



## Silverdale School Board Hui Minutes

Hui Held: Monday 11 May 2026

Time: 7.00pm

Location: School Hui Room

Minute Taker: Anne Reid (Secretary)

### 1. Administrative

| Item | Topic                     | Discussion Summary<br>(Governance/Decision Focus)                                                                                                                                           | Motion/Resolution | Action/Responsibility |
|------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------|
| 1.1  | Karakia/Mihi<br>& Welcome | The Presiding Member (PM) opened the hui with a mihi and karakia at 7.00pm.                                                                                                                 |                   |                       |
| 1.2  | Check In                  |                                                                                                                                                                                             |                   |                       |
| 1.3  | Attendance &<br>Apologies | <b>Present:</b> David Powles (PM), Cameron Lockie (Principal), Jamie Summers, Graham Franklin, Sarah Betts (Staff Rep), Jessica Drey, Gair McSkimming, Lynn Scott (DP), Laura Webster (DP). |                   |                       |

|     |                                             |                                                                                                                           |                                                                                                                                                                                                       |  |
|-----|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|     |                                             | <b>Apologies:</b><br><b>Absent:</b>                                                                                       |                                                                                                                                                                                                       |  |
| 1.4 | <b>Declaration of Conflicts of Interest</b> | Related Party - Jaime Summers spouse of Sarah Summers (Teacher) and Graham Franklin spouse of Alex Franklin (Team Leader) | <b>Related Parties are noted</b>                                                                                                                                                                      |  |
| 1.5 | <b>Confirmation of Previous Minutes</b>     | Minutes from the 30 March 2026 hui were reviewed for accuracy.                                                            | <b>RESOLUTION 2026/03/01:</b> That the minutes of the 30 March 2026 hui be confirmed as a true and accurate record. <b>Moved:</b> David Powles<br><b>Seconded:</b> Graham Franklin<br><b>Carried.</b> |  |
| 1.6 | <b>Matters Arising from the Minutes</b>     | <i>Discussed actions not covered below.</i>                                                                               |                                                                                                                                                                                                       |  |
| 1.7 | <b>Speaking Rights</b>                      | To be considered / granted for Laura Webster, Lynn Scott and any other members of the public.                             | Speaking rights granted for Laura Webster and Lynn Scott.<br><b>Moved:</b> David Powles <b>Seconded:</b> Sarah Betts<br><b>Carried.</b>                                                               |  |

## 2. Governance and Strategy

| Item | Topic                  | Discussion Summary<br>(Governance/Decision Focus)                                                                                                                                                                                                                                                                                     | Motion/Resolution                                                                                                                                                              | Action/Responsibility |
|------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 2.1  | Strategic Goals Review | 2.2.1 -                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                |                       |
| 2.2  | Policy Review          | <b>Term 2 Policies</b> <ul style="list-style-type: none"> <li>○ Daily School Bus*</li> <li>○ School Swimming Pool*/Swimming Off Site *</li> <li>○ Education Outside the Classroom (EOTC)</li> <li>○ EOTC Governance Roles and Responsibilities</li> <li>○ EOTC Risk Assessment and Management.</li> </ul> *We don't have this policy. | Only Education Outside the Classroom needs to be reviewed                                                                                                                      |                       |
| 2.3  | Correspondence         | As attached                                                                                                                                                                                                                                                                                                                           | <b>RESOLUTION 2026/03/02:</b><br>That we accept all general and outward correspondence as correct.<br><b>Moved:</b> David Powles <b>Seconded:</b> Jamie Summers <b>Carried</b> |                       |

### 3. Finance and Property

| Item | Topic            | Discussion Summary<br>(Governance/Decision Focus)                                                                                                                                                                                                                                                                                                                                                                                                                             | Motion/Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Action/Responsibility                                                                                                                                                                         |
|------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.1  | Financial Report | Financial Report January to March 2026                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>RESOLUTION 2026/03/03:</b><br>That the Financial Report January to March 2026 be approved.<br><b>Moved:</b> David Powles <b>Seconded:</b> Jamie Summers<br><b>Carried.</b>                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                               |
| 3.2  | Property Update  | Update on <b>5YA/10YPP</b> project status (e.g., status of the passive play area funding)<br><b>Relocatable Classrooms:</b><br>Cameron Lockie noted that six relocatable classrooms are scheduled for removal. To ensure site safety and structural integrity, the units will be reclad prior to transport. To minimize disruption to school operations, all work will be conducted outside of standard school hours.<br><b>Storage:</b><br>A new shipping container has been | <b>RESOLUTION 2026/03/04:</b><br>That the Silverdale School Board receives the Property Report<br><b>Moved:</b> David Powles <b>Seconded:</b> Graham Franklin<br><b>Carried.</b><br><br><b>RESOLUTION 2026/03/05:</b><br>The Board moved to proceed with <b>Option B</b> , featuring the larger tree selection, at a total cost of <b>\$239,186.00 + GST</b> .<br>The Principal is to clarify the specific clauses regarding fuel and material cost escalations prior to finalisation. | The Board approved for the Principal to proceed with these security and access enhancements.<br><br>The Principal is to clarify any fuel and material cost escalations prior to finalisation. |

procured to facilitate the organised storage of surplus furniture.

**CCTV:**

Pre-wiring for the updated security camera network is now complete. The physical installation of the cameras is scheduled to commence tomorrow.

**Signage:**

Cameron Lockie presented drafts of new site signage. These signs will clearly outline school policies regarding "no wheels" on-site and gate closure protocols.

To further discourage unauthorized bicycle and scooter access, the board discussed installing lockable gates on the pedestrian thoroughfares adjacent to the main gate.

The Board approved for the Principal to proceed with these security and access enhancements.

**Passive Play Area**

**Moved:** David Powles   **Seconded:** Jamie Summers  
**Carried.**

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |
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|  |  | <p>The development of the Passive Play Area is moving forward, supported by PTA fundraising efforts. The Board confirmed it will subsidize the remaining balance to ensure the project's completion.</p> <p>The Board moved to proceed with <b>Option B</b>, featuring the larger tree selection, at a total cost of <b>\$239,186.00 + GST</b>.</p> <p>The Principal is to clarify the specific clauses regarding fuel and material cost escalations prior to finalisation.</p> |  |  |
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#### 4. Tumuaki / Principal's Report

| Item | Topic                        | Discussion Summary<br>(Governance/Decision Focus)                                                                                                                       | Motion/Resolution                                                                                                                                                       | Action/Responsibility |
|------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 4.1  | Tumuaki / Principal's Report | <p>Cameron Lockie went through the report.</p> <p>Cameron Lockie reported a projected decline in the school roll, which will result in a corresponding reduction in</p> | <p><b>RESOLUTION 2026/03/06:</b> That the Board receives the Principal's Report.</p> <p><b>Moved:</b> David Powles <b>Seconded:</b> Gair McSkimming <b>Carried.</b></p> |                       |

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|  |  | <p>Ministry of Education (MoE) staffing entitlements. Current analysis indicates that the revised entitlement will be insufficient to sustain current teaching and support staff levels.</p> <p>Cameron Lockie will meet with staff currently on fixed-term contracts to discuss the implications of these projections and provide formal notification regarding their positions.</p> <p>The Board and Principal will continue to closely monitor staffing requirements and roll fluctuations to ensure the school remains fiscally responsible while meeting its operational needs.</p> <p>Correction: School disco should be Friday 12 June.</p> |  |  |
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## 5. Reporting and Compliance

| Item | Topic             | Discussion Summary<br>(Governance/Decision Focus) | Motion/Resolution             | Action/Responsibility |
|------|-------------------|---------------------------------------------------|-------------------------------|-----------------------|
| 5.1  | Health and Safety | Review H&S checklist, hazard register,            | <b>RESOLUTION 2026/03/07:</b> |                       |

|  |               |                                     |                                                                                                                                                                  |  |
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|  | <b>Report</b> | and incident reports for the month. | That the board receives the H&S checklist, hazard register and incident reports.<br><b>Moved:</b> David Powles <b>Seconded:</b> Grahame Franklin <b>Carried.</b> |  |
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## 6. Concluding Ite

| Item | Topic                                      | Discussion Summary<br>(Governance/Decision Focus)                                                                                     | Motion/Resolution                                                                                                                                                                                                                            | Action/Responsibility |
|------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 6.1  | <b>Confirm Next Hui Date</b>               | <b>2026 Dates</b><br>Monday 15 June<br>Monday 10 August<br>Monday 21 September<br>Monday 2 November<br>Monday 7 December<br>No change |                                                                                                                                                                                                                                              |                       |
| 6.2  | <b>Close of Hui Karakia.</b>               | Hui closed with a karakia.                                                                                                            | <b>N/A</b>                                                                                                                                                                                                                                   |                       |
| 6.3  | <b>Public Excluded Session (if needed)</b> | <i>Resolution was moved and carried to exclude the public at 7.57pm.</i>                                                              | <b>RESOLUTION 2025/12/08:</b> That the public be excluded from the remainder of the hui to discuss confidential employment and property matters, pursuant to the section 48(1) of the Local Government Official Information and Meetings Act |                       |



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|  |  |  | 1987. <b>Moved:</b> David Powles <b>Seconded:</b> Cameron Lockie<br><b>Carried.</b> |  |
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**Approved By:**

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David Powles  
Presiding Member, Silverdale School Board of Trustees  
**Date Approved:** 15 June 2026