



## UPPER HUTT COLLEGE BOARD

**Minutes of the Board Meeting  
Thursday 29 May 2025 at 6:00 pm**

### 1. Meeting Administration

Welcome and Karakia

Present: Garth Johnson (Presiding Member), Janetta van Maren (Acting Principal), Koh Than (Student rep), Charlie Beckett, Bruce Thomas (staff representative), Wendy Holmes, Mark Brewer, Craig Butler

Karen Huaki-Feaver, Board Secretary

Apologies: Judith Taylor

Declaration of Interests - nil

Correspondence – Tabled as read

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

**Moved:** WG **Seconded:** BT

### 2. Minutes of the previous Board meeting 1 April 2025

**Motion:** *That the minutes of 1 April 2025, Board of Trustees meeting be accepted as a true and correct record.*

**Moved:** WH **Seconded:** CB

**Carried**

### 3. Matters Arising- nil

### 4. Principals Report

The Principals report was tabled with the following points noted :

Staffing is still an issue, the school is engaging Education specialists now to assist with employing teachers.

Janetta Van Maren is Acting Principal while the Principal Judith Taylor is on leave

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

**Moved:** CBU **Seconded:** WH

**Carried**

**5. Finance and Property Committee report back**

The Finance Committee recommends that:

**Motion:** *That the Management Reports of March/April 2025 as tabled be accepted.*

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

**Carried**

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

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

**Carried**

**2024 Annual Financial Statements** tabled

**6. International Department Report - 2025 Germany and Austria Marketing report**  
tabled

**7. Roll increase St Pats Silverstream**

Discussion around the Roll increase - a response will be sent addressing the questions from the Rector at St Pats

**8. School Docs and Policies**  
Health, Safety and Welfare Policy

**International**

- Refund Policy
- Fee Protection Policy
- Discipline Policy
- Programme Policy
- Complaints Policy
- Accommodation Policy
- Managing Agents Policy

**Motion:** That the International policies presented to the Board be accepted

**Moved:** WH                      **Seconded:** MB

**9. Disposal of School Records**

The Board delegated approval of the destruction of records to the Presiding Member in accordance with the Policy.

**10. Te Reo Maori - Manuhiri - Koro Beckett** talked about the differences in tribal greetings for manuhiri

**11. Agenda items for next meeting**

Succession Planning

**Next meeting dates and other dates to diary**

- Finance & Property Meeting – Thursday June 26 2025 at 5:00 pm
- Board Meeting – Thursday June 26 2025 at 6:00 pm

The meeting closed at **7:05 pm**

These minutes of the **29 May 2025 Board meeting** are accepted as a true and correct record.

Presiding Member: .....  .....

Date: .....  .....

