



## UPPER HUTT COLLEGE BOARD

Minutes of the Board Meeting  
Thursday 26 June 2025 at 6:13pm

### 1. Meeting Administration

Welcome and Karakia

Present: Garth Johnson (Presiding Member), Judith Taylor (Principal), Koh Than (Student rep), Charlie Beckett, Bruce Thomas (staff representative), Wendy Holmes, Craig Butler

In attendance: Janetta van Maren, Deputy Principal, Karen Huaki-Feaver, Board Secretary

Apologies: Mark Brewer

Declaration of Interests - nil

Correspondence – Tabled as read

**Motion :** *That the correspondence as tabled was accepted*

**Moved:** WH **Seconded:** BT

### 2. Minutes of the previous Board meeting 29 May

**Motion:** *That the minutes of 29 May 2025, Board of Trustees meeting be accepted as a true and correct record.*

**Moved:** WH **Seconded:** BT

**Carried**

### 3. Matters Arising- nil

### 4. Principals Report

The Principals report was tabled with the following points noted :

25 Māori and Pasifika students and their parents/caregivers were invited to a hui where the Youth Inspire group presented the Readiness for Work programme, designed to provide skills and support students in transitioning from school to work. It was a very successful evening.

Staffing issues have eased in the last month. Appointments to long-standing vacancies have been made and we finally have TWO PE/Health teachers.

## NZQA Quality Assurance Review

NZQA were onsite on Thursday 29 May to conduct a quality assurance of the administration of the Common Assessment Activity -the Literacy and Numeracy exams. The review found that Upper Hutt College was effective in meeting the following criteria of the Guidelines:

- preparation
- student readiness
- resourcing
- assessment
- submission and follow-up.

The findings were an endorsement of the solid work and preparation put into this area by Deputy Principals Janetta Van Maren and Peter Blank.

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

**Moved:** CBU **Seconded:** BT

**Carried**

June 1 Roll return tabled.

## 5. Finance and Property Committee report back

The Finance Committee recommends that:

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

**Moved:** BT **Seconded:** CBU

**Carried**

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

**Moved:** BT **Seconded:** CBU

**Carried**

## 6. CAA QA review - JV Successful report from NZQA, the process went smoothly

## 7. Triennial Elections Planning

- Succession Planning discussed by the Board
- Election Date set at - 10 September 2025
- Returning Officer - Schooled have been contracted to run the elections

## 8. Policies

- Academic Authenticity
- Generative AI

**Motion that the changes to the Academic Authenticity and Generative AI policies be accepted and included as part of our policies by the Board**

**Moved:** BT **Seconded:** CBU

**Carried**

- Planning and Preparing for Emergencies, Disasters and Crises (Board)
- Communication During an Emergency, Disaster or Crisis (Board)
- Emergency Closure (Board)
- Emergency Management, Disaster Management, Crisis Management Policies
- School Emergency Planning - Assurance from Principal

9. **Living Wage Pledge** tabled

10. **Board Checklist Term 2 - checked**

11. **Te Reo Maori - Matariki** - Korero on the second star Pohutukawa, connected to the dead and those who have passed away in the past year.

12. **In committee**

*The Board moved into Committee at 7:12 pm under Section 48 (1) of the Local Government Official Information and Meeting Acts 1987. To protect confidential information relating to Personnel matters.*

*The Board moved back out of committee at 7:26pm*

12. **Agenda items for next meeting**

Strategic Plan 2026  
Board Checklist Term 3

**Next meeting dates**

- Finance & Property Meeting - Thursday 31 July 2025 at 5pm
- Board Meeting - Thursday 31 July 2025 at 6pm

**Closing Karakia UHC Board Karakia**

The meeting closed at 7:31pm

**These minutes of the 26 June 2025 Board meeting are accepted as a true and correct record.**

Presiding Member: .....



Date: .....

31/7/2025

