

# CONFIRMED MINUTES

## SCHOOL BOARD



At the **School Board** on **28 May 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Wesley College
<b>Date:</b>	Thursday, 26 March 2026
<b>Time:</b>	5:00 pm to 7:13 pm (NZDT)
<b>Location:</b>	Wesley College Meeting Room beside the Dining Room, 801 State Highway 22, Paerata
<b>Board Members:</b>	(Presiding Member) Patisepa Tāla'imanū, (Parent Representative) Pauli Moeakiola, (Proprietor's Representative) Jeffry Moeakiola, (Parent Representative) Faaolataga Misikopa-Leasi, (Parent Representative) Savanna Ermias, (Parent Representative) Lindsey Hatch, (Parent Representative) Stewart Baker, (Staff Representative) Jean-Paul Eason
<b>Attendees:</b>	(Limited Statutory Manager) Kevin Bush, (Acting Principal) Charlotte Saunders, (School Board Secretary) Barbara Ngataki
<b>Apologies:</b>	(Principal) Brian Evans, (Proprietor's Representative) Sonia Pope, (Student Representative) Mika Mataka, (Proprietor's Representative) Maungarongo Tito
<b>Notes:</b>	Mrs Misikopa-Leasi will join via zoom

## 1. CONSTITUTION OF MEETING

### 1.1 Meeting opened with Prayer

## 2. Administration

### 2.1 Apologies



#### Receive Apologies

It was agreed to receive apologies from Dr Evans, Mr Tito, Miss Pope and Mr Mataka

**Decision Date:** 26 Mar 2026

**Outcome:** Approved

### 2.2 Student Representative Report



#### Receive the report of the Student Representative

In the absence of Mr Mataka the Board read the presented Student Representative's report.

The Board discussed the request for a covered walkway from the Chapel to U Block-Rms 20-24 noting the incoming wet winter season and the unknown timeline for new school development.

It was agreed a letter be sent to the Trust Board requesting consideration of a covered walkway being installed from the Chapel to U Block-Rms 20-24.

It was agreed to receive the report of the Student Representative.

**Decision Date:** 26 Mar 2026  
**Mover:** (Proprietor's Representative) Jeffry Moeakiola  
**Seconder:** (Parent Representative) Pauli Moeakiola  
**Outcome:** Approved



### Covered Walkway - TB

A letter to be written requesting consideration of installing a covered walkway

**Due Date:** 28 May 2026  
**Owner:** (School Board Secretary) Barbara Ngataki

## 2.3 Interests Register

## 2.4 Receive Acknowledgements



### Receive Acknowledgements

The Board acknowledged the following:

1. The passing of Mrs Vasingano Tupou's (HOD Mathematics) mother
2. The safe arrival of Miss Katie Mitchell's little baby boy
3. The work of staff and students who positively represented Wesley College during Polyfest and Fiafia Night

**Decision Date:** 26 Mar 2026  
**Outcome:** Approved



### Letters of Acknowledgement

Letters to be sent to Mrs Tupou, Miss Mitchell and the Polyfest Staff Leaders.

**Due Date:** 28 May 2026  
**Owner:** (School Board Secretary) Barbara Ngataki

## 2.5 Minutes

**School Board 26 Feb 2026**, the minutes were confirmed as presented.

## 2.6 Action List

Due Date	Action Title	Owner(s)
28 Aug 2025	Wesley College History Book <b>Status:</b> Not Started	(Principal) Brian Evans
26 Feb 2026	School Camps / Polyfest <b>Status:</b> Completed on 31 Mar 2026	(Principal) Brian Evans
6 Mar 2026	Sub-committee Membership and Contact Email Addresses <b>Status:</b> Completed on 3 Mar 2026	(School Board Secretary) Barbara Ngataki
13 Mar 2026	Strategic Planning-Community Consultation <b>Status:</b> Completed on 20 Mar 2026	(School Board Secretary) Barbara Ngataki

<b>Due Date</b>	<b>Action Title</b>	<b>Owner(s)</b>
26 Mar 2026	Trust Board Staffing Funding Request <b>Status:</b> Completed on 31 Mar 2026	(Presiding Member) Patisepa Tāla'imanū
26 Mar 2026	School Board Work Plan <b>Status:</b> Not Started	(Limited Statutory Manager) Kevin Bush
26 Mar 2026	HOD Annual Report to Board <b>Status:</b> In Progress	(Acting Principal) Charlotte Saunders
26 Mar 2026	Student Council-School Board Student Representative <b>Status:</b> In Progress	(Acting Principal) Charlotte Saunders
26 Mar 2026	School Board/Trust Board Communication Strategy <b>Status:</b> Not Started	(Limited Statutory Manager) Kevin Bush, (Proprietor's Representative) Maungarongo Tito, (Proprietor's Representative) Sonia Pope
26 Mar 2026	School Camps/Polyfest <b>Status:</b> On Hold	(Acting Principal) Charlotte Saunders
26 Mar 2026	Public Footpath <b>Status:</b> Completed on 11 Mar 2026	(School Board Secretary) Barbara Ngataki
26 Mar 2026	Wesley College Crest Request <b>Status:</b> Completed on 13 Mar 2026	(Acting Principal) Charlotte Saunders
26 Mar 2026	Pedestrian footpath <b>Status:</b> Completed on 13 Mar 2026	(Acting Principal) Charlotte Saunders
26 Mar 2026	Student School Lockers <b>Status:</b> Completed on 13 Mar 2026	(Acting Principal) Charlotte Saunders

## 2.7 Correspondence



### Public Footpath Feedback

Mrs Saunders advised she spoke to the public footpath issue at the Trust Board meeting.

Ms Saunders, Mrs Bellette and Mr Johnston are to meet and discuss the pathway.

Mr Hatch advised he is willing to be apart of the walk/discussions.

It was agreed Mr Hatch also attend the meeting.

It was agreed to receive the inward and approve the outward correspondence.

**Decision Date:** 26 Mar 2026  
**Mover:** (Parent Representative) Savanna Ermias  
**Seconder:** (Parent Representative) Pauli Moeakiola  
**Outcome:** Approved

## 2.8 2026 Delegations Received

## 2.9 2026 Sub-Committees Received

## 2.10 2025-2026 Sub-committees/Terms of Reference Reminder



### Terms of Reference

**Compliance Sub-committee:** Mr P Moeakiola advised the sub-committee has read the suggested template and have nothing to amend. The final copy will be presented to the May meeting of the Board.

**Discipline Committee:** Mr J Moeakiola advised the committee has read the suggested template and have amended to reflect five members and Mrs Ermias is the deputy convener of the Committee . The final copy will be presented to the May meeting of the Board.

**Human Resources Sub-Committee:** Mrs Saunders advised the template has been shared but not discussed yet. A final copy will be presented to the May meeting of the Board.

**Property and Finance Sub-Committee:** Mr Hatch presented the Terms of Reference for the Property and Finance Sub-Committee.

It was agreed to receive the Terms of Reference for the Property and Finance Sub-committee

It was agreed to receive the reports of the Sub-Committees

**Decision Date:** 26 Mar 2026  
**Mover:** (Parent Representative) Lindsey Hatch  
**Seconder:** (Proprietor's Representative) Geoffrey Moeakiola  
**Outcome:** Approved

## 3. Management Reports

### 3.1 Acting Principal's Report



#### Receive the Acting Principal's Report

Mrs Saunders highlighted the following sections of her report:

#### Section 1: Principal's Comment

Polyfest was just getting underway at the time of writing my report, the College had been filled with the sound of singing most lunchtimes, evenings and weekends; it is a wonderful place to be at this time of year. Fiafia night took place on 17th March and was a huge success. Despite our move to a the PIA Centre in Pukekohe which is larger venue we still face pressures in relation to capacity and have already started the reflection process to ensure we are delivering the best and safest event that we can.

NCEA data for 2025 has just come through now and Mr Wood is analysing and reflecting on that data, he will be reporting at the May meeting of the Board. However, an initial look at the data suggests a strong performance at Level 2 with students significantly outperforming against both national and equity index comparisons. Level 3 looks to have fallen back after three years of steady improvement and UE has also dropped.

A significant area of focus this term has been in relation to staff accountability, starting with the Senior Leadership Team. Time has been spent ensuring we have clarity in our roles and responsibilities across portfolios, the workload is

shared equitably, and the collaborative development of an SLT Accountability Framework. All members of SLT are currently working on their Leadership Performance Agreement. This is all part of a wider body of work that focuses on using data effectively to measure and evaluate the impact that our actions have on student outcomes. You will notice the links to our Annual Implementation Plan throughout this document as we report against goals for the year.

Staff and Student Pulsechecks were conducted in Week 7 as an ongoing indicator of wellbeing; this is our preferred approach as it provides data that can be tracked across the year rather than one survey such as the NZCER survey. The staff data was overall encouraging with good uptake across teaching and support staff (36 responses). The data suggests that effective SLT communication is the highest priority for improvement. Student data will be included in the next report.

### **School Roll Data**

The roll has remained consistent and we have just started looking at our enrolment processes as we move forward.

### **Section 2: Child Safety Report**

The start of this year has provided an opportunity for us to take a moment to pause and reflect on our Safeguarding journey and to ask what is working well and what still needs our attention. What is becoming clear is that there is still a lack of understanding about aspects of safeguarding and what we are doing which results in a lack of ownership and safeguarding practices being slow to embed.

There has not been any significant reports although there is one complaint that is currently being handled which both the Presiding Member and the LSM have been informed.

One student was stood-down and was referred to New Foundations Trust for mentoring.

### **Attendance:**

Our attendance so far in 2026 has been tracking really positively; however, it is important to note that this is not unusual for Term 1 as we do not tend to have as much sickness and Polyfest is a strong motivating factor. It is also likely to drop back over the next few weeks as a result of Polyfest attendance and the subsequent exhaustion.

There are no significant disparities in regular attendance across ethnicities. Year 12 and 13 attendance presents the highest level of current concern as there is a direct correlation between attendance and achievement.

All of the students with more than 15 days of absence can be explained by visa issues, sickness and significant family issues, often overseas. We are in the process of trying to enrol one student in a secondary-tertiary programme.

Mrs Ermias enquired when a family notifies the school their student is attending a doctors appointment why is the student still recorded as unjustified.

Mrs Saunders advised if a student has a medical/doctors appointment it is marked as 'D' for doctors/dentists which counts as present on the Ministry of Education's coding. If they are sick it is marked as 'M' as justified absence.

Mr Bush clarified the marking as a 'D' means the student has attended a medical appointment and returned to school. It is short term absence from the school day. If a student stays home to go to the doctors and doesn't come to school that is different.

Mrs Ermias advised she has been advising families about how to make contact with the school and who to contact if you have a concern, to follow process not necessarily to go straight to the top in the first instance.

Mrs Ermias enquired who would be the best person to contact if families have concerns about attendance coding.

Mrs Saunders advised she has appreciated the direct contact from families since beginning the Friday updates and she responds to all enquires. Mrs Saunders will include the Ministry of Education codes with the Friday parent updates.

Mrs Saunders also advised the school understands that sickness and family events happen it is really those odd absences that occur regularly that becomes a pattern which are a concern.

Mrs Saunders advised when students have:

- Irregular Attendance, absent for between 5 and 9 days across a term the Learning Coaches follow up
- Moderate Absence, absent for between 10 & 15 days across a term the Deans follow up
- Chronic Absence, absent for 15 days or more across a term is when Mrs Saunders follows up

Mr Bush commended the school for an improvement in attendance of over 80% of students attending 80% or more of the time which is a huge improvement by comparison to previous years.

Mrs Tāla'imanū enquired if the higher number of attendance rates was because of the boarders by comparison to the day students.

It was agreed it was more likely to be the buses. students have to catch the school buses to be at school.

Mrs Saunders advised she has had her first email from a family who is struggling to get their child to school with the increase of petrol costs. Mrs Saunders advised there have been discussions about what could possibly be done to support families and staff during this global crisis. There is so much uncertainty around what it happening at the moment. The school will support families as best it can. Trust Board will continue to support the buses and provide breakfast and lunch.

Mrs Ngataki advised like Covid the school would be at the direction of the Ministry of Education if the crisis became so bad that there is no possible way for students to get to school then the Ministry would notify and provide the framework the school would work too if that meant going back online the school has done that quickly and well in the past. Hopefully it does not happen.

Mrs Saunders advised there are already discussions/planning at the school around how far staff live from the school, how can the school best support staff and families.

#### **Section 4: Teaching and Learning**

Our strategic aspiration for Teaching and learning is that Wesley College will provide professional development for kaiako that enables them to meet the cultural and learning needs of all aakonga so that they may achieve at their potential through a positive learning environment

#### **Section 5: Student Achievement**

Junior School Data Literacy e-asTTle Reading is a standardised online assessment tool developed by the New Zealand Ministry of Education. It measures students' reading comprehension across Years 4–10 (and can be used beyond). It assesses how well students understand written texts by evaluating skills such as: Literal understanding (finding information directly

stated), Inferential thinking (reading between the lines), Author's purpose and ideas, Vocabulary in context. Students complete the assessment online, and results are scaled so they can be compared across year levels and over time. Results are aligned to the New Zealand Curriculum levels (Levels 2–6). Year 9 students are typically expected to be working around Level 4–5 and year 10 students at Level 5-6. Data shows whether students are:

- Below expectation
- At expectation
- Above expectation

The beginning of year (BOY) data below shows that at year 9:

- 25 / 76 (33%) are at or above expectation in reading.
- 31 / 76 (41%) are up to 1 year below their expected level.
- 24 / 76 (24%) are between 1 - 2 years behind their expected level

The beginning of year (BOY) data below shows that at year 10:

- 8 / 60 (13%) are at or above expectation in reading.
- 33 / 60 (55%) are up to 1 year below their expected level.
- 11 / 60 (18%) are between 1 - 2 years behind their expected level.
- 4 / 60 (7%) are between 2-3 years behind their expected level.

## **Section 6: Student Wellbeing and Behaviour Support**

### **Student Pulse Check**

Mrs Saunders reported on the student pulse check data as presented noting the stand out responses were.

#### **Negative:**

Physical Wellbeing "I get enough sleep to feel rested most days" 26.8% Disagree or Strongly Disagrees

Devices are a huge issue in this space.

Mr Bush enquired if there are any earner learners ie those who may be working after school.

Mrs Saunders advised that she didn't think the school had that data but may be a good question to ask.

#### **Positive:**

Safeguarding "I feel safe walking around school" 78.5% Agree or Strongly agree

### **New Website Proposal**

The new Wesley College website will serve as a modern digital front door for the school — a platform that reflects its identity, communicates its values, and positions it strongly within the competitive education landscape. With the closure of the hostels, it is time to reframe the public perspective of the college. The proposed web site will also allow for a refocus on the Methodist Ethos of the college This project aims to elevate the College's online presence and support long-term stability.

The cost of the budget is divided between the School Board and the Trust Board. The proposal we have looked at would be a cost of \$12,000 per board. The cost includes the Search Engine Optimisation.

Mr Bush advised he has noted the lack of visibility of its high profile alumni.

Mr Hatch also supported past student success stories being included.

Mrs Saunders advised she is attending the Old Students Association meeting on Sunday and would discuss with them.

### 2026 School Camps Report

This report summarises feedback from Camp Leads and staff who attended the 2026 camps and identifies key findings, risks, and recommendations to inform planning for future Education Outside the Classroom (EOTC) programmes.

There are definitely some areas to work on timing's of the camp which is a little bit of challenge and balancing the benefit of having them at the start of the year.

Mrs Emias enquired if student voice was sought.

Mrs Saunders advised there is a Student Council which is composed of two representatives, male/ female for each Year level and two representatives male/female from the whaanau group. The Student Council will meet for the first time this year, next week. The hope is it will spill down into Year levels having their own groups run by their own representatives.

Mrs Tala'imanū enquired about the outcome of discussions relating to alternating Polyfest and School Camps.

Mrs Saunders advised her preference would be to still have the usual offsite camp for Year 9 and 13 and as an alternative Year 10-12 could remain onsite with service and fun activities being organised during the school day.

Mrs Saunders advised Polyfest is a huge workload for staff to carry and needs to have more staff buy in so we can support one another.

The Board acknowledged the cultural significance for students in maintaining the yearly Polyfest attendance with all the normal expectations of appropriate behaviors and attendance to school.

It was agreed to receive the report of the Acting Principal.

**Decision Date:** 26 Mar 2026  
**Mover:** (Parent Representative) Lindsey Hatch  
**Seconder:** (Proprietor's Representative) Geoffrey Moeakiola  
**Outcome:** Approved



### Polyfest

It was agreed to continue attending Polyfest annually provided all the normal expectations of appropriate behaviours and attendance to school are met.

**Decision Date:** 26 Mar 2026  
**Mover:** (Parent Representative) Pauli Moeakiola  
**Seconder:** (Parent Representative) Stewart Baker  
**Outcome:** Approved



### 2027 School Camps

It was agreed to approve the 2027 Camps with the following provisos Year 9 and 13 will be held as usual off school site and the Year 10-12 will remain in the school site and be held during the school day.

**Decision Date:** 26 Mar 2026  
**Mover:** (Parent Representative) Pauli Moeakiola  
**Seconder:** (Parent Representative) Stewart Baker  
**Outcome:** Approved

## 3.2 2027-2029 Strategic Planning



### 2026 Annual Plan and 2025 Analysis of Variance

Mrs Ngataki advised as requested from the February meeting the previous consultation questions have been provided for Board use and information. The strategic plan/community consultation would sit with the Compliance Sub-committee.

Mrs Ngataki suggested the Compliance sub-committee include Mrs Saunders when developing Community Consultation questions so the questions can be targeted to get formative responses to assist with the development of the Strategic Plan.

Mrs Saunders advised she is happy to be a part of the discussion group.

Mr P Moeakiola advised in reading the Strategic Planning toolkit does staff and students know who tangata whenua are and what our local history is about. Mr P Moeakiola enquired if the school has a plan towards getting to know about local histories.

Mrs Ngataki advised that Ngati Tamaoho has been engaged with the school for many years inclusive of staff who whakapapa to Tamaoho. The schools Kaumatua is of Tamaoho descent. There are also four other haapu that come into the area. The school must also remember to engage with Te Taha Maaori.

Mrs Saunders advised that during the Trust Board meeting she has raised Strategic Planning engagement with the Church/Trust Board and Te Taha Maaori in terms of guidance around the Methodist Ethos and the cultural partnership within the Church, what that looks like at a strategic level. Mrs Saunders strongly recommended that both Boards meet together to work on strategic planning.

Mr Bush advised that he noted the Annual Implementation Plan had not recorded this years theme of New Horizons.

Mrs Saunders advised she would made the amendment.

**Decision Date:** 26 Mar 2026

**Outcome:** Approved



### 2026 Annual Plan and 2025 Analysis of Variance

It was agreed to approve the 2026 Annual Plan with amendments to include a reference to New Horizons and the 2025 Analysis of Variance for submission to the Ministry of Education.

**Decision Date:** 26 Mar 2026

**Mover:** (Parent Representative) Savanna Ermias

**Seconder:** (Parent Representative) Pauli Moeakiola

**Outcome:** Approved

## 3.3 Finance Report



### Receive the report of the Property and Finance

Mr Hatch reported on the presented Finance Report for the month end February 2026

#### Deficit actual against budget of \$7061

- Co-curricular due to camps, an annual cost
- Curriculum expenditure due to departments setting up resources for the year

### **Depreciation rates for 2026 were reviewed and approved**

Audio Visual	10 years
Plant and Machinery	10 years
Furniture and equipment	10 years
Information and communication technology	2-5 years
Leased assets	3-5 years
Motor vehicles	10 years
Textbooks	3 years
Library resources	12.5% Diminishing value

It was agreed to receive the report of Mr Hatch.

<b>Decision Date:</b>	26 Mar 2026
<b>Mover:</b>	(Parent Representative) Lindsey Hatch
<b>Seconded:</b>	(Proprietor's Representative) Jeffry Moeakiola
<b>Outcome:</b>	Approved



### **2026 March 1 Roll Return**

It was agreed to receive the 2026 March 1 Roll Return.

<b>Decision Date:</b>	26 Mar 2026
<b>Mover:</b>	(Parent Representative) Lindsey Hatch
<b>Seconded:</b>	(Proprietor's Representative) Jeffry Moeakiola
<b>Outcome:</b>	Approved



### **2026 Depreciation Rates**

It was agreed to approve the 2026 Depreciation Rates.

<b>Decision Date:</b>	26 Mar 2026
<b>Mover:</b>	(Parent Representative) Lindsey Hatch
<b>Seconded:</b>	(Proprietor's Representative) Jeffry Moeakiola
<b>Outcome:</b>	Approved

## **4. Other Business**

### **4.1 Other Business**



#### **Receive Other Business**

##### **Global Crisis - Petrol Costs**

Mrs Ngataki advised with the current global crisis and uncertainty around petrol costs the Board may wish to consider going to zoom meetings in term 2; it would only be for the May and June meetings. The Board could review again at the June meeting.

##### **HOD Presentations to Board**

Mrs Saunders advised feedback from HODs was they would prefer a couple of HODs attend the monthly Board meetings to present their reports to the Board.

##### **Wesley College Crest Request**

Mrs Saunders advised that she had not had a response from Mr Nonoa.

Mr J Moeakiola advised the group of old students would be competing with St Stephens and Te Aute in a golf competition at Clarks Beach. The crest would be placed on a hoodie, polo shirt and rugby jersey.

Mr Moeakiola will follow up with Mr Nonoa and provide the Board with a risk analysis.

### **Kapa Haka Wananga EOTC**

In Mr Tito absence Mr Tito had requested the following be recorded in the minutes

Mr Tito agrees to only allowing Wesley College students to stay overnight in the whare Runanga to practice for Polyfest.

Wesley College staff would have full control and responsibility.

**Decision Date:** 26 Mar 2026  
**Mover:** (Proprietor's Representative) Jeffry Moeakiola  
**Seconder:** (Parent Representative) Stewart Baker  
**Outcome:** Approved



### **Global Petrol Crisis - School Board Meetings**

It was agreed to hold zoom meetings during Term 2.

**Decision Date:** 26 Mar 2026  
**Mover:** (Parent Representative) Stewart Baker  
**Seconder:** (Proprietor's Representative) Jeffry Moeakiola  
**Outcome:** Approved



### **HOD Presentations**

It was agreed to invite HODs to present at the School Board meetings.

**Decision Date:** 26 Mar 2026  
**Outcome:** Approved



### **HOD Presentations**

HODs to be invited to present at the monthly Board meetings

**Due Date:** 28 May 2026  
**Owner:** (School Board Secretary) Barbara Ngataki



### **Wesley College Crest Request**

It was agreed that Mr J Moeakiola provide the Risk Analysis for Board approval

**Decision Date:** 26 Mar 2026  
**Outcome:** Approved



### **Wesley College Crest Request**

Mr Moeakiola to provide the Risk Analysis

**Due Date:** 28 May 2026  
**Owner:** (Proprietor's Representative) Jeffry Moeakiola

## **4.2 Move In-Committee**



### **In-Committee**

It was agreed at 6.52pm 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 7.15pm.

**Decision Date:** 26 Mar 2026  
**Mover:** (Parent Representative) Stewart Baker

**Seconder:** (Proprietor's Representative) Jeffry Moeakiola  
**Outcome:** Approved

## 5. Meeting closed

### 5.1 Close the meeting

**Next meeting:** School Board - 28 May 2026, 5:00 pm

### New Actions raised in this meeting

Item	Action Title	Owner(s)
2.2	Covered Walkway - TB <b>Due Date:</b> 28 May 2026	(School Board Secretary) Barbara Ngataki
2.4	Letters of Acknowledgement <b>Due Date:</b> 28 May 2026	(School Board Secretary) Barbara Ngataki
4.1	HOD Presentations <b>Due Date:</b> 28 May 2026	(School Board Secretary) Barbara Ngataki
4.1	Wesley College Crest Request <b>Due Date:</b> 28 May 2026	(Proprietor's Representative) Jeffry Moeakiola



(Presiding Member) Patisepa Tāla'imanū  
29 May 2026