

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **23 Mar 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Mahurangi College
<b>Date:</b>	Monday, 9 February 2026
<b>Time:</b>	5:30 pm to 7:35 pm (NZDT)
<b>Location:</b>	Mahurangi College, Main Staff Room
<b>Board Members:</b>	Fleur Auber (Chair), Kim McKergow, Nicole Callender, Nyree Norrington, Raitoka Tumoā, Tom Bartlett, Tony Giles
<b>Attendees:</b>	Carla Strachan
<b>Apologies:</b>	Mathew Raffills

## 1. Welcome and Karakia

### 1.1 Welcome

Fleur welcomed all and the meeting started with the school Karakia.

### 1.2 Apologies



#### Matt's request for leave for 9 February 2026

**Decision Date:** 9 Feb 2026

**Outcome:** Approved

Matt requested leave for this meeting and Nicole apologised for lateness, as her flight from Christchurch was delayed.

## 2. Procedural

### 2.1 Appoint Presiding Member



#### Elect Presiding Member

Fleur Auber was nominated, accepted nomination and, in the absence of any other nominations, was elected.

**Decision Date:** 9 Feb 2026

**Outcome:** Approved

## 2.2 Interests Register

### Contracts requiring approval from the Secretary for Education

If a board member has a financial interest in any contract with the board (including sub-contracts) worth more than \$25,000 (incl GST) a year, the board must seek prior approval from the Secretary for Education for that contract. Unless the prior approval of the Secretary for Education has been received, a board member may be disqualified from being on the board.

## 2.3 Action List from Previous Meeting

Due Date	Action Title	Owner(s)
30 May 2025	Invite Natalie Bothma Junior Council & fundraising for shade <b>Status:</b> Completed on 12 Feb 2026	Tony Giles
9 Sept 2025	Board Conference Report completed and submitted <b>Status:</b> Completed on 9 Feb 2026	Fleur Auber, Kim McKergow
9 Sept 2025	Tony to approach Argyle to make longer skirts available for taller students <b>Status:</b> Completed on 12 Feb 2026	Tony Giles
20 Oct 2025	Funding & Communications Plan <b>Status:</b> In Progress	Kim McKergow
24 Oct 2025	Strategic Plan <b>Status:</b> Not Started	Tony Giles
30 Nov 2025	Tony to share Strategic Plan, Visions and Cultural on Google Doc. <b>Status:</b> Completed on 2 Feb 2026	Tony Giles
30 Nov 2025	Fleur and Tony to respond to letters to the Board. <b>Status:</b> Completed on 30 Nov 2025	Fleur Auber, Tony Giles
10 Dec 2025	Mike and Carla to catch up to work on Financials <b>Status:</b> Completed on 13 Feb 2026	Carla Strachan
28 Feb 2026	Rai-toka and Tony to work on Google form re Bullying <b>Status:</b> Completed on 28 Feb 2026	Rai-toka Tumoia, Tony Giles
28 Feb 2026	Tony to lead investigation of Fale. <b>Status:</b> Completed on 2 Feb 2026	Tony Giles

## 2.4 Code of Conduct



### Code of Conduct Reaffirmed

All agreed to abide by the Code of Conduct

**Decision Date:** 9 Feb 2026

**Outcome:** Approved

## 3. Items for Approval or Decision

### 3.1 Confirm Minutes

**Board Meeting 24 Nov 2025**, the minutes were confirmed as presented.



### Board Minutes of 24 November 2025

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**Decision Date:** 9 Feb 2026

**Outcome:** Approved

### 3.2 Student Election Date



#### Student Election Date 3/09/2026

**Decision Date:** 9 Feb 2026  
**Outcome:** Approved

### 3.3 Financial Approvals Previously Omitted



#### Approval of 2025 Budget Financial Position and Cashflow

These had been presented last year, but approval was omitted in error. Financial Position with Equity of \$4,761,570 and Cash and Cash Equivalents of \$573,863 were approved.

**Decision Date:** 9 Feb 2026  
**Outcome:** Approved



#### Approval of Cyclical Maintenance Provision for 2025

The Cyclical Maintenance Provision was prepared by APF (Asset Project Facilitators) mid 2025. This was also presented earlier, but approval omitted at the time.

**Decision Date:** 9 Feb 2026  
**Outcome:** Approved

### 3.4 Principal's Report

The Principal's Report was tabled and contained the following:

NCEA Exam Results - all levels showed good improvement.

Academic Blues will be held on 24 February 2026.

Property- Gym driveway completed and acknowledgement to Property team for presenting the school so well at the start of the year.

Great Barrier Y13 trip went very well.

## 4. Items For Discussion

### 4.1 Board Delegations - Financial



#### Clarify #5 Financial Authority

Exec Officer currently opens term deposits and is an emergency signatory if there is no one else available.

**Due Date:** 23 Mar 2026  
**Owner:** Fleur Auber

Budget Holders to be advised of Financial Management requirements.



#### Budget Holders to be advised of Financial Management requirements

**Due Date:** 23 Mar 2026  
**Owner:** Carla Strachan

## 4.2 Subcommittee Terms of Reference (ToRs)

Student Behaviour ToR - Student Trustee excluded

3-4 Members for quorum



### ToR Student Behaviour

Adopted

**Decision Date:** 9 Feb 2026

**Outcome:** Approved



### Finance Committee ToR

Adopted

**Decision Date:** 9 Feb 2026

**Outcome:** Approved



### Property Committee ToR

Adopted

**Decision Date:** 9 Feb 2026

**Outcome:** Approved



### Policies Committee ToR

Adopted

**Decision Date:** 9 Feb 2026

**Outcome:** Approved



### Update ToR for Overnight Trips and H&S

Fleur will update and present at next meeting

**Due Date:** 23 Mar 2026

**Owner:** Fleur Auber



### Hoteo ToR to be discussed by Committee

Discuss and feed back any changes at next Board meeting

**Due Date:** 23 Mar 2026

**Owner:** Kim McKergow



### Tony to pass on contact details to Fleur for training on Disciplinary

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**Due Date:** 23 Mar 2026

**Owner:** Tony Giles

## 4.3 Board Delegations - Roles and Committees



**Policy Review/Plan - Tony will investigate the overwhelming school specific check list**

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**Due Date:** 23 Mar 2026  
**Owner:** Tony Giles



### H&S and Wellbeing

Fleur will update

**Due Date:** 23 Mar 2026  
**Owner:** Fleur Auber



### Delegations/Committees/Roles Accepted in Principle

All accepted in principle, however Fleur will update the Register and present at next meeting for ratification.

Student Behaviour - Student Trustee excluded

**Decision Date:** 9 Feb 2026  
**Outcome:** Approved

## 4.4 Board Report Templates



### Board Template adopted

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**Decision Date:** 9 Feb 2026  
**Outcome:** Approved

## 4.5 Strategic Plan

Tony will continue to shape up the Strategic Priorities. He will propose 4-5 Vision Statements. Board to review and add suggestions over the next week. Incorporate 2029 in the plan.



### Board to add comments/suggestions to Strategic Plan

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**Due Date:** 16 Feb 2026  
**Owners:** Fleur Auber, Kim McKergow, Mathew Raffills, Nicole Callender, Nyree Norrington, Rai-toka Tumoā, Tom Bartlett, Tony Giles

## 4.6 Annual Plan Adoption



### Annual Plan Adoption

Adopted

**Decision Date:** 9 Feb 2026  
**Outcome:** Approved

## 4.7 Board Workplan

Fleur noted that the NZBA Conference 2026 is in Auckland from 17-19 July and it would be great to have as many of the Board members attend as possible, including Tony.



### Board Workplan

Members are to review the workplan and advise Fleur of any issues or suggestions.

**Due Date:** 23 Mar 2026  
**Owners:** Kim McKergow, Mathew Raffills, Nicole Callender, Nyree Norrington, Rai-toka Tumoā, Tom Bartlett

## 4.8 Student Trustee Report

Students have enquired whether they may wear thermals. Tony advised that the rule is long sleeves Terms 2 & 3, short sleeves in Terms 1 & 4.

## 4.9 Move to "Public-Excluded" business at 7:34 pm

## 4.10 Move out of "Public-Excluded Business" at 7:35 pm

## 5. Close Meeting

### 5.1 Close the meeting

**Next meeting:** Board Meeting - 23 Mar 2026, 5:30 pm

### New Actions raised in this meeting

Item	Action Title	Owner(s)
4.1	Clarify #5 Financial Authority <b>Due Date:</b> 23 Mar 2026	Fleur Auber
4.1	Budget Holders to be advised of Financial Management requirements <b>Due Date:</b> 23 Mar 2026	Carla Strachan
4.2	Update ToR for Overnight Trips and H&S <b>Due Date:</b> 23 Mar 2026	Fleur Auber
4.2	Hoteo ToR to be discussed by Committee <b>Due Date:</b> 23 Mar 2026	Kim McKergow
4.2	Tony to pass on contact details to Fleur for training on Disciplinarys <b>Due Date:</b> 23 Mar 2026	Tony Giles
4.3	Policy Review/Plan - Tony will investigate the overwhelming school specific check list <b>Due Date:</b> 23 Mar 2026	Tony Giles
4.3	H&S and Wellbeing <b>Due Date:</b> 23 Mar 2026	Fleur Auber
4.5	Board to add comments/suggestions to Strategic Pln <b>Due Date:</b> 16 Feb 2026	Fleur Auber, Kim McKergow, Mathew Raffills, Nicole Callender, Nyree Norrington, Rai-toka Tumoia, Tom Bartlett, Tony Giles
4.7	Board Workplan <b>Due Date:</b> 23 Mar 2026	Kim McKergow, Mathew Raffills, Nicole Callender, Nyree Norrington, Rai-toka Tumoia, Tom Bartlett

Signature: \_\_\_\_\_

Date: \_\_\_\_\_