



UPPER HUTT COLLEGE BOARD

Minutes of the Board Meeting
Thursday 27 November 2025 at 6:00pm in B5

Karakia

1. Meeting Administration

Present: Wendy Holmes (Presiding member), Judith Taylor (Principal), Charlie Beckett (Mangai Maori), Andrew Kerr, Simon Parton, Kylee Walker, Jaydis Asiata-Turitanga (Student Representative), Bruce Thomas (Staff Representative)
In attendance: Janetta van Maren, Deputy Principal, Karen Huaki-Feaver, Board Secretary

Apologies: Vesi Leilua-Toilolo

Declarations of interest: Nil

Correspondence – Tabled as read

Tabled with the following points noted:

Kimi Ora Satellite school, MOE response discussed, no changes to our plans

Motion: *That the correspondence as tabled was accepted*

Moved: KW **Seconded:** AK

2. Minutes of the previous Board meeting 6 November 2025

Motion: *That the minutes of 6 November 2025, Board meeting be accepted as a true and correct record.*

Moved: KW **Seconded:** AK

3. Matters Arising- LSC discussion Job description needs to be redefined

More support of resources for students in the classroom and a more valuable use of funds is with the Teacher Aides at this point

Board agreed to appoint more Kaiawhina-Learning Assistants

Motion: JT to investigate the employment of more Kaiwahina

Moved: AK **Seconded:** SP

4. Principals Report - November 2025

The Principal's November report was tabled with the following points noted:

AOP - Outcomes of Achievement Opportunity Programme 2025 discussed

Attendance Management Plan

Motion: Board to confirm Draft Attendance Management Plan

Moved: AK **Seconded:** KW

Annual Holiday close down

Motion: That the Board agree to the annual holiday closedown from 17 December 2025 - 19 January 2026 (inclusive).

Moved: WH **Seconded:** KW

Start of Year arrangements and Term Dates

Motion: That the Board confirm term dates and the Mid-Term Break date

Moved: AK **Seconded:** CB

2026 PLD

Motion: That the Board confirms PLD for 2026 from term 1 2026 through to the end of the year with times to be confirmed.

Moved: AK **Seconded:**BT

Motion: That the Principal's November report is tabled and accepted

Moved: BT **Seconded:**KW

Carried

5. Upper Hutt College External Moderation Results - 2025

Deputy Principal tabled the UHC External Moderation results - 2025

6. Finance and Property Committee report back

The Finance Committee recommends that:

Motion: That the Management Report of October 2025 is tabled as accepted.

Moved: BT **Seconded:** AK

Carried

Motion: That the schedule of payments over \$5,000 in October 2025 as approved at the Finance Subcommittee are ratified.

Moved: BT **Seconded:** KW

Carried

Board owned building

Discussion was had around the common room idea and a weights area/gym. Discussion regarding the counselling area.

Motion: Judith will arrange plans to be drawn up to make a start on the counselling area and appoint a project manager.

Moved: JT **Seconded:** AK

Carried

Budget 2026

Final Budget figures need to be added, this will be presented at the next Board meeting

7. Te Tiriti

Motion: The Board all agree to continue to give effect to Te Tiriti.

Moved: SP Seconded: BT

Carried

Motion: The Board all agree to add Upper Hutt College to the Cluster letter to send to the Minister.

Moved: SP Seconded: KW

Carried

Motion: To let Tania Waikato know to add Upper Hutt College's name to the list of schools that are continuing to support Te Tiriti in schools.

Moved: SP Seconded: AK

Carried

8. School Docs policies to review

Bullying and harassment - Kylee has a few suggestions and will email this out as we ran out of time to discuss.

Behaviour Management

Minimising Physical Restraint

9. Health & Safety

Emergency Preparedness - nothing to report

10. Te Reo Māori

11. Incommittee

The Board moved into Committee at 8:51 pm under Section 48 (1) of the Local Government Official Information and Meeting Acts 1987. To protect confidential information relating to sensitive matters.

The Board moved back out of committee at 8:53pm

11. Agenda items for next meeting

Next meeting dates

- Finance & Property Meeting - Thursday 27 November 2025 at 5pm
- Board Meeting - Thursday 27 November 2025 at 6pm

Closing Karakia UHC Board Karakia

The meeting closed at 8:55pm

These minutes of the 28 August 2025 Board meeting are accepted as a true and correct record

Action Points:	
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Presiding Member: *W. Adams*

Date: *26 - 02 - 2026*