



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

Lake Rerewhakaaitu School Board

25 March 2025 Meeting Minutes

ZOOM: <https://us02web.zoom.us/j/7145463433?pwd=aFVjYVAzdDVSZnkyVmIzUkt5TXRJQT09>

Opened 7.04pm

1. Administration

Present Bianca van Emmerik, Jacinda Poland, Megan O'Dea, Vicki Arnott and Julieanne Bull. Daniel Schufft arrived at 7.07pm.

Apologies Catherine Farrell and Stevie Simeon

In Attendance Carla Williams

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

Administration

- Matters arising from previous Minutes
 - #5 bathroom - awaiting second quote - Catherine.
 - School house inspections. Yet to be completed, Bianca will complete next week.

Confirmation of minutes for February 2026. Adjustment made to the next meeting date.

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

Inwards Correspondence

- Emails:
 - New ERO Reporting
 - Affected persons - Trevor Hamilton water supply - discussion held. For due diligence, Jacinda will contact BOPRC & Allegro to get advice and report back to board via email. Will advise Trevor Hamilton in due course.
 - IEAs for non-union primary teachers
 - Auditor general - annual audits information
 - BOP Property seminar - Bianca will contact to see if able to participate.
 - OIA policy request - Regan Cunliffe - advised policies are publicly available on our school website.
 - Moved: Bianca
 - Seconded: Daniel
 - Carried All in favour

Strategic decisions

Motion to approve;

- Annual Report 2025
- Draft Financial 2025 Annual Report. Note- awaiting Auditor adjustments.

- Moved: Vicki
- Seconded: Bianca
- Carried All in favour

Motion to approve; no amendments required

- [Governance policy 2](#) -Trustee code of behaviour,
- [Governance policy 3](#) -Remuneration and expenses policy

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

Principals report

Julieanne read and discussed her Principals report. See report.

Discussion held regarding the requirement for consistent teacher aide support across all classrooms. Bianca has been providing immediate support in class, and her recommendation is that every classroom requires a teacher aide to ensure an optimal learning environment and to allow teachers to focus on instruction. The Board acknowledged that increasing support is critical for student outcomes, teacher wellbeing, and the retention of families within the school. An application has been made for ORS funding for one student = 1hr funding for that child for life, following them throughout schooling. NZEI is actively advocating for a teacher aide in each class, notice sent out on Skool Loop - please share and support this endeavour. To address immediate needs for Term 2, Julieanne will advertise a fixed-term position and offer additional hours to current teacher aides. The successful candidate will require police vetting.

Motion: the Board approves funding for the employment of one new full-time teacher aide, and approves the addition of extra hours to current teacher aides to ensure coverage for one teacher aide per class for Term Two.

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

Beginning of year student year achievement. See report attached. Our new Learning Support Coordinator (LSC) Sarah, has started, and is modelling teaching writing in each class.

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

Property report

School

- The Ministry Property team visited today. Some maintenance required - one side of the roof (near the toilet block) needs cleaning and moss treatment. - Gutter and downpipe work needs addressing. Jacinda will organise gutterwork and the school will reimburse upon receipt.
- Tech room update - Kitchen units have arrived, builders awaiting plumber to commence.
- The pool pump has been replaced and a new circuit board installed in the pool pump room.

School Houses

Rental inspections -urgently required. Bianca will schedule for next week.

#25 Roof clean - no action taken as yet. Jacinda will follow up with Hope re Ingo roof cleaning

#5 Bathroom & roof check. Chimney sweep required at 5 - Bianca will contact Mark Thomas.

Megan has had feedback from builder regarding #5 roof - needs a thorough clean & moss treatment, flashing repaired, expected span 5-7 years.

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

Finances - January & February 2025 reports

VLNP / Kotui Ako Variation 9 tabled - Ministry approved funding adjustment to reflect increased cost pressures.

Julianne tabled the Banking Staffing Reports and SUE Reports for pay periods 25 & 26

Julianne tabled the Creditors, Credit Card schedule, Financial reports for January & February 2026

Bianca moves the Creditors accounts for payment for January & February 2026 as true and correct,

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

Bianca moves the Credit Card Payments for January & February 2026 as true and correct,

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

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

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

Public Excluded Business. Time: 8.50pm

I move that the public be excluded from the following parts of the proceedings of this meeting, to protect the privacy of the natural person/s.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 9 of the Official Information Act 1982, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: to protect privacy of natural persons.

Confirmation of PEB minutes

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

The public part of the meeting resumed at 8.55pm

There is a new board webinar about new regulations around stand downs and suspensions. Board to select three people available to be onsite as soon as a suspension has proceeded. <3 board members maximum. Suspension procedure involves meetings with families within 7 days. Julianne will send the webinar link to board members.

Board conference - 17-19 July. Please advise if you would like to attend by the next meeting.

Identify Items for next agenda

- Responsive Culture
- [Operational policy 1](#). Responsibilities of the principal policy
- Local Curriculum

End of minuted meeting at 9.02pm

Next meeting to be held in the LRS Staffroom 7.00 pm 29 April 2025

Signed: *Bimmerda* Presiding Member Date: 29/04/2026

Next Meeting Date: 29 Apr, 10 Jun, 29 Jul, 09 Sep, 21 Oct, 02 Dec 2026

1 Responsibilities of the principal policy

Outcome statement

Authority and accountability for the day-to-day running/operation of the school is delegated to the principal.

Scoping

The principal is the professional leader of the school and the board's chief executive working in partnership with the board. The board is responsible for the governance of the school, including setting the policies by which the school is to be controlled and managed. The principal is responsible for the implementation of these policies including the charter/strategic plan.

The relationship between the board and principal is based on mutual respect, trust, integrity and support with both parties working to ensure no surprises.

Delegations

Authority and accountability for the day-to-day running of the school is delegated to the principal. Reference in documentation to the school, management and staff is to be read as "principal" for responsibility for implementation.

Only decisions made by the board acting as a board are binding on the principal unless specific delegations to the chair, individual board members, committee chairs or committees of the board are in place.

The board chair/personnel committee has responsibility for the principal's performance review.

Expectations and limitations

The principal shall not cause or allow any practice, activity or decision that is unethical, unlawful or imprudent or that violates the board's expressed values, its charter/strategic plan or commonly held professional ethic.

The responsibilities of the principal are set out in the board's operational policies and include the following:

- Meet the requirements of their current job description and employment agreement including the four areas of practice from the Professional Standards for Primary/Secondary Principals.
- Participate in the development and implementation of their annual performance agreement and participate in their annual review process.
- Act as the educational leader and day-to-day manager of the school within the law and in line with board policies.
- Develop, seek board approval for and implement an annual plan that is aligned with the board's strategic plan, meets legislative requirements and gives priority to improved student progress and achievement.
- Use resources efficiently and effectively and preserve assets (financial and property).
- Operate within the board's approved annual budget.
- Give effect to good employer policies and practices through effective procedures, instructions or guidelines.
- Employ, deploy and terminate staff positions in line with board policy and legislative requirements.
- Communicate with the community on operational matters as and where appropriate.
- Refrain from unauthorised public statements about the official position of the board on social, political and/or educational issues that are or have the potential to be controversial.
- Keep the board informed of all information relevant to its governance role and report this in accordance with the requirements set out under Monitoring below.
- Act as protected disclosures officer and ensure procedures are in place to meet the requirements of the Protected Disclosures Act 2000.
- Appoint, on behalf of the board, the privacy officer and EEO officer.
- Ensure school procedures meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and Education Gazette.

- Ensure systems are developed and implemented to support the smooth running of the school in regards to surrender and retention of property and searches of students. Written records and storage of items must be consistent with legislative requirements and associated rules and guidelines.

The principal is not restricted from using the expert knowledge of individual board members acting as community experts.

Procedures/supporting documentation

[Board's governance and management definitions](#)

Principal's job description

Principal's employment agreement including relevant Principal Professional Standards

Principal's performance agreement and review report

Annual implementation plan and budget

Personnel-related policy and [procedures](#) including appointments and performance management

Monitoring

The board will review the principal's performance in line with its policy on principal performance review.

Evidence gathered for the review will include principal reporting to the board in line with the board's annual workplan and that addresses all matters having real or potential legal considerations and risk for the school including significant trends, implications of board decisions, issues or risk to policy compliance or changes to the basis upon which the board's strategic aims have been developed.

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

- is timely, accurate and presents information in an understandable form that is not too complex or lengthy
- 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
- outlines financial income and expenditure and explains any variance against budget
- summarises and highlights any risks associated with the fortnightly staff usage and expenditure (SUE) report
- identifies the number of stand-downs, suspensions, exclusions and expulsions during the period and highlights trends over time
- identifies the instances of physical restraint
- includes information of any actual or potential risks to health and safety
- specifies current roll numbers and explains any roll variance against year levels
- recommends changes in board policies when the need for them becomes known
- highlights areas of possible adverse publicity or community dissatisfaction
- addresses any other matter requested by the board within a reasonable, specified timeframe.

Legislative compliance

[Education Act 1989](#)

[Privacy Act 1993](#)

[Protected Disclosures Act 2000](#)

[Collective Employment Agreement for Principals](#)

Reviewed: Apr 2026

Next review: Apr 2028



Principal Report March 2026

Roll: 65 Boys: 38 Girls: 27 Maori: 48% European/NZ: 49% Filipino: 3%

Attendance as at: 20th March 2026

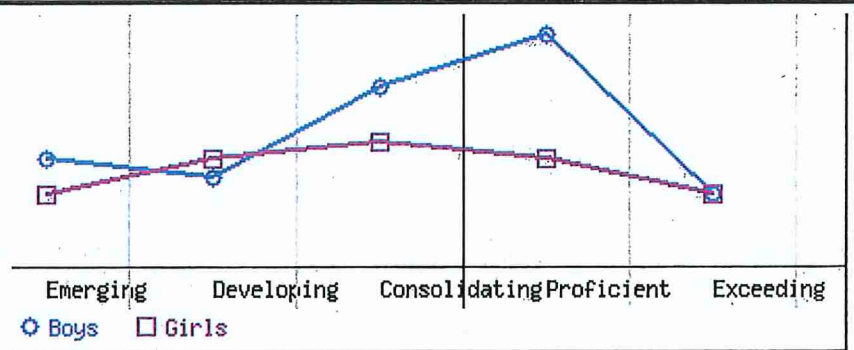
- The pump that pumps the water to the pool has been replaced due to breaking down. The switch board has been updated to meet standards.
- Annual Plan and targets -one of our focuses this term is on whānau engagement, I have started a whānau survey to gain some information around how we can engage whānau more
- Hillary Outdoors leadership camp - we have selected two year 6 students for this.
- RTLB are in school every week now, supporting kaiako with student's learning and behaviour needs - I am currently seeking funding for a new entrant student with diverse needs, who needs one-on-one time. We are currently shuffling Rora into Tupu to help support when Sarah is away. I am applying for ORS funding and the student is also under EIS (Early Intervention Service) and has been since they were in pre-school. We may need the board to fund more hours if this application is unsuccessful.
- Our new LSC, Sarah Conoglen started 18th March
- Annual School property visit 25 March 2026
- We will be receiving a bill from the bus company for damage done to the seats using the blade out of the pencil sharpeners in Rākau. As a consequence, the students involved have had consequences of services to the school (lunch time duty, picking up rubbish, clearing the deck etc.). We have also removed individual sharpeners from the senior class and have purchased one electric sharpener managed by the kaiako in that space.
- Rākau camp has been booked for Term 3 at MiCamp Whakamaru, 3rd-5th August. Estimated cost per student will be around \$150. [RAMS for Camp](#)
- Beginning of year student achievement data will be presented at the meeting

**Lake Rerewhakaaitu School
English (Refreshed NZC) T1**

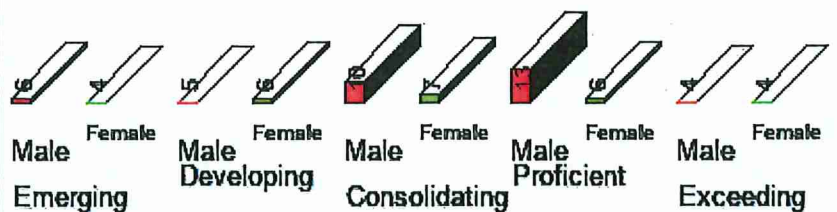
**READING Informed Decision T1
Admin Whole School**

30128	Emerging	Developing	Consolidating	Proficient	Exceeding	Total
Y0						0
Y1	36% (4)	27% (3)	36% (4)			11
Y2	17% (2)	33% (4)	25% (3)	25% (3)		12
Y3	14% (1)		29% (2)	57% (4)		7
Y4		8% (1)	42% (5)	50% (6)		12
Y5	20% (2)		30% (3)	20% (2)	30% (3)	10
Y6		22% (2)		44% (4)	33% (3)	9
Y7	33% (1)				67% (2)	3
Y8		100% (1)				1
Totals	15.4% 10	16.9% 11	26.2% 17	29.2% 19	12.3% 8	65

(30128) READING Informed Decision 2026



Result	Num pupils	Boys	Girls	Boys%	Girls%
Exceeding	8	4	4	10.5%	14.8%
Proficient	19	13	6	34.2%	22.2%
Consolidating	17	10	7	26.3%	25.9%
Developing	11	5	6	13.2%	22.2%
Emerging	10	6	4	15.8%	14.8%



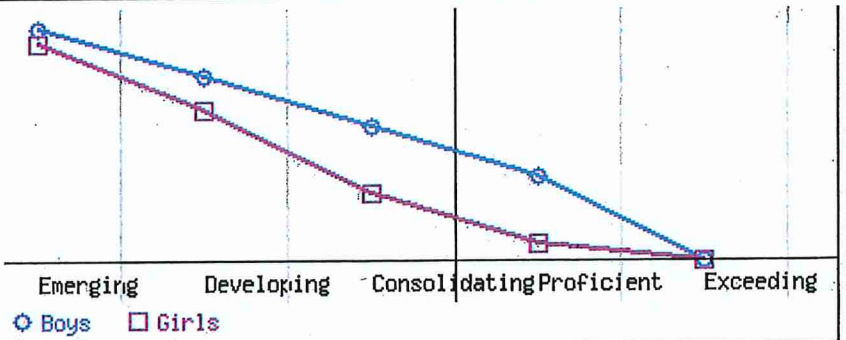
(30128) READING- Informed Decision 2026 Admin Whole School
Uses Ethnic 1 Only

		Emerging	Developing	Consolidating	Proficient	Exceeding	
NZ Maori	Male	5	3	6	3	2	19
	Female	2	4	2	1	3	12
NZ European	Male	1	2	4	2	2	18
	Female	2	2	5	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
Total		10	11	17	19	8	65

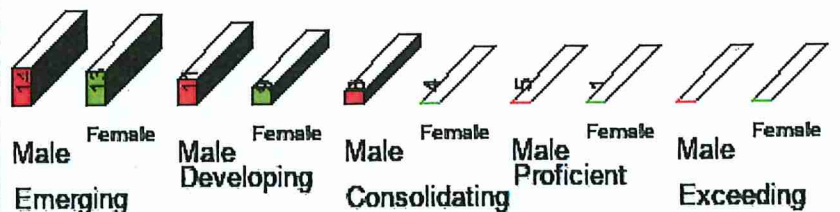
WRITING Informed Decision T1 Admin Whole School 2026

30129	Emerging	Developing	Consolidating	Proficient	Exceeding	Total
Y0						0
Y1	45% (5)	55% (6)				11
Y2	42% (5)	33% (4)	17% (2)	8% (1)		12
Y3	14% (1)	14% (1)	43% (3)	29% (2)		7
Y4		33% (4)	42% (5)	25% (3)		12
Y5	70% (7)	30% (3)				10
Y6	56% (5)	22% (2)	22% (2)			9
Y7	100% (3)					3
Y8	100% (1)					1
<i>Totals</i>	41.5% 27	30.8% 20	18.5% 12	9.2% 6		65

(30129) WRITING Informed Decision 2026



Result	Num pupils	Boys	Girls	Boys%	Girls%
Exceeding					
Proficient	6	5	1	13.2%	3.7%
Consolidating	12	8	4	21.1%	14.8%
Developing	20	11	9	28.9%	33.3%
Emerging	27	14	13	36.8%	48.1%



(30129) WRITING Informed Decision 2026 Admin Whole School
Uses Ethnic 1 Only

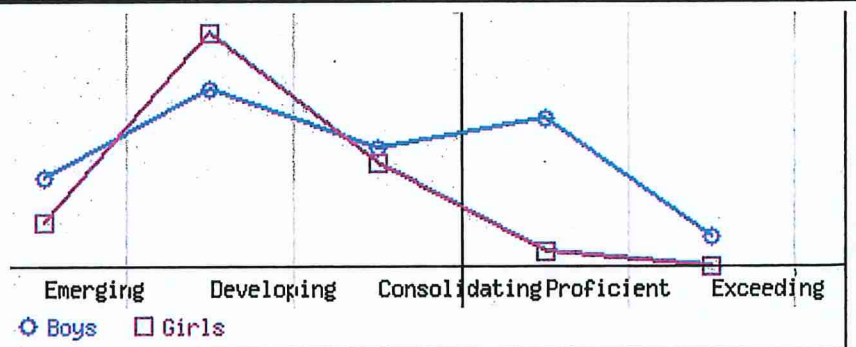
	Emerging	Developing	Consolidating	Proficient	Exceeding	
NZ Maori	Male	7	3	1	19	
	Female	5		1	12	
NZ European	Male	4	4	4	18	
	Female	4	4		14	
Samoan	Male				0	
	Female				0	
Tongan	Male				0	
	Female				0	
Cook Isl	Male				0	
	Female				0	
Other P Isl	Male				0	
	Female				0	
Asian	Male		1		1	
	Female	1			1	
Other	Male				0	
	Female				0	
Total		27	20	12	6	65

Lake Rerewhakaaitu School Maths (Refreshed NZC) T1

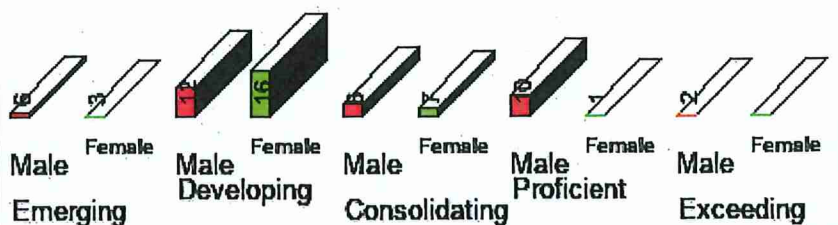
Maths Overall Informed Decision T1 Admin Whole School

30150	Emerging	Developing	Consolidating	Proficient	Exceeding	Total
Y0						0
Y1	27% (3)	73% (8)				11
Y2		67% (8)	25% (3)	8% (1)		12
Y3		29% (2)	43% (3)	29% (2)		7
Y4		8% (1)	50% (6)	42% (5)		12
Y5	40% (4)	20% (2)	20% (2)	20% (2)		10
Y6		56% (5)	11% (1)	11% (1)	22% (2)	9
Y7	67% (2)	33% (1)				3
Y8		100% (1)				1
<i>Totals</i>	13.8% 9	43.1% 28	23.1% 15	16.9% 11	3.1% 2	65

(30150) Maths Overall Informed Decision 2026



Result	Num pupils	Boys	Girls	Boys%	Girls%
Exceeding	2	2		5.3%	
Proficient	11	10	1	26.3%	3.7%
Consolidating	15	8	7	21.1%	25.9%
Developing	28	12	16	31.6%	59.3%
Emerging	9	6	3	15.8%	11.1%



**(30150) Maths Overall Informed Decision 2026 Admin Whole School
Uses Ethnic 1 Only**

		Emerging	Developing	Consolidating	Proficient	Exceeding	
NZ Maori	Male	<u>5</u>	<u>5</u>	<u>4</u>	<u>4</u>	<u>1</u>	19
	Female	<u>2</u>	<u>7</u>	<u>3</u>			12
NZ European	Male	<u>1</u>	<u>6</u>	<u>4</u>	<u>6</u>	<u>1</u>	18
	Female	<u>1</u>	<u>8</u>	<u>4</u>	<u>1</u>		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		<u>1</u>				1
	Female		<u>1</u>				1
Other	Male						0
	Female						0
Total		9	28	15	11	2	65

**Memorandum of Agreement
Variation 2026
Lake Rerewhakaaitu School**



This agreement is between Kōtūi Ako Virtual Learning Network Aotearoa and Lake Rerewhakaaitu School to realise the contract between Lake Rerewhakaaitu School and the Ministry of Education (MOE). This agreement is to ensure the smooth running of Kōtūi Ako VLN primary programmes and may be reviewed and renewed for future years dependent on continued agreement with the MOE.

Kōtūi Ako VLN and Lake Rerewhakaaitu School Agree to:

Lake Rerewhakaaitu School will:

- Employ ePrincipal Rachel Whalley from 14 July 2025 to December 2026.
- Employ Lucie Lindsay (Deputy ePrincipal) from 14 July 2025 to December 2026.
- The Kōtūi Ako VLN e-principal (Primary) will be responsible for fulfilling the requirements of the MOE contract and the professional leadership and support of all Kōtūi Ako VLN primary staff.

Costs:

- Lake Rerewhakaaitu School will receive the MoE contract payment of \$409,782.00 (gst excl) for 18 months.
- Kōtūi Ako VLN primary personnel will be paid through Lake Rerewhakaaitu School staffing and Novopay at the top of the pay grade on the Primary Teachers Collective. In addition RRR units will be paid to raise salaries to agreed levels of remuneration.
- Lake Rerewhakaaitu School will retain \$1000 admin per annum & return excess funds to the Kōtūi Ako VLN Governance trust to pay for operational costs (see schedule attached).
- A spreadsheet of costs will be maintained and updated to track costs.

Date: 26 February 2026

Date: 26 February 2026

Sign:

Name: Rick Whalley

Lake Rerewhakaaitu School

Sign:

Name:

Rachel Whalley

Kōtūi Ako VLN e-Principal (Primary)

**Memorandum of Agreement
Variation 2026
Lake Rerewhakaaitu School**



Updated Schedule of Payments

The Ministry of Education will pay Lake Rerewhakaaitu School (Fundholder) the total amount of **\$409,709.00 (excluding GST)** for the services.

Payment Number	Payment Date/Milestone	Payment Amount	Operational Payment to Kōtūi Ako VLN Trust
One	25 July 2025	\$50,000.00 (PAID)	-
Two	30 September 2025	\$50,000.00 (PAID)	-
Three	30 January 2026	\$50,000.00 (PAID)	-
Four	12 May 2026	\$123,300.00	\$24,810.00
Five	29 September 2026	\$68,241.00	\$12,405.00
Six	02 December 2026	\$68,241.00	\$12,405.00
Total Amount (excluding GST)		\$409,782.00	\$49,620.00