



Puahue School Board of Trustees Minutes

Date: Wednesday 20 August 2025

Present: Lisa Sharp, Fran Jones, Julie Choppin, Tim de Vletter, Roz Beaver, Scott Wilson, Megan Corin

Apologies: - Sam

Meeting began at 6.03pm

Each member introduced themselves, being the first meeting as a new committee.

Previous Minutes:

[Review previous minutes](#)

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

Moved by: Scott

Seconded by: Lisa

Principals Report:

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

Principals report accepted

Moved by: Julie

Seconded by: Fran

Financial Report/s:

[Link to Financial Report](#)

- June accounts totalling to be ratified \$61,275.27

Moved by: Lisa

Seconded by: Julie

- July accounts totalling to be ratified \$11,446.72

Moved by: Lisa

Seconded by: Fran

Policy Reviews:

- Child Protection Policy
- Abuse Recognition and Reporting
- Safety Checking

Members discussed sections of these policies for understanding and clarification.

Staff will review and discuss the signs of neglect/abuse document from school docs. Some wording in policies has been noted and these have been submitted to School Docs via their review button.

Moved by: Lisa

Seconded by: Julie

Business for discussion and/or resolution:

- Fran will take on the responsibility of arranging photos for all board members at the next meeting.
- Scott would like to nominate Lisa Sharp as Presiding Member. As there were no other nominations, Lisa Sharp was duly elected.

Moved by: Scott

Second by: Julie

- Scott explained School Docs.
The school password to log into School Docs:
Username - puahue
Password - 3879
- Lisa would like the whole board to take part in the board training (Introduction to the Board) held on the 28th October in Rukuhia. Members are asked to sign up online.
- Board members' Code of Conduct was read out to all and signed by all.
- The Principal's delegation was discussed and confirmed.

Moved by: Lisa

Second by: Fran

- Principal's PD to Singapore for 26th June - 3rd July 2026 was discussed and approved by the board with a budget of \$3,500.00NZD

Moved by: Lisa

Second by: Roz

- Results from the staff wellbeing survey were discussed.

In Committee Business:

Nil

Monitoring:

Nil

Administration:

Nil

Early Identification of Agenda Items for Next Meeting:

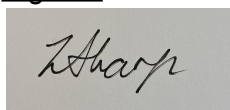
- Photos of all board members to be taken
- Confirmation that members have signed up to the training

Next Meeting:

Wednesday 17th September at 6pm

Meeting closed at 7.57pm

Signed:

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'Z. Sharp' written in a cursive, flowing style.

Presiding Member