



UPPER HUTT COLLEGE BOARD

Minutes of the Board Meeting
Tuesday 23 September 2025 at 6:00pm

1. Meeting Administration

Welcome and Karakia

Election of Presiding Member

Nominations were called for the position of Presiding Member

Wendy Holmes was nominated by BT, she accepted the nomination.

As there were no further nominations, Wendy Holmes was elected by acclaim and took the chair.

Present: Wendy Holmes(Presiding Member), Judith Taylor (Principal), Andrew Kerr, Vesi Leilua-Toilolo, Simon Parton, Kylee Walker, Bruce Thomas (Staff Representative)

In attendance: Julia Ryan (Acting Board Secretary)

Apologies: Janetta van Maren, Deputy Principal, Karen Huaki-Feaver, Board Secretary, Tanya Greig, Business Manager

Declaration of Interests - Board to complete the register

Correspondence – Tabled as read

Motion : *That the correspondence as tabled was accepted*

Moved: VLT **Seconded:** SP

2. Minutes of the previous Board Meeting 28 August 2025

The minutes of 28 August 2025, were confirmed electronically by circular and accepted as a true and correct record by the previous Board on 12 September 2025.

3. Matters Arising- nil

4. Co- option of Board members

Motion: That Charlie Beckett be co-opted to be the Māngai Māori (Māori representative) on the Board

Moved: JT

Seconded: BT

All in favour

Carried WH, VLT

5. Principals Report

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

- Progress is being made with the number of students gaining NCEA Level 1. The increase from August comes from the end of term assessments. Literacy and Numeracy results will come in next term.
- Changes to NCEA and curriculum and the impact on the school
- Resignation of Andrew Gurney HOD Mathematics after 22 years at Upper Hutt College
- Enrolments and staffing impacts for 2026 discussed including the possible need for LSC
- UHC provided funding for in house attendance support

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

Moved: WH **Seconded:** VLT and BT

Carried

6. Finance and Property Committee report back

The Committee did not meet prior to the Board meeting. Discussion on the Management Reports and August Report in general was held.

Motion: *That the Management Reports of August 2025 as tabled be accepted.*

Moved: WH **Seconded:** AK

Carried

Motion: *That the schedule of payments over \$5,000 in August 2025 is ratified.*

Moved: WH **Seconded:** BT

Carried

7. Strategic discussions

Strategic plan

8. Health & Safety

Emergency Preparedness

Discussion held re: school wide preparation

9. Agenda items for next meeting

Strategic Planning

Next meeting dates

- Finance & Property Meeting - Thursday 30 October 2025 at 5pm
- Board Meeting - Thursday 30 October 2025 at 6pm

Closing Karakia UHC Board Karakia

The meeting closed at 7:30pm

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

Action Points:	
September Roll Return to be tabled next meeting	Karen
LSC Discussion	Judith
Log in - school docs	Judith
Send info regarding Prizegiving	Judith

Presiding Member: W. Holmes

Date: 06 - 11 - 2025

