



Silverdale School Board Hui Minutes

Hui Held: Monday 3 November 2025

Time: 7.00pm

Location: School Hui Room

Minute Taker: Anne Reid (Secretary)

1. Administrative

Item	Topic	Discussion Summary (Governance/Decision Focus)	Motion/Resolution	Action/Responsibility
1.1	Karakia/Mihi & Welcome	The Presiding Member (PM) opened the hui with a mihi and karakia at 7.00pm.	N/A	
1.2	Check In			
1.3	Attendance & Apologies	Present: David Powles (PM), Cameron Lockie (Principal), Jessica Drey,		

		Jamie Summers, Graham Franklin, Gair McSkimming, Sarah Betts (Staff Rep), Lynn Scott (DP), Laura Webster (DP). Apologies: . Absent: None.		
1.4	Declaration of Conflicts of Interest	Nil		
1.5	Confirmation of Previous Minutes	Minutes from the 04 August 2025 hui were reviewed for accuracy. Minutes from the 13 October 2025 hui were reviewed for accuracy.	RESOLUTION 2025/10/01: That the minutes of the 04 August 2025 hui be confirmed as a true and accurate record. Moved: David Powles Seconded: Sarah Betts Carried. RESOLUTION 2025/10/02: That the minutes of the 13 October 2025 hui be confirmed as a true and accurate record. Moved: David Powles Seconded: Sarah Betts Carried.	
1.6	Matters Arising from the Minutes	<i>Discussed actions not covered below.</i> Code of Conduct	All Board members have read and signed the Code of Conduct.	

		Delegation of Authority:	<p>RESOLUTION 2025/10/03:</p> <p>The Board delegates all areas of authority and accountability for the day-to-day operational organisation of the school to the Principal, who must ensure compliance with both the Board's policy framework and the Law of New Zealand.</p> <p>Moved:David Powles Seconded: Gair McSkimming Carried.</p>	
1.7	Speaking Rights		<p>To be considered / granted for Laura Webster, Lynn Scott, Anne Reid and any other members of the public.</p> <p>Moved: David Powles Seconded:Gair McSkimming Carried.</p>	

2. Governance and Strategy

Item	Topic	Discussion Summary (Governance/Decision Focus)	Motion/Resolution	Action/Responsibility
2.1	Strategic Goals Review			
2.2	Policy Review	<p>Term 4 Policies</p> <p>Bullying and Harassment</p> <p>Behaviour Management</p> <p>Minimising Physical</p>		Board are to read the policies.

		<p>Restraint</p> <p>Discussion on how we track any changes.</p> <p>Cameron Lockie explained the review process using School Docs.</p>		
2.3	Correspondence	As attached	<p>RESOLUTION 2025/10/04: That we accept the applications Out of Zone and / or to remain at Silverdale School. Moved: David Powles Seconded: Jessica Drey Carried</p> <p>RESOLUTION 2025/10/05: That we accept the application for refreshment leave for Emily Pearce 2026 Moved: David Powles Seconded: Gair McSkimming Carried</p> <p>RESOLUTION 2025/10/06: That we accept all general and outward correspondence as correct. Moved: David Powles Seconded: Sarah Betts Carried</p>	

3. Finance and Property

Item	Topic	Discussion Summary (Governance/Decision Focus)	Motion/Resolution	Action/Responsibility
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		<p>CM plan 2025</p> <p>Donation 2026</p> <p>Discussion that it is worth looking at maybe reducing the donation and can look at this next year for 2027.</p>	<p>RESOLUTION 2025/10/11:</p> <p>That the Silverdale School Board agrees to set the 2026 donation at \$200</p> <p>Moved: David Powles Seconded: Jessica Drey Carried.</p>	
3.2	Property Update	<p>Update on 5YA/10YPP project status (e.g., status of the passive play area funding)</p> <p>Cameron Lockie informed the board that there are four designs for the passive play area. We will use the monies raised by the PTA to cover the cost. Cost approx \$1020,000.00 to \$180,000.00</p> <p>Cameron Lockie will get input from students when choosing which design to accept.</p>	<p>RESOLUTION 2025/10/12:</p> <p>That the Silverdale School Board receives the Property Report</p> <p>Moved: David Powles Seconded: Graham Franklin Carried.</p>	

4. Tumuaki / Principal's Report

Item	Topic	Discussion Summary (Governance/Decision Focus)	Motion/Resolution	Action/Responsibility
4.1	Tumuaki / Principal's Report	<p>Cameron Lockie noted that the student numbers are going down, which is reflective of our staffing.</p> <p>Te Rito 2026</p> <p>Lots of interest for 2026. Cameron Lockie, Mark Ralston and Will Albertsma are meeting on 04 November 2025 to discuss the 2026 numbers.</p>	<p>RESOLUTION 2025/10/13: That the Board receives the Principal's Report.</p> <p>Moved: David Powles Seconded: Jamie Summers Carried.</p>	

5. Reporting and Compliance

Item	Topic	Discussion Summary (Governance/Decision Focus)	Motion/Resolution	Action/Responsibility

5.1	Health and Safety Report	Review H&S checklist, hazard register, and incident reports for the month.	RESOLUTION 2025/10/14: That the board receives the H&S checklist, hazard register and incident reports. Moved: David Powles Seconded: Gair McSkimming Carried.	
5.2	Cohort	Cohort Entry	RESOLUTION 2025/10/15: - Via Email That we recognised the pedagogical, social, and operational benefits for cohort entry for new entrant students, approves the initiation of a formal consultation process with the school community to introduce Cohort entry at Silverdale School from the beginning of the 2026 school year, subject to the successful completion of the consultation and approval process as per ministry of Education guidelines. Moved: Cameron Lockie (Principal) Seconded: approval to accept the motion granted via email Dave Powles, Dayna Anderson and Sarah Betts. Carried.	

6. Concluding Items

Item	Topic	Discussion Summary (Governance/Decision Focus)	Motion/Resolution	Action/Responsibility
6.1	Hui Review	NIL		
6.2	Confirm Next	Change of date request	RESOLUTION 2025/10/16: That the Board changes to next	

	Hui Date	from Jamie Summers	Hui date to 09 December 2025 Moved: David Powles Seconded: Graham Franklin Carried.	
6.3	Close of Hui Karakia.	Hui closed with a karakia.	N/A	
6.4	Public Excluded Session (if needed)	<i>Resolution was moved and carried to exclude the public at pm.</i>	RESOLUTION 2025/10/17: 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 1987. Moved: PM Seconded: Carried.	

Approved By:



David Powles

Presiding Member, Silverdale School Board of Trustees

Date Approved: 09 December 2026