

**WHENUAPAI SCHOOL  
BOARD OF TRUSTEES  
Minutes of the Meeting held 10 May 2010**

**1. MEETING OPEN:**

The Chair, Peter Lamberton, declared the meeting open at 7.02pm

**2. APPROVAL OF AGENDA:**

**Motion: That the amended agenda be accepted.**

**Moved: P Lamberton; Seconded: E Bingham; Carried**

**3. PRESENT:**

Peter Lamberton (Chair)  
Warren Spanhake (Principal)  
Karney Dawson (DP)  
Eugene Bingham  
Les Stockley  
Gregg Carrington  
Tracey Collins  
Ceilidh Martin

**VISITORS:**

Margaret O'Connor (PTA)

**APOLOGIES:**

Shannon Corsan (Staff rep)

**4 MINUTES OF PREVIOUS MEETING**

**4.1 Motion: That the Minutes of the meeting held 29 March 2010 be accepted as a true and accurate record.**

**Moved: P Lamberton; Seconded: W Spanhake; Carried**

**5. MATTERS ARISING FROM PREVIOUS MEETING**

5.1 P Lamberton will send letter of thanks to Airbase for their attendance in absence of Radius Security, at the March school disco.

5.2 The specific role of Staff rep as part of the Board of Trustees will be clearly defined once Rep has been elected. The Board expects the Staff rep will present a report at each meeting regarding staff issues/concerns.

5.3 W. Spanhake will discuss responsibility of hall duties during school hours, with staff.

5.4 T. Bonner will re-organise/confirm date when insect bombs will be applied to whole school and advise staff.

## **6. BOT CORE BUSINESS**

### **6.1 ERO Report**

Whenuapai School received exceptional ERO Report. BOT congratulated Warren Spanhake (Principal) and staff on great ERO Report. The Report will be able to be viewed on the school website. ERO has advised they will revisit Whenuapai School in 3 years.

### **6.2 ERO Publications**

Two new publications available from ERO

- i) Draft frame for School Review
- ii) Evaluation Indicator fro School reviews

W Spanhake will email web reference to all board members.

### **6.3 Fundraising Committee**

Half Marathon will be discontinued. The fee for the use of the Whenuapai School will need to be re-negotiated with the Club for future use.

Gala – all classrooms have been allocated stalls. Discussion between teachers/parent community regarding assistance at Gala will need to take place. G Carrington has offered storage for any items 3 prior to Gala. The week before the Gala the Hall will be used for storage of Gala items. Users of Hall will be notified that Hall will not be available one month prior to Gala.

### **6.4 ICT Update**

K. Dawson, S Corsan with Richard from Origin has visited several different schools re computer use and servers.

Vision for Whenuapai School is:

- Replace all computers in school
- Virtual servers in school
- Printers in school

Board requested costings/benefits to school be presented at Strategic Planning Meeting on 17May.

### **6.5 Strategic Planning Meeting**

P Lamberton extended invitation to Ceilidh Martin and Shannon Corsan to attend Strategic Planning Meeting (S.P.M) on Monday 17 May from 3.3-6pm.

W Spanhake sent questionnaire out to staff for their input. Board requested copy of questionnaire. W Spanhake will send copy out to Board.

## **7 FINANCE REPORT**

Overall the Budget is in line with expectations.

- 7.1 **Motion: That the Financial Reports for March be approved. Moved: P Lamberton; Seconded: T Collins; Carried**

## 8. CORRESPONDENCE

- 8.1 Out-of-zone enrolments will be discussed at S.P.M
- 8.2 S Corsan has resigned as Staff Rep due to family commitments. Resignation was accepted. C Martin has had BOT resignation accepted.  
P Lamberton requested S Corsan and C Martin attend S.P.M.  
P Lamberton will send letter on behalf of Board extending invitation to dinner as a token of gratitude for their time and input as Board members.  
W Spanhake will investigate & co-ordinate suitable time for all parties involved.
- 8.3 Appliance testing completed to the cost of \$1200.
- 8.4 Land Adjacent to school is zero-rated so no cost is involved to school except that school is required to mow strip of land. T Collins will amend map to remove extra unwanted strip school has been designated.
- 8.5 School buildings have passed WOF by Argest
- 8.6 **Motion: That the Inwards/Outwards Correspondence be accepted. Moved: W Spanhake; Seconded: P Lamberton; Carried**

## 9 REPORTS

- 9.1 Property  
Arthur the Architect has a concept plan to renovate Admin block area. W Spanhake will ask for staff input.
- Air-conditioning in the Library will require a dual system i.e. one unit in Resource area and one in main library area. Two quotes were received. Total cost to install is \$7000. Board requested that further investigation be done to distinguish which air-conditioning company would be most beneficial to school. Power supply may be an issue. G Carrington will investigate further.
- 9.2 **Motion: That expenditure of \$7000 towards the Library/Resource area, for the installation of Air-Conditioning, from the Property Account be approved. Moved: G Carrington; Seconded: L Stockley; Carried**
- 9.3 Principal's Report  
New teacher aide Penny Brown has been appointed  
New Entrant Teacher in Room 5 may be starting week 4/Term 3

There are two nominations for Staff Rep for Board of Trustees. Election results will be available Thursday morning, 13 May.

9.4 **Motion: That the Principal's report as presented and discussed be approved.**

**Moved: W Spanhake; Seconded: P Lamberton; Carried**

9.5 PTA Report

M O'Connor thanked G Carrington/W Spanhake for attending AGM. All positions have been filled.

New Chair is Penny Peterson

9.10 Staff Rep. Report

No report was available at this time

## 10 GENERAL BUSINESS

10.1 K Dawson has requested Grant from Charitable Trusts for sporting gear to the value of \$2000-3000

10.2 G Carrington raised an issue regarding parents attending school trips. W Spanhake will talk to Team Leaders with regards to school policy in this issue and report to Board with feedback.

## 11. MEETING CLOSED:

The Chair, Peter Lamberton, declared the meeting closed at 09.35pm

**The next Board meeting will be held on 21 June 2010 at 7pm.**

\_\_\_\_\_, signed as a true and accurate record  
this, \_\_\_\_\_ 2010

### ACTION LIST FROM MEETING 29 MARCH 2010

Minute	Action	By whom	To be completed
5.1	Letter of thanks to be sent to Airbase for assisting school on Friday 19 March 2010	P Lamberton	At earliest convenience
5.3	Discuss responsibility of hall duties, particularly cleaning, during school hours	W Spanhake	Next meeting 21/06/2010
5.4	Organise, confirm date and advise staff regarding insect bombs at school	T Bonner	At earliest convenient
6.2	Email ERO web reference to all Board members	W Spanhake	At earliest convenience
6.4	Provide cost vs. benefit analysis to Board at S.P.M re computers in classroom	K Dawson	At earliest convenience
6.5	Email copy of staff feedback re S.P.M	W Spanhake	Prior to 17 May 2010
8.2	Co-ordinate time/venue for BOT dinner	P Lamberton/ W Spanhake	At earliest convenience

<b>8.4</b>	Amend map, removing extra strip of land adjacent to school that is not required	T Collins	Next meeting 21/06/2010
<b>9.1</b>	Request staff input about Admin Block renovation	W Spanhake	Next meeting 21/06/2010
<b>9.2</b>	Investigate power supply to support installation dual air-con system in Library/Resource area	G Carrington	At earliest convenience
<b>10.2</b>	Discuss policy re parents attending school trips with Team Leaders	W Spanhake	Next meeting 21/06/2010