

CONFIRMED MINUTES

SCHOOL BOARD



At the **School Board** on **30 Oct 2025** these minutes were **confirmed as presented**.

Name:	Wesley College
Date:	Thursday, 28 August 2025
Time:	5:00 pm to 7:15 pm (NZST)
Location:	Wesley College Meeting Room beside the Dining Room, 801 State Highway 22, Paerata
Board Members:	(Presiding Member) Patisepa Tāla'imanū, (Proprietor's Representative) Apulu Asiata, (Proprietor's Representative) Gillian Laird, (Proprietor's Representative) Jeffry Moeakiola, (Parent Representative) Stewart Baker, (Parent Representative) Faaolataga Misikopa-Leasi, (Parent Representative) Savanna Ermias, (Staff Representative) Jean-Paul Eason, (Student Representative) Mika Mataka
Attendees:	(Deputy Principal) Chris Wood
Apologies:	(Principal) Brian Evans, (School Board Secretary) Barbara Ngataki
Guests/Notes:	Mrs Fifita Viria (Parent)

1. CONSTITUTION OF MEETING

1.1 Meeting opened with Prayer



Meeting Opened

Ms Laird opened the meeting with Karakia.

Decision Date: 28 Aug 2025

Outcome: Approved

1.2 Welcome



Welcome and Introduction

Mrs Tāla'imanū welcomed the new members of the board to the meeting.

The board introduced themselves.

Decision Date: 28 Aug 2025

Outcome: Approved

2. Administration

2.1 2025-2026 Presiding Member



Nominations for the Presiding Member

The Acting Principal took the Chair.

Mr Wood called for nominations for the Presiding Member:

Nominated Mrs Tālai'manū / Nomination accepted

It was agreed to appoint Mrs Tālai'manū as the Presiding member for the remainder of 2025 to December 2026.

Decision Date: 28 Aug 2025
Mover: (Staff Representative) Jean-Paul Eason
Seconder: (Proprietor's Representative) Gillian Laird
Outcome: Approved

2.2 2025-2026 Secretary



Nominations for the Secretary

Mrs Tāla'imanū called for nominations for the Secretary:

Nominated Mrs Ngataki

It was agreed to appoint Mrs Ngataki Secretary for the remainder of 2025 to December 2026.

Decision Date: 28 Aug 2025
Mover: (Proprietor's Representative) Gillian Laird
Seconder: (Deputy Principal) Chris Wood
Outcome: Approved

2.3 Apologies



Receive Apologies

It was agreed to receive the apology of the Principal, Dr Brian Evans and Mrs Barbara Ngataki, Board Secretary.

Decision Date: 28 Aug 2025
Outcome: Approved

2.4 Acknowledgements



Receive Acknowledgements

The board acknowledged:

- The 2022-2025 School Board Parent Representatives: for their commitment and service to the school board

The passing of the following past staff and students.

- Mr Paul Burt: former Science/ Commerce Teacher [1967-1999]
- Mr Frank Kraushaar: former Physical Education Teacher [1990-1998]
- Mr Stephen Fordyce: former HOD English, Deputy Principal [1978-1995]
- Mr Mahanga Horsfall: past student [1982-1986]

Decision Date: 28 Aug 2025
Outcome: Approved



Letters of Acknowledgement

Letters of acknowledgement to be sent to the families of

- Mr Paul Burt: former Science/ Commerce Teacher 1967-1999
- Mr Frank Kraushaar: former Physical Education Teacher 1990-1998
- Mr Stephen Fordyce: former HOD English, Deputy Principal 1978-1995
- Mr Mahanga Horsfall [1982-1986] : past student

Due Date: 18 Sept 2025

Owner: (School Board Secretary) Barbara Ngataki

2.5 Acting Principal's Report



Receive the Acting Principal's report

Section 1: Acting Principal's Comment

The Acting Principal highlighted sections of his report to the board.

The school roll is slightly down at this stage of the year.

The school held an open day with approximately 100 parents and prospective students in attendance.

The school has also been promoting online and billboards have been placed on the roadside outside of the school.

Senior Assessment: Preparation is underway for the CAA Literacy and Numeracy exams (week 8 and 9) and the Derived Grade Examinations (Week 9). These are critical for NCEA success and have been communicated clearly to students and whaanau.

Section 2: Child Safety Report

The Acting Principal noted:

One low level complaint received from the hostels and one other formal complaint, both have been resolved.

Incidents recorded leading into the end of the term.

Health and Safety report reflects a number of rugby injuries.

Safeguarding training is now complete for staff members. New Board members will have to undertake the training as well.

Mrs Tala'imanū advised online training will be organised for the new members of the board.

Section 3: Attendance

- *Receive attendance Term 2 2025*

The Acting Principal advised the Attendance Procedure has been updated to align with MoE expectations and definitions. The school is now judged on the number of individual students with regular attendance (over 90%) rather than schoolwide average attendance.

Mrs Tāla'imanū enquired if attendance has improved.

The Acting Principal advised it has improved.

Section 4: Teaching and Learning

- *NCEA Change 2025*

In line with our strategic plan under provision, teaching and learning is currently focused on providing an engaging curriculum that develops strong foundational skills in literacy, numeracy and digital fluency.

The school is currently preparing students for their Literacy and Numeracy Exams. Students must attain Literacy and Numeracy to be able to gain their NCEA Levels. It can be achieved through exams or curriculum subjects.

For example, for year 10s, they must be achieving at or greater than curriculum Level 4 A or stanine 6 in order to be successful in the CAAs. It is the responsibility of all departments to provide a curriculum that has literacy, numeracy and digital fluency woven through it. Teaching and learning programmes are continuously being updated to reflect this and incorporate core skills daily.

Section 5: Student Achievement

- *NCEA Achievement by Ethnicity*

The Acting Principal advised the data shows the distribution of students from different ethnic groups across various NCEA credit bands.

There is no particular ethnicity that is underachieving.

Ms Laird enquired what is the Literacy level when they start at Wesley College.

The Acting Principal advised it varies some students are at Level 2 some at Level 5.

The Government guideline states students should progress one level a year i.e. Year 11 is pitched at Level 6 therefore we have to get students from Level 2 to Level 6 in a 3 year timeframe it is a huge programme of work.

NCEA is tracking well in all Year levels.

The Acting Principal reported on the Literacy Achievement noting the Percentage Achieved at the end of the column.

We have a sticker chart / photo board in the staffroom in a credits band; staff can see who is in the 10-20, 20-30 credit bands straight away and know who is at risk. The names are circulated to HODs, departments to enable appropriate support plans to be put in place for each student to catch up credits.

Section 6: Wellbeing

A pulse check will be done again at the end of this term.

The Acting Principal noted the stand downs and suspensions data since the last meeting of the Board.

Section 7: Compliance and Policy

- *Proposed NCEA Changes*

The Acting Principal advised the proposal is still at the consultation stage and won't come in to effect until 2029/2030.

- *Receive MNA Reports*

The Acting Principal noted the MNA Reports as presented.

It was agreed to receive the Acting Principal's report as presented.

Mrs Tala'imanu thanked the Acting Principal for his presentation.

Mr Wood left the meeting at 5.49pm

Decision Date:	28 Aug 2025
Mover:	(Presiding Member) Patisepa Tāla'imanū
Second:	(Proprietor's Representative) Gillian Laird
Outcome:	Approved

2.6 Minutes

School Board 26 Jun 2025, the minutes were confirmed as presented.



Confirm the June Minutes of the Board

It was agreed to confirm the minutes of the meeting held 26 June 2025.

Decision Date: 28 Aug 2025
Mover: (Proprietor's Representative) Apulu Asiata
Seconder: (Proprietor's Representative) Gillian Laird
Outcome: Approved

2.7 Action List

Due Date	Action Title	Owner(s)
26 Jun 2025	Policy Review Status: Completed on 27 Jun 2025	(Principal) Brian Evans
28 Aug 2025	Mrs Pipe Status: Completed on 27 Jun 2025	(School Board Secretary) Barbara Ngataki
28 Aug 2025	Finance Reports Status: Completed on 27 Jun 2025	(School Board Secretary) Barbara Ngataki
28 Aug 2025	Wesley College History Book Status: Not Started	(Principal) Brian Evans

2.8 Correspondence



Receive/Approve Correspondence

Mr Andres Montori Montolar

The board received with regret the resignation of Mr Montori Montolar effective 19 October 2025.

Mr M Martin, HOD Māori

It was agreed to approve in principle Mr M Martin, HOD Māori application for study leave.

Decision Date: 28 Aug 2025
Mover: (Staff Representative) Jean-Paul Eason
Seconder: (Proprietor's Representative) Gillian Laird
Outcome: Approved



Mr Andres Montori Montolar

A letter of acknowledgement be sent to Mr Andres Montori Montolar.

Due Date: 18 Sept 2025
Owner: (School Board Secretary) Barbara Ngataki



Mr M Martin, HOD Māori

A letter be sent to Mr M Martin, HOD Māori supporting his application for Study Leave.

Due Date: 18 Sept 2025
Owner: (School Board Secretary) Barbara Ngataki

2.9 Delegations



Confirm Delegations

It was agreed to confirm the Delegations for the remainder of 2025 to December 2026.

Decision Date: 28 Aug 2025
Mover: (Proprietor's Representative) Gillian Laird
Seconder: (Proprietor's Representative) Apulu Asiata
Outcome: Approved

2.10 2025-2026 Sub-committees



Confirm Sub-committees

Mrs Tala'imanū advised the Trust Board is holding discussions around Hostel Council and its membership.

It was agreed to will await advice from the Trust Board while noting those who have recorded an interest in attending.

It was agreed to confirm the Sub-committees with amendments for the remainder of 2025 to December 2026.

Decision Date: 28 Aug 2025
Outcome: Approved



Human Resources Sub-Committee

Mrs Ngataki to enquire with NZSBA if it is appropriate to have the Staff Representative on the Human Resources sub-committee.

Due Date: 18 Sept 2025
Owner: (School Board Secretary) Barbara Ngataki

2.11 Interests Register

3. Management Reports

3.1 Student Representative Report



Receive the Student Representative report.

Mr Mika Mataka advised there is a REP Reading Programme for Year 9 and 10. Year 9 is held Mon/Wed and Year 10 is Tues/Thur. There are volunteers who come in from the community to assist with reading/Literacy.

Mr Mataka also advised that he would like to talk about the bullying stories as well.

Ms Laird enquired if the REP volunteers have undertaken the safeguarding programme.

Mrs Tāla'imanū enquired if Mr Mataka would like to talk about the Historical bullying at the school.

Mr Mataka advised that the students all have different stories to tell about Wesley College. We have all been told Wesley College has a history of bullying but for Mr Mataka he felt it was more about discipline in terms getting juniors up and ready early in the mornings, uniform, grooming and attending school.

Mrs Tāla'imanu advised she understood what he meant in terms of seniors encouraging juniors to get organised in the mornings and being ready for school

however, when it comes to discipline, senior students are not the parents of these students and seniors are not responsible in the same sense as teaching staff and house parents; anything other than senior students positively encouraging students has to stop. The Principal and staff are saying it over and over again the past 'Wesley Way' is not accepted and does not exist here any longer.

Mrs Tāla'imanū thank Mr Mataka for his report.

Mr Mataka left the meeting at 6.14pm

Decision Date: 28 Aug 2025

Outcome: Approved

3.2 HOD Report Comments



Receive the HOD Reports

Mrs Tālai'manū advised the previous board received the annual HOD Reports to the Board; the presented is a summary of those reports as feedback to the HODs.

Mrs Tāla'imanū would like to remind HODs that student names should not be contained in the report.

Mrs Tāla'imanū advised if the HODs would like the full feedback she is happy to provide a copy to the HODs.

Mrs Tāla'imanū advised HODs put a lot of time and work into their reports therefore in acknowledgement the Board is feeding back so HODs are aware their reports have been read.

Ms Laird enquired what is the process for following up board suggestions.

Mr Eason will feedback to HODs.

Decision Date: 28 Aug 2025

Outcome: Approved



Board Feedback to HODs

HODs to be provided with the Board feedback to the reports.

Due Date: 18 Sept 2025

Owner: (Staff Representative) Jean-Paul Eason

3.3 Finance Report



Receive the Finance Report

Mrs Tāla'imanū noted the finance report as presented.

Unfortunately the finance committee was unable to meet, any questions please email them to Mrs Ngataki or note them for the next meeting of the board.

It was agreed to receive the report of Mrs Tālai'manū

Decision Date: 28 Aug 2025

Mover: (Staff Representative) Jean-Paul Eason

Seconded: (Parent Representative) Savanna Ermias

Outcome: Approved

4. Other Business

4.1 Parent / Staff /Student Representative Results/Vacancy



Receive the results of the Parent. Staff and Student Election

Mrs Tāla'imanū advised only four parent nominations were received.

Parent Representatives: Duly Elected - Mr Stewart Baker, Mrs Faaolataga Misikopa-Leasi, Mrs Savanna Ermias, Ms Misty Edmonds

- One parent representative vacancy to fill by selection.

Only one staff representative nomination was received: Duly Elected - Mr Jean-Paul Eason

Only one student representative nomination was received: Duly Elected - Mr Mika Mataka

It was agreed to follow the process to fill the vacancy by selection.

Decision Date: 28 Aug 2025
Mover: (Presiding Member) Patisepa Tāla'imanū
Seconder: (Proprietor's Representative) Gillian Laird
Outcome: Approved



School Board Vacancy

Mrs Ngataki to commence the process to fill the vacancy on the School Board.

Due Date: 3 Oct 2025
Owner: (School Board Secretary) Barbara Ngataki

4.2 Safeguarding Online Training



Safeguarding Training /Priorities

Mrs Tālai'manū advised that Wesley College is a Safeguarding school and as such the governance has a huge roll to play in ensuring the programme of work is progressed and supported by the board.

Mrs Tālai'manū advised that new members of the board will receive a link to complete the short online Child Safety training. This link will be sent out by the Safeguarding Officer, Ms Judy Mariner.

Decision Date: 28 Aug 2025

4.3 In-Committee



Move In-Committee

Mrs Tāla'imanū advised matters that are discussed in-committee are completely confidential.

In-committee produces its own set of Minutes which are stored separately to the open Minutes.

Members of the public are excluded from this part of the Board Meeting.

Mrs Fifita Viria left the meeting at 6.26pm

It was agreed at 6.27pm the public is excluded from this part of the meeting, to discuss matters which, in public would infringe the privacy of a natural person

under Section 9(2) (a) of the Official Information Act 1982. The Board moved out of in-committee at 7.11pm.

Decision Date: 28 Aug 2025
Mover: (Presiding Member) Patisepa Tāla'imanū
Seconder: (Proprietor's Representative) Gillian Laird
Outcome: Approved

5. Meeting closed

5.1 Close the meeting

Next meeting: School Board - 30 Oct 2025, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.4	Letters of Acknowledgement Due Date: 18 Sept 2025	(School Board Secretary) Barbara Ngataki
2.8	Mr Andres Montori Montolar Due Date: 18 Sept 2025	(School Board Secretary) Barbara Ngataki
2.8	Mr M Martin, HOD Māori Due Date: 18 Sept 2025	(School Board Secretary) Barbara Ngataki
2.10	Human Resouces Sub-Committee Due Date: 18 Sept 2025	(School Board Secretary) Barbara Ngataki
3.2	Board Feedback to HODs Due Date: 18 Sept 2025	(Staff Representative) Jean-Paul Eason
4.1	School Board Vacancy Due Date: 3 Oct 2025	(School Board Secretary) Barbara Ngataki

Signature: _____



Date: _____

(Presiding Member)
 Patisepa Tāla'imanū
 20 Nov 2025