



# Karaka School

EMBRACING LEARNING. BUILDING RESILIENCE. ACHIEVING EXCELLENCE.

“Ka whangaia, ka tupu, ka puawai.”

**Date:** 13th October 2025

**Meeting Opened:** 5.06pm

**Present:** Anna Powrie, Sarah Sutherland, Brad Harvey, Chloe Gotty, Harj Dhindsa, Natalie Allan

**Apologies:** John Dyer

**Visitors:** Jeff Stirling (School Finance Hub), Debbie Withers

Agenda Items	Discussion Points	Actions to be taken, notes...
<b><u>1. Administration</u></b>		
<b>1.1 Present</b>	As above	
<b>1.2 Apologies</b>	As above	
<b>1.3 Welcome to Jeff Stirling (Finance Hub)</b>	As below	
<b>1.4 Declaration of Interests</b>	None	
<b>1.5 Confirmation of Minutes</b>	SS/NA	
<b>1.6 Matters Arising</b>	None	
<b>1.7 Correspondence</b>	AP discussed incoming correspondence. Approved AP/HD	
<b><u>Finance Training Session</u></b>	Jeff Stirling ran a training session on how to interpret the monthly Board Finance	JS and DW left at 5.40pm

	reports and the key information in the reports, summary report, variance table, budgets, working capital etc. School Finance Hub will highlight any concerns and make comments. Also explained about how banking staffing works	
<p><b><u>2. Strategic Discussions/Decisions</u></b></p> <p><b>2.1 Policy Reviews</b></p> <p><b>2.2 NZSTA Board Training/Board Induction Workshop feedback</b></p> <p><b>2.3 Principal Appraisal Process 2025</b></p> <p><b>2.4 SLA/SMPA Support Staffing for 2026</b></p> <p><b>2.5 Wellbeing@Schools Survey/Strategic Planning/Annual Plan</b></p> <p><b>2.6 Ag Day funds - quotes for sheltered area between Admin/Junior classes</b></p>	<p>Review and comment next meeting</p> <p>Feedback - provided clarity, engaging presenters, governance v management</p> <p>External appraiser employed. Personal leadership growth for Principal</p> <p>AP moved that the school to match the SLA/SMPA support staffing for 2026. Seconded: CG All agreed</p> <p>Feedback received from a number of sources. Will be presented at next staff meeting and coming meetings. Information will form for our next steps over the next four years</p> <p>Discussion took place as per survey results. Top option is a cover between the admin and the junior block. Shade for summer, cover for winter, outdoor classroom. PEB 6.20pm</p>	<p>Possibility looking at trust funding</p>
<p><b><u>3. Monitoring</u></b></p> <p><b>3.1 Principal Report (including Property, H &amp; S and Personnel Reports)</b></p> <p><b>3.2 Schoolhouse Report</b></p> <p><b>3.3 Finance Report</b></p>	<p>AP discussed ballot (taking place on 15th October) Taken as read</p> <p>BH gave report</p> <p>Monthly (September) financial report is taken as read Moved: AP Second: BH All in favour</p>	

<b>3.4 Attendance Report (inc motion to approve off site learning for a student)</b>	Student attending school in Japan for 4 weeks for language immersion. Board all in favour	
<b><u>4. Publicly Excluded Business</u></b>	<b>Motion:</b> Motion that the public be excluded for Agenda items per Section 48 of the Local Government Official Information and Meetings Act. All in favour	Time In: 6.20pm Time Out: 6.46pm
<b><u>5. Meeting Closure</u></b>  <b>5.1 Next Meeting</b>	Tuesday 2nd December	

**Meeting Closed:** 6.47pm

**Next Meeting:** Tuesday 2nd December (offsite)

**Certified as a true and correct record:**

Signed: *[Signature]* Dated: 2/12/25