's attendance policy regarding three consecutive absences, she is automatically removed from her position on the Lake Rerewhakaaitu School Board.

Matters Arising from Previous Minutes

1. School Houses

- **Rent Arrears (#5):** Bianca has discussed the arrears with Halie. A repayment schedule is being established, and Bianca will pass the relevant details to Carla for follow-up.
- **Bathroom (#5):** Ratified later in the meeting.
- **Property Inspection (#5):** The scheduled property inspection was deferred due to tenant and family illnesses and will be rearranged by Jacinda and Megan.
- **Roof & Moss Treatment:** Booking confirmation with Mr. Bull is underway. Jacinda is to liaise with Hope regarding the supply of the chemical treatments.

2. School Property

- **Gutter & downpipe:** Jacinda to contact Wayne to arrange for the downpipe replacement and gutter reconnection.
- **Cameras:** Due to student management procedures, the need for cameras is not required at this time.

Confirmation of minutes for April 2026 minutes were approved with the correction that Vicki Arnott's status be amended from 'Present' to 'Absent'.

- **Moved:** Megan
- **Seconded:** Bianca
- **Carried** All in favour

Ratify email for approval of bathroom quote. We agree to proceed with Birch Build Limited to complete work at #5 Ash Pit Road. Noting that there will be a pricing difference due to quote term expiry as per email.

- **Moved:** Bianca
- **Seconded:** Megan
- **Carried** All in favour

Inwards Correspondence

- Emails:
 - Tenancy Bond changes
 - NZEI - Honouring Te Tiriti in our schools
 - Resignation from Halie McLean for her groundskeeper's role effective from the 17th July, 2026
 - Te Arawa FM / The Heat FM - Capturing the Kura, board is happy to leave this decision up to the staff

Motion to approve that the inwards correspondence be accepted.

- **Moved:** Bianca
- **Seconded:** Jacinda
- **Carried** All in favour

Motion to accept Halie McLean's resignation and advertise for replacement groundskeeper in the school newsletter and on Skool Loop.

- **Moved:** Bianca
- **Seconded:** Jacinda
- **Carried** All in favour

Strategic decisions

Review Principals performance - defer until Rick is back to explain the process for this to happen

Motion to approve [Operational Policy 2](#). Curriculum delivery policy, with no required amendments.

- **Moved:** Bianca
- **Seconded:** Daniel
- **Carried** All in favour

Principals report

Julieanne read and discussed her Principals report. See report.

- Principal Report
 - Sustainable Relationships
 - Parent reporting
 - Roll return 1st July
 - Mid Year Student achievement

Motion: Julieanne to consult with Laura regarding her availability to extend her fixed-term contract into Term 3 (at three hours per day, four days a week). The Board will fund this position initially and request financial support from the PTA.

- **Moved:** Daniel
- **Seconded:** Briana
- **Carried:** All in favour

Motion to accept the Principals report.

- **Moved:** Julieanne
- **Second:** Megan
- **Carried** All in favour

Property report

- Heat Pump Servicing for the School and Houses are scheduled to take place in the July school holidays.

School - as mentioned in the Principal's report, we are awaiting a quote from Cam Birch for the office window and door upgrade.

The water filtration system and requirements are currently being updated as per the ministry contract - this is Ministry funded.

School Houses - as mentioned above in general business, Megan / Jacinda to reschedule house inspection for #5

- o **Moved:** Megan
- o **Second:** Bianca
- o **Carried** All in favour

Finances - April 2026 report

Julieanne tabled the Bank Staffing Reports, SUE Reports for pay periods 03, 04 & 05

Julieanne tabled the Creditors, Credit Card schedule, Financial reports for April & May 2026

Bianca moves the Creditors accounts for payment for April & May 2026 as true and correct,

- o **Seconded:** Vicki
- o **Carried.** All in favour

Bianca moves the Credit Card Payments for April & May 2026 as true and correct,

- o **Seconded:** Jacinda
- o **Carried.** All in favour

Bianca moves the acceptance of the April & May 2026 Financial reports as a true and correct record of the financial position of the school.

- o **Seconded:** Jacinda
- o **Carried.** All in favour

Special Items

The PTA and Board relationship requires better alignment. Meeting at the beginning of the year, Board and PTA to discuss what we are fundraising for towards that helps and supports the school. Priorities could change from year to year, this ensures we are looking at the greater need in the school each year.

Propose that the Board meet with the PTA twice a year to discuss spending with a shared vision working towards the same goal "kids getting the best out of their education at LRS".

Teaching Aide hours/ Managing space with larger numbers

Discussion regarding teacher aide hours, what this will look like at the end of the term. Discussion around class numbers and how this will be managed going into next term. If we had someone local who would be happy to come in for 3 hours a day for 4 days a week. Talk around getting the PTA to fund, \$4500 over the term. Opportunity to generate interest from the community to build funding to pay for offering a fixed term contract for Term 3. An alternative for space would be to open up the space between Tupu and Mahuri, so that classrooms become bigger.

Identify Items for next agenda

- Learner Centred
- [Operational policy 8](#). Reducing Student Distress and use of Physical Restraint Policy
- [Operational policy 8.1](#) Anti bullying Policy
- Maori/Pacifika focus
- Literacy

End of minuted meeting at 8.37pm

Next meeting to be held in the LRS Staffroom 7.00 pm 29 Jul 2026

Signed: B. Mearns Presiding Member Date: 7/8/2026

Next Meeting Date: 29 Jul, 09 Sep, 21 Oct, 02 Dec 2026



Principal Report June 2026

Roll: 74 Boys: 44 Girls: 30 Maori: 46% European/NZ: 51% Filipino: 3%

Attendance as at: 1 June 2026

65% of students are attending 90% or higher at the time

- Property - awaiting quote for office window and entry way, technology room is progressing.
 - Professional Development - over the term I have completed an online course in High Performance Principalship: Advanced Leadership in NZ Schools. Key takeaways from this discussion highlight the importance of regularly reporting to whānau on student learning and progress. Writing has been identified as an area of concern, and we are exploring opportunities to survey both whānau and students to gather their perspectives and input.
- Another significant area identified was teacher wellbeing. Last month, I asked staff to reflect on the strategies they are using to support their own wellbeing, particularly during high-stress periods such as assessment completion, data collation, and report writing. As educators, there is often a tendency to simply “push through” demanding periods; however, it is essential that we prioritise staff wellbeing and consider sustainable ways to support ourselves and one another.
- This is especially important in the context of ongoing educational change, including the implementation of a new curriculum that is year-level focused when as a rural school we work within multi-level classrooms, alongside the introduction of new assessment requirements such as SMART, which represented a substantial undertaking for staff and students.
- I attended the Rural Principals conference which was a great way to make connections, network and talk about common themes happening within rural communities. The workshops attended supported the work I have been doing in leadership development and understanding what is required. It was great to see that all the work I have been leading on the 2026 Standards for Teaching is what we should be focussing on.
- I have also been completing an online course on Advanced Financial Management for NZ Schools: Governance, funding and compliance. This is an area I had identified as an area of development and the course is helping to support this.
- Low attendance and staff sickness are on the incline, which is standard for the winter months, unfortunately this also means that our relievers are also getting sick.
 - Our class sizes have increased, (Rakau 29, Mahuri 27, Tupu 18)
 - Assessment data to be presented at the meeting

Lake Rerewhakaaitu School
English (Refreshed NZC) T2

READING Informed Decision T2
Admin Whole School

30132	Emerging	Developing	Consolidating	Proficient	Exceeding	Total
Y0	100% (1)					1
Y1	45% (5)	18% (2)		18% (2)	18% (2)	11
Y2	29% (4)	14% (2)	50% (7)	7% (1)		14
Y3			57% (4)	43% (3)		7
Y4		17% (2)	67% (8)	17% (2)		12
Y5	27% (3)		36% (4)	9% (1)	27% (3)	11
Y6	11% (1)	33% (3)	11% (1)	33% (3)	11% (1)	9
Y7	50% (2)			25% (1)	25% (1)	4
Y8	100% (1)					1
Totals	24.3% 17	12.9% 9	34.3% 24	18.6% 13	10% 7	70

(30132) READING Informed Decision 2026 Uses Ethnic 1 Only									
	Emerging	Developing	Consolidating	Proficient	Exceeding				
NZ Maori	Male	9	4	5	2	1	21		
	Female	3	2	3	1	3	12		
NZ European	Male	3		8	7	3	21		
	Female	2	3	7	2		14		
Samoan	Male						0		
	Female						0		
Tongan	Male						0		
	Female						0		
Cook Isl	Male						0		
	Female						0		
Other P Isl	Male						0		
	Female						0		
Asian	Male				1		1		
	Female		1				1		
Other	Male						0		
	Female						0		
Total		17	9	24	13	7	70		

WRITING Informed Decision T2
Admin Whole School 2026

30133	Emerging	Developing	Consolidating	Proficient	Exceeding	Total
Y0	100% (1)					1
Y1	55% (6)	27% (3)			18% (2)	11
Y2	29% (4)	14% (2)	43% (6)	14% (2)		14
Y3		14% (1)	57% (4)	29% (2)		7
Y4		25% (3)	58% (7)	17% (2)		12
Y5	73% (8)	27% (3)				11
Y6	44% (4)	33% (3)	22% (2)			9
Y7	100% (4)					4
Y8	100% (1)					1
Totals	40% 28	21.4% 15	27.1% 19	8.6% 6	2.9% 2	70

(30133) WRITING Informed Decision 2026
Uses Ethnic 1 Only

	Emerging	Developing	Consolidating	Proficient	Exceeding
NZ Maori	Male 11	6	3	1	21
	Female 6	2	3	1	12
NZ European	Male 6	4	6	4	21
	Female 4	3	6	1	14
Samoan	Male				0
	Female				0
Tongan	Male				0
	Female				0
Cook Isl	Male				0
	Female				0
Other P Isl	Male				0
	Female				0
Asian	Male 1		1		1
	Female				1
Other	Male				0
	Female				0
Total	28	15	19	6	70

Lake Rerewhakaaitu School
Maths (Refreshed NZC) T2
Maths Overall Informed Decision T2
Admin Whole School

30157	Emerging	Developing	Consolidating	Proficient	Exceeding	Total
Y0		100% (1)				1
Y1	18% (2)	73% (8)	9% (1)			11
Y2		57% (8)	36% (5)	7% (1)		14
Y3		17% (1)	50% (3)	33% (2)		6
Y4		25% (3)	50% (6)	25% (3)		12
Y5	45% (5)	27% (3)	9% (1)	18% (2)		11
Y6	67% (6)			22% (2)	11% (1)	9
Y7	100% (4)					4
Y8	100% (1)					1
Totals	26.1% 18	34.8% 24	23.2% 16	14.5% 10	1.4% 1	69

(30157) Maths Overall Informed Decision 2026 Uses Ethnic 1 Only									
	Emerging	Developing	Consolidating	Proficient	Exceeding				
NZ Maori	Male	8	8	2	2	1	21		
	Female	2	4	6			12		
NZ European	Male	2	7	4	7		20		
	Female	5	4	4	1		14		
Samoan	Male						0		
	Female						0		
Tongan	Male						0		
	Female						0		
Cook Isl	Male						0		
	Female						0		
Other P Isl	Male						0		
	Female						0		
Asian	Male		1				1		
	Female	1					1		
Other	Male						0		
	Female						0		
Totals		18	24	16	10	1	69		

2 Lake Rerewhakaaitu School Curriculum Delivery Policy

Outcome statement

Curriculum delivery reflects strategic plan aims and meets legislative requirements.

Scoping

The board's primary objective is to ensure that every student at the school is able to attain his or her highest possible standard in educational achievement.

Delegations

As the professional leader of the school, the principal is responsible for fostering quality teaching and learning outcomes.

Expectations and limitations

The principal must ensure:

- an annual plan is developed setting out how progress will be made towards the achievement of strategic aims and targets and is approved by the board
- the school curriculum is based on the vision, values, principles and key competencies of the New Zealand Curriculum (or Te Marautanga o Aotearoa)
- school programmes provide students in years 1–8 with opportunities to learn in all areas of the national curriculum
- there is a focus on the national priority groups of Māori, Pasifika and students with special learning needs in school planning and reporting*
- assessment practices enable the engagement, progress and achievement of students to be monitored and reported
- Board approval is sought before changes to the school curriculum requiring increased expenditure or significant changes to programmes or staffing are made.
- Students must have a letter from home and permission from school before they bring any ICT equipment/device from home. This includes items such as: mobile phones, iPods, games, cameras, and USB drives.

Procedures/supporting documentation

Curriculum planning

[Assessment cycle](#)

Attendance

Monitoring

The principal will prepare (or, where appropriate, delegate, co-ordinate and approve) a report for every board meeting that:

- includes data and analysis on curriculum delivery, student progress and achievement
- tracks progress and variance towards strategic aims and key performance indicators
- informs the board of any significant changes in staffing, programmes, plans or processes that are under consideration.

- Attendance data

Legislative compliance

Education Act 1989

New Zealand Curriculum/Te Marautanga o Aotearoa

*National Education and Learning Priorities (from 2019)

Reviewed: June 2026	Next review: June 2028
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Carla Williams <office@lakerere.school.nz>

Fwd: Quote QU-0129 from Birch Built Limited for Catherine Farrell

11 messages

7 February 2026 at 14:51
Catherine Farrell <catherined@lakerere.school.nz>
To: Bianca Sterkenburg <bsterkenburg@lakerere.school.nz>, Presiding Member <botpm@lakerere.school.nz>, Daniel Schutt <dschutt@lakerere.school.nz>, Carla Williams <office@lakerere.school.nz>, Rick Whalley <principal@lakerere.school.nz>, Megan O'Dea <megano@lakerere.school.nz>, Vicki Arnott <vickia@lakerere.school.nz>, Jacinda Poland <jacindap@lakerere.school.nz>, Stevie Simeon <stevies@lakerere.school.nz>

----- Forwarded message -----

From: Office Email <messaging-service@post.xero.com>
Date: Fri, 16 Jan 2026, 6:35 am
Subject: Quote QU-0129 from Birch Built Limited for Catherine Farrell
To: <catherined@lakerere.school.nz>



Hi Catherine,

Thank you for your enquiry.

Here's quote QU-0129 for NZD 25,366.10.

View your quote online: <https://ln.xero.com/4NH9KSDHY1CjmuRZDm45Sx4bsuqdf0x39URG1OI>

From your online quote you can accept, decline, comment or print.

If you have any questions, please let us know.

Thanks,
Birch Built Limited

Terms
Terms and Conditions

- Upon acceptance of this quote a 50% deposit will be required before any site works shall commence
- Any outstanding amount owing will be payable on completion of the work
- This quote is valid for 30 days only
- Birch Built Ltd will endeavor to complete all site works in a timely fashion upon commencing the work
- Birch Built Ltd will work in and communicate with other trades to ensure a smooth completion of the work
- Birch Built Ltd will work between the hours of 7:30 am and 5:30 pm Monday to Friday unless special arrangement is made to work outside these hours
- It is expected that during site works facilities such as toilet / hand washing / power / water will be available on site
- If any consents are required for any part of this work it is the responsibility of the owner

- to obtain these and no consents will be obtained by Birch Built Ltd
- Any consents obtained must be made known to Birch Built Ltd prior to work commencing
 - All work completed by Birch Built Ltd will be of a high standard and professional finish
 - All materials supplied by Birch Built Ltd will remain the property of Birch Built Ltd until payment in full has been received
 - Any materials stored on your property will be at your own risk, no compensation will be made by Birch Built Ltd if any materials are damaged / lost / stolen whilst located at your property
 - No allowance for any works not mentioned have been made

Thank you for providing us with the opportunity to quote this job, we look forward to hearing from you in the near future

Quote QU0129.pdf
44K

ricky whalley <rickyw@lakerere.school.nz>

To: Catherine Farrell <catherined@lakerere.school.nz>

Cc: Bianca Sterkenburg <bsterkenburg@lakerere.school.nz>, Presiding Member <botpm@lakerere.school.nz>, Daniel Schutt <dschutt@lakerere.school.nz>, Carla Williams <office@lakerere.school.nz>, Rick Whalley

<principal@lakerere.school.nz>, Megan O'Dea <megano@lakerere.school.nz>, Vicki Arnott <vickia@lakerere.school.nz>, Jacinda Poland <jacindap@lakerere.school.nz>, Stevie Simeon <stevies@lakerere.school.nz>

That looks alright.

Ngā mihi

Rick Whalley

Principal

Lake Rerewhakaaitu School



[Quoted text hidden]

Catherine Farrell <catherined@lakerere.school.nz>

To: Presiding Member <botpm@lakerere.school.nz>, Bianca Sterkenburg <bsterkenburg@lakerere.school.nz>, Daniel Schutt <dschutt@lakerere.school.nz>, Carla Williams <office@lakerere.school.nz>, Megan O'Dea

<megano@lakerere.school.nz>, Vicki Arnott <vickia@lakerere.school.nz>, Jacinda Poland

<jacindap@lakerere.school.nz>, Stevie Simeon <stevies@lakerere.school.nz>, Julieanne Bull

<julieanneb@lakerere.school.nz>

15 May 2026 at 07:53

Evening everyone,

I am attaching the quote that we received from Cam Birch that I sent out earlier this year in regards to the bathroom at 5 Ash Pit Road.

We have made an effort to obtain other quotes and have not had a lot of success.

So I would like to move that we accept Cam Birch's quote (with the understanding that there may be slight variation given the time delay).

If you are happy to proceed with this quote could you 'reply all' with your agreement on this.

I can then let Cam know we'd like it booked in.

Thanks,

7 February 2026 at 19:35

Catherine
[Quoted text hidden]

 Quote QU0129.pdf
44K

15 May 2026 at 08:12
To: Catherine Farrell <catherined@lakerere.school.nz>
Cc: Presiding Member <botpm@lakerere.school.nz>, Bianca Sterkenburg <bsterkenburg@lakerere.school.nz>, Daniel Schutt <dschutt@lakerere.school.nz>, Carla Williams <office@lakerere.school.nz>, Megan O'Dea <megano@lakerere.school.nz>, Jacinda Poland <jacindap@lakerere.school.nz>, Stevie Simeon <stevies@lakerere.school.nz>, Julieanne Bull <julianneb@lakerere.school.nz>

I'm happy to accept the quote.

Ngā mihi,
Vicki
[Quoted text hidden]

15 May 2026 at 08:35
Julianne Bull <julianneb@lakerere.school.nz>
To: Catherine Farrell <catherined@lakerere.school.nz>
Cc: Presiding Member <botpm@lakerere.school.nz>, Bianca Sterkenburg <bsterkenburg@lakerere.school.nz>, Daniel Schutt <dschutt@lakerere.school.nz>, Carla Williams <office@lakerere.school.nz>, Megan O'Dea <megano@lakerere.school.nz>, Vicki Arnott <vickia@lakerere.school.nz>, Jacinda Poland <jacindap@lakerere.school.nz>, Stevie Simeon <stevies@lakerere.school.nz>

I am happy to accept this quote

Ngā mihi
Julianne

On Fri, May 15, 2026 at 7:53 AM Catherine Farrell <catherined@lakerere.school.nz> wrote:
[Quoted text hidden]

15 May 2026 at 10:26
Megan O'Dea <megano@lakerere.school.nz>
To: Julieanne Bull <julianneb@lakerere.school.nz>
Cc: Catherine Farrell <catherined@lakerere.school.nz>, Presiding Member <botpm@lakerere.school.nz>, Bianca Sterkenburg <bsterkenburg@lakerere.school.nz>, Daniel Schutt <dschutt@lakerere.school.nz>, Carla Williams <office@lakerere.school.nz>, Vicki Arnott <vickia@lakerere.school.nz>, Jacinda Poland <jacindap@lakerere.school.nz>, Stevie Simeon <stevies@lakerere.school.nz>

I'm happy with the quote.

Thanks,
Megan
[Quoted text hidden]

15 May 2026 at 10:56
Bianca Sterkenburg <bsterkenburg@lakerere.school.nz>
To: Megan O'Dea <megano@lakerere.school.nz>
Cc: Julieanne Bull <julianneb@lakerere.school.nz>, Catherine Farrell <catherined@lakerere.school.nz>, Presiding Member <botpm@lakerere.school.nz>, Daniel Schutt <dschutt@lakerere.school.nz>, Carla Williams <office@lakerere.school.nz>, Vicki Arnott <vickia@lakerere.school.nz>, Jacinda Poland <jacindap@lakerere.school.nz>, Stevie Simeon <stevies@lakerere.school.nz>

I'll accept this quote

Regards,
Bianca van Emmerik
[Quoted text hidden]

18 May 2026 at 08:24
Daniel Schutt <dschutt@lakerere.school.nz>
To: Catherine Farrell <catherined@lakerere.school.nz>
Cc: Presiding Member <botpm@lakerere.school.nz>, Bianca Sterkenburg <bsterkenburg@lakerere.school.nz>, Carla Williams <office@lakerere.school.nz>, Megan O'Dea <megano@lakerere.school.nz>, Vicki Arnott

<vickia@lakerere.school.nz>, Jacinda Poland <jacindap@lakerere.school.nz>, Stevie Simeon <stevies@lakerere.school.nz>, Julieanne Bull <julianneb@lakerere.school.nz>

I'm happy with the quote and to proceed with the work.

Thanks Catherine
[Quoted text hidden]

25 May 2026 at 17:39
Catherine Farrell <catherined@lakerere.school.nz>
To: Daniel Schutt <dschutt@lakerere.school.nz>
Cc: Presiding Member <botpm@lakerere.school.nz>, Bianca Sterkenburg <bsterkenburg@lakerere.school.nz>, Carla Williams <office@lakerere.school.nz>, Megan O'Dea <megano@lakerere.school.nz>, Vicki Arnott <vickia@lakerere.school.nz>, Jacinda Poland <jacindap@lakerere.school.nz>, Stevie Simeon <stevies@lakerere.school.nz>, Julieanne Bull <julianneb@lakerere.school.nz>

Thanks everyone for putting your responses in.

We are still waiting on Jacinda and Stevie.

Do we need their vote or can we proceed without them, as we have a majority?

[Quoted text hidden]

25 May 2026 at 19:19
Bianca Sterkenburg <bsterkenburg@lakerere.school.nz>
To: Catherine Farrell <catherined@lakerere.school.nz>
Cc: Daniel Schutt <dschutt@lakerere.school.nz>, Presiding Member <botpm@lakerere.school.nz>, Carla Williams <office@lakerere.school.nz>, Megan O'Dea <megano@lakerere.school.nz>, Vicki Arnott <vickia@lakerere.school.nz>, Jacinda Poland <jacindap@lakerere.school.nz>, Stevie Simeon <stevies@lakerere.school.nz>, Julieanne Bull <julianneb@lakerere.school.nz>

I'm pretty sure we should be good with a majority of votes in favour. Just like in a meeting.

[Quoted text hidden]

25 May 2026 at 19:50
Catherine Farrell <catherined@lakerere.school.nz>
To: Bianca Sterkenburg <bsterkenburg@lakerere.school.nz>
Cc: Daniel Schutt <dschutt@lakerere.school.nz>, Presiding Member <botpm@lakerere.school.nz>, Carla Williams <office@lakerere.school.nz>, Megan O'Dea <megano@lakerere.school.nz>, Vicki Arnott <vickia@lakerere.school.nz>, Jacinda Poland <jacindap@lakerere.school.nz>, Stevie Simeon <stevies@lakerere.school.nz>, Julieanne Bull <julianneb@lakerere.school.nz>

Yes, I thought so too.

I will get in touch with Cam and tell him we want to proceed.

Thanks
[Quoted text hidden]

QUOTE

Catherine Farrell

Date
16 Jan 2026

Expiry
15 Feb 2026

Quote Number
QU-0129

Reference
5 Ash Pit rd

GST Number
133-404-767

Birch Built Limited
0274 153 673
office@birchbuilt.co.nz
Rotorua, NEW ZEALAND

Bathroom renovation

Upgrade of existing bathroom and toilet in existing locations.

Bathroom

- Remove all fixtures, wall and ceiling linings
- Cut up floor
- Reframe for new 900x900 square shower with corner sliding opening
- New wall and ceiling insulation
- Re-line with Gib aqualine
- fit new 19mm ply-floor
- New 750mm vanity, shower, towel rail (not electric), 1 x downlight
- Plaster
- Paint
- New vinyl

Toilet

- New toilet to be installed back in existing location (same style as current toilet)
- Paint
- 1 x new batten holder light fitting
- New vinyl

Description	Quantity	Unit Price	Amount NZD
Labour - construction	1.00	5,880.00	5,880.00
- labour			
- travel to and from site			
- pick up and delivery of materials			
Construction materials	1.00	1,800.00	1,800.00
- gib aqualine			
- 90x45 framing timber			
- h3.2 ply floor			
- timber trim			
Bathroom joinery and fixtures	1.00	2,385.1913	2,385.19
- Stellar twin 90 square shower in chrome			
- Fabia thin butler floor standing 750mm			
- Toilet roll holder			
- Single towel rail			
Plumbing Services	1.00	3,626.70	3,626.70
- disconnect fixtures			
- pipe out for new vanity, toilet and shower with new water feeds from below floor and run new waste pipes to existing gully.			
- Supply and fit new toilet, shower mixer, sliderail and vanity taps			

Description	Quantity	Unit Price	Amount NZD
Electrical Services - disconnect prior to construction - pre-wire - fit-off - 2 x new bathroom lights - 1 x new toilet light - new high output inline fan to shower area ducted to soffit	1.00	3,159.878	3,159.88
Flooring Contractor - new standard range vinyl to toilet and bathroom	1.00	1,055.70	1,055.70
Painting and Decorating services - Paint to bathroom and toilet interior only. - Includes window jambs	1.00	1,800.00	1,800.00
Interior Plastering - Full plaster to new bathroom including square stopping. - Patch up behind toilet cistern if required	1.00	1,400.00	1,400.00
Rubbish removal - 1 x 9m3 skip bin up to a max 1.5 Tonne	1.00	950.00	950.00
Thank you for choosing Birch Built Limited, we really appreciate your business!			
Subtotal			22,057.47
TOTAL GST 15%			3,308.63
TOTAL NZD			25,366.10

Terms

Terms and Conditions

- Upon acceptance of this quote a 50% deposit will be required before any site works shall commence
- Any outstanding amount owing will be payable on completion of the work
- This quote is valid for 30 days only
- Birch Built Ltd will endeavor to complete all site works in a timely fashion upon commencing the work
- Birch Built Ltd will work in and communicate with other trades to ensure a smooth completion of the work
- Birch Built Ltd will work between the hours of 7:30 am and 5:30 pm Monday to Friday unless special arrangement is made to work outside these hours
- It is expected that during site works facilities such as toilet / hand washing / power / water will be available on site
- If any consents are required for any part of this work it is the responsibility of the owner to obtain these and no consents will be obtained by Birch Built Ltd
- Any consents obtained must be made known to Birch Built Ltd prior to work commencing
- All work completed by Birch Built Ltd will be of a high standard and professional finish
- All materials supplied by Birch Built Ltd will remain the property of Birch Built Ltd until payment in full has been received
- Any materials stored on your property will be at your own risk, no compensation will be made by Birch Built Ltd if any materials are damaged / lost / stolen whilst located at your property
- No allowance for any works not mentioned have been made

Thank you for providing us with the opportunity to quote this job, we look forward to hearing from you in the near future

To whom it may concern.

:17 June 2026

I Halie Mclean am resigning
from my roll as caretaker at
Rerewhakaaitu Primary School.
My last day of work will be
17 July 2026.

I will hand the school keys over
on the 20 July 2026.

Halie Mclean

H. Mclean