



Puahue School Board of Trustees Minutes

Date: Wednesday 25th February 2026

Present: Tim de Vletter, Roz Beaver, Scott Wilson, Sam Sunde, Megan Corin, Fran Jones

Apologies: - Lisa Sharp

Meeting began at 6.13pm

Previous Minutes:

[Link to the Previous Minutes](#)

Review previous minutes from 26th November.

We would like to accept the minutes from the previous meeting.

Moved by: Sam Sunde

Seconded by: Tim de Vletter

Election of Board Chair:

Nominations were called, Lisa Sharp was nominated by all.

Moved by: Tim de Vletter

Seconded by: Fran Jones

Principals Report:

[Link to the Principal's Report](#)

Principals report discussed and accepted

- Health and safety of the lunch tree and surrounding area discussed in detail. A survey will be sent out to families and Scott will explore different ideas and quotes for the area

Moved by: Scott Wilson

Seconded by: Fran Jones

Financial Report/s:

[Link to Financial Report](#)

- November accounts totalling to be ratified \$3,763.10
- December accounts totalling to be ratified \$32,566.68
- January accounts totalling to be ratified \$8,446.29

Moved by: Tim de Vletter

Seconded by: Roz Beaver

The Principal tabled the financial statements for the period ending 31st December 2025.

The board has minuted that the financial statements for the period ending 31st December 2025 have been received and will be moved in the next Board meeting.

Policy Reviews:

- Nil

Business for discussion and/or resolution:

- Budget for 2026 was discussed and approved

Moved by: Scott Wilson

Seconded by: Sam Sunde

In Committee Business:

- Nil

Monitoring:

- Nil

Administration:

The Board delegates to the principal the following responsibilities and authorities:

A. General Management & Administration

- a. Full responsibility for the day-to-day operations of Puahue School in line with board policies.

B. Personnel Management

- a. Authority to appoint, manage, and support all staff, excluding senior leadership appointments, which require board approval.
- b. Responsibility for staff professional development, performance appraisals, and disciplinary processes (excluding termination, which requires board approval).

C. Student Discipline

- a. Authority to suspend students in accordance with the Education and Training Act 2020, with all stand-downs and suspensions reported to the board.

D. Financial Management

- a. Authority to approve expenditure within the Puahue School annual budget, with any expenditure over \$10,000 requiring board approval.
- b. Responsibility for financial reporting to the board, ensuring fiscal accountability.

E. Property & Asset Management

- a. Authority to approve routine maintenance and minor property projects up to \$10,000 within the school's approved budget.
- b. Responsibility for ensuring Puahue School complies with all property and safety regulations.

F. Health & Safety

- a. Full responsibility for ensuring a safe environment for students, staff, and visitors, including compliance with all health and safety laws and policies.

G. Curriculum & Student Achievement

- a. Authority to implement the Puahue School curriculum in line with the New Zealand Curriculum and local priorities.
- b. Responsibility for reporting to the board on student achievement and progress at least once per term.

H. Community & Stakeholder Engagement

- a. Authority to engage with parents, whānau, and the wider Puahue community on behalf of the school.
- b. Responsibility for ensuring complaints and concerns are managed in line with board policy.

I. Emergency Powers

- a. Authority to take necessary action in emergencies to ensure the health, safety, and well-being of students and staff, reporting to the board as soon as practicable.

The Board resolved to delegate the above responsibilities to the Principal and to the Deputy Principal in his absence.

Moved by: Fran Jones

Seconded by: Roz Beaver

Early Identification of Agenda Items for Next Meeting:

Reporting on student progress data 'SMART TOOL'

Next Meeting:

Wednesday 27th May 2026 at 6pm

Meeting closed at 8.12pm

Signed:



Presiding Member