

**WHENUAPAI SCHOOL
BOARD OF TRUSTEES
Minutes of the Meeting held 29 March 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: W Spanhake; Carried

- 3. PRESENT:** Peter Lamberton (Chair)
Warren Spanhake (Principal)
Karney Dawson (DP)
Eugene Bingham
Les Stockley
Gregg Carrington
Shannon Corsan (Staff Rep)

VISITORS: Nicky Frith (PTA)
Margaret O'Connor (PTA)

APOLOGIES: Ceilidh Martin
Tracey Collins

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 Union meeting on 11 March was cancelled and reorganised for Tuesday 4 May

6. BOT CORE BUSINESS

6.1 **Auditors Visit**

Auditors will be visiting school on Tuesday 13 April (second week of school holidays. W Spanhake and J Strother will be present.

6.2 **BOT Elections**

There are 4 places available for Trustee positions and 1 place available for Staff Representative in upcoming Trustee elections.

Nomination forms have been sent out. Nominations close 23 April.

Voting poll closes 7 May.

6.3 **IT Infrastructure presentation.**

K Dawson and S Corsan presented a short demonstration on the Activboard. K Dawson stated that current school computers are outdated and the server needs to be upgraded. Wishlist is to have Activboards and computers in each class and printers will be allocated per team.

K Dawson will do more research and give feedback at next Board meeting.

6.4 **ERO**

Whenuapai School received a positive ERO report. BOT need to comment on report and return to ERO by April 14.

W Spanhake will email his comments to rest of Board to view.

6.5 **Annual Plan**

Teachers will be keeping a log and will report back to BOT through the year.

- 6.6 **Strategic Plan**
Board will meet on Monday 17 May at 3.30pm to discuss Strategic Plan.
W Spanhake will ask staff for their feedback towards Plan.
- 6.7 **Principal Appraisal**
This is still pending but will be finalised shortly.
- 6.8 **National Standards**
W Spanhake attended a National Standards meeting in Wellington. Guest speakers discussed differing views. Implementation of National Standards will not greatly affect Whenuapai School as currently most of students achieve at or above expectation.
- 6.9 **BOT Communication**
Board will communicate their activities/information with the wider community on a more regular basis. E Bingham will publish a BOT Newsletter preferably after each Board meeting to share information with the school community about the Boards current activities.
E Bingham will co-ordinate with S Corsan how best to implement this idea.
- 6.10 **Cookbook**
W Spanhake raised a fundraising idea about producing a cookbook. The Board agreed that it was a very feasible suggestion but with commitments already made to Fun-Run and the Gala for 2010, the cookbook would be revisited in late 2010 or early 2011.

7 **FINANCE REPORT**

After 2 months trading the budget is tracking well. February shows a discrepancy in the budget against Uniforms. This is due to bulk outlay of stock at beginning of year.
Board have suggested that stock may need to be simplified to bring cost down.

- 7.1 **Motion: That the Financial Reports for January/February be approved.**
Moved: P Lamberton; Seconded: W Spanhake; Carried

8. **CORRESPONDENCE**

- 8.1 Red Coates Cleaning Service is offering a lower rate than current company cleaning the school. Changing cleaners could result in a substantial saving for school.
- 8.2 W Spanhake will follow up why Radius Security did not turn up on Friday 19 March 2010.
- 8.3 P Lamberton will send letter of thanks to Airbase for their attendance on Friday 19 March 2010 in absence of Radius Security.
- 8.4 O Holmes Teacher re-registration confirmed.

9 **REPORTS**

- 9.1 **Property**
Grant visited with G Carrington, L Stockley and W Spanhake. No new classrooms will be available at current moment but alternative options were given.
Problems areas were identified requiring repair and maintenance.
- 9.2 **Motion: That spending on Maintenance and repair to rooms 12 through Tech room, repair of concrete outside rooms 12/13 and Library, replacement & relocation of drinking fountains and installation of additional seating and archgola as necessary, be approved.**
Moved: G Carrington; Seconded: P Lamberton; Carried
- 9.3 **Library** currently has no working thermostat. G Carrington will follow up on quote for air-conditioning in Library. If thermostat not repaired, damage will occur to books through damp and condensation.

R Draycott will meet W Spanhake to discuss 5 year plan. L Stockley and G Carrington will be in attendance.

9.4 Principal's Report

9.5 **Motion: That the Principal's report as presented and discussed be approved.
Moved: W Spanhake; Seconded: G Carrington; Carried**

9.6 PTA Report

N Frith advised concerns have arisen from PTA with regards to the last disco. P Lamberton suggested N Frith put all her concerns in writing to the Board who will respond accordingly. N Frith agreed to email P Lamberton.

N Frith will email all her gala information to P Lamberton.

PTA extended invitation to the Board to attend their AGM on Tuesday 20 April at 7.30pm in staffroom

9.7 Staff Rep. Report

No feedback to date but S Corsan will be asking staff for feedback/issues they wish to bring to Board at next meeting.

10 GENERAL BUSINESS

10.1 G Carrington raised an issue about who was responsible for cleaning of hall after activities during school time. W Spanhake will follow-up with staff.

10.2 Concerns were raised about the over-use of the school field for soccer practice by Waitakere Soccer Club. Board advised that it was Waitakere Soccer Club's decision to remove teams from school grounds to other venues for practice purposes. N Frith will advise Waitakere Soccer Club to remove 3 teams from practising on Whenuapai fields and 3 will be retained.

The school will in the first instance support Waitakere Soccer Club's rain rule, where if the Council has closed any playing/practice fields, then it follows that no practice will be held at Whenuapai School, however it is the Principal's discretion to choose to overrule this and open fields as needed. K Dawson will be contact for Waitakere Soccer Club.

10.3 Insects bombs will be occurring during second week of holidays. Date to be confirmed so as not to conflict with Auditors arrival.

10.4 10.40pm The Board went into committee.

10.48pm The Board came out of committee.

11. MEETING CLOSED:

The Chair, Peter Lamberton, declared the meeting closed at 10.48pm

The next Board meeting will be held on 10th May 2010 at 7pm.

_____, signed as a true and accurate record
this, _____ 2010 _____

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ACTION LIST FROM MEETING 29 MARCH 2010

Minute	Action	By whom	To be com-
6.3	Research and give feedback on computer	K Dawson	Next meet-
6.4	Board to return any incorrect comments/	All Board	Prior
6.6	Request feedback about what staff feels	W Span-	Prior
6.9	Co-ordinate BOT Newsletter to be sent	E Bingham/	At earliest
8.2	Investigate why Radius Security did not	W Span-	At earliest
8.3	Letter of thanks to be sent to Whenuapai Airbase for assisting school on Friday 19 March 2010.	P Lamber-ton	At earliest conven- ience
9.3	Follow-up quote for working thermostat in	G Carring-	At earliest
9.7	Request feedback from Staff on any is-	S Corsan	Next meet-
10.1	Discuss responsibility of hall duties, in	W Span-	Next meet-
10.3	Confirm date for Insect bombs with J	G Carring-	At earliest