



UPPER HUTT COLLEGE BOARD

Minutes of the Board Meeting
Thursday 28 August 2025 at 6:00pm

1. Meeting Administration

Welcome and Karakia

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

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

Apologies: Nil

Declaration of Interests - nil

Correspondence – Tabled as read

Motion : *That the correspondence as tabled was accepted*

Moved: CBU **Seconded:** BT

2. Minutes of the previous Board meeting

Motion: *That the minutes of 28 August 2025, Board of Trustees meeting be accepted as a true and correct record.*

Moved: BT **Seconded:** MB

Carried

3. Matters Arising- nil

4. Principals Report

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

- PPTA Strike Action
- Current staffing
- NCEA Changes

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

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

5. Finance and Property Committee report back

The Finance Committee recommends that:

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

Moved: BT Secoded: WH

Carried

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

Moved: BT Secoded: WH

Carried

6. Strategic Plan 2026 - Strategic plan for 2025 will be rolled over for 2026

7. Health and Safety

- Emergency Preparedness

EOTC incident discussed - ADV 301 Trip

Discussion included the following suggestions:

- School to purchase EPIRB - Emergency Beacons/Locators for each student going on OED trips
- Satellite phone for staff
- Independent Outdoor Safety Report

8. Policies and Assurances

Term 3 Policies for Review

- Child Protection - Board Review
- Abuse Recognition and Reporting - Board Review
- Food and Nutrition
- Safety Checking - Board Review
- Police Vetting
- Missing Student Procedure

Motion: *The Principal has reviewed the policies and recommends that no further changes are needed.*

Moved: BT Secoded: WH

Carried

9. In committee

The Board moved into Committee at 7:45 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 7:49pm

10. Agenda items for next meeting

Strategic Planning

Next meeting dates

- Finance & Property Meeting - Tuesday 23 September 2025 at 5pm
- Board Meeting - Tuesday 23 September 2025 at 6pm

Judith Taylor thanked the Board for their advice, guidance and service to the college and navigating the challenges presented over the last 3 years. The school has gone from strength to strength under their leadership.

Closing Karakia [UHC Board Karakia](#)

The meeting closed at 7:55pm

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



Presiding Member:

Date: 11 September 2025