

**WHENUAPAI SCHOOL
BOARD OF TRUSTEES
Minutes of the Meeting held 01 November 2010**

1. MEETING OPEN:

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

2. APPROVAL OF AGENDA:

Items added: Uniforms
 Grants & Sponsorship: Ester Young

2.1 Motion: That the amended agenda be accepted.

Moved: P Lamberton; Seconded: W Spanhake; Carried

3. PRESENT:

Peter Lamberton (Chair)
Warren Spanhake (Principal)
Eugene Bingham
Mary Anne Carr Neil (Staff Rep)
Greg Carrington
Tracy Collins
Brendan Harkness (Health & Safety)
Les Stockley

VISITORS:

Karney Dawson
Shannon Corsan
Ester Young

APOLOGIES: Nil

4. MINUTES OF PREVIOUS MEETING

4.1 Motion: That the Minutes of the meeting held 13 September 2010 be accepted as a true and accurate record.

Moved: P Lamberton; Seconded: W Spanhake; Carried

5. MATTERS ARISING FROM PREVIOUS MEETING

5.1 Insect Bombs were carried by T Bonner in the Sep-Oct school holiday period.

6 GRANTS/SPONSORSHIPS

6.1 Ester Young put forward a proposal that, with the Board's permission, a group of parents would like to apply for grants/sponsorship for specific projects working alongside the Board's direction for the School. Ms Young explained that she had access to a volunteer group who could support the School with applying for grants/sponsorship and would like to put a sponsorship package together to present at the next Board meeting.

6.2 BOT agreed to come up with projects for grants/sponsorships and will advise Ms Young of these in conjunction with her presentation at the 6 Dec 2010 Board meeting.

6.3 Ms Young will keep in contact with K Dawson so that applications do not double up.

7.26pm E Young left the meeting

6.4 T Collins asked for feedback of grants acquired to be brought to Board's attention and also advised to the community.

7 ICT STRATEGY

7.1 The Board discussed the 3 quotes received in regards to the implementation of ICT from Isometric, New Era and Origin.

7.2 S Corsan will confirm with the Account manager at origin that the current contract can be terminated with no fee.

7.3 P Lamberton will email the Equico contract to all Board members

7.4 S Corsan will clarify the freight cost with Isometric

7.5 **Motion: That the BOT agree to change IT providers from Origin to Isometric and give notice to terminate the existing agreement with Origin by 01 Dec 2010 and enter into a new support contract with Isometric and concurrently enter a lease agreement with Equico in accordance with their quotation for equipment not exceeding \$40k pa subject to final documentation being acceptable to the Board with updated costings to include all costs including implementation and freight being consistent with finalised quotes. Moved: P Lamberton; Seconded: T Collins; Carried**

9.06 pm S Corsan left the meeting

8. PRINCIPAL'S REPORT

8.1 W Spanhake will email staffing structure to all Board members.

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

Moved: W Spanhake; Seconded: E Bingham; Carried

9 STAFF REP REPORT

9.1 MA Carr-Neil advised the School is waiting for confirmation of installation of 40km speed zone.

- 9.2 A staff member raised an issue about insects in rooms 15-20.
- 9.3 Board advised this was a management issue and W Spanhake will follow-up this matter.
- 9.4 A staff member raised an issue about decking problem between rooms 5 and 7.
- 9.5 Board advised this was a management issue. W Spanhake will meet with the Property committee and bring feedback to next Board meeting.
- 9.6 **Motion: That the Staff report be accepted.
Moved: MA Carr-Neil; Seconded: P Lamberton; Carried**

10 STAFF LUNCH

- 10.1 A request was made of the Board to meet the costs of the end-of-year staff lunch.
- 10.2 **Motion: That the BOT meets the costs of the end of year lunch for all staff as requested by Donna Hird (Staff Social Committee Leader) for \$803.00.
Moved: W Spanhake; Seconded: G Carrington; Carried**

12 FINANCIAL REPORT

- 12.1 **Motion: That the Financial Report for September 2010 as presented and discussed be approved.
Moved: P Lamberton; Seconded: G Carrington; Carried**

13 PROPERTY REPORT

- 13.1 No report was submitted.
- 13.2 A suggestion was made that, when possible, a property report be presented at every BOT meeting.

13 HEALTH AND SAFETY

No report was submitted.

14 BRIEFING PAPER

- 14 P Lamberton requested feedback for set up of meeting agenda.
- 14.1 BOT agreed to keep emailing agenda but that a hard copy also is available. W Spanhake agreed to circulate hard copies.

15 PTA

15.1 Minutes of PTA have been circulated to the Board.

16 CORRESPONDENCE

16.1 A request for \$15k was sent to the PTA for funds.

16.2 PTA requested feedback on how PTA funds raised are to be distributed.

16.3 Board agreed to supply PTA with information of where PTA funds would be used.

16.4 **Motion: That the inwards/outwards correspondence be accepted. Moved: W Spanhake; Seconded: B Harkness; Carried**

17 UNIFORM

17.1 K Dawson has drafted a uniform policy which he will circulate by email to all Board members and would like feedback for the next Board meeting.

18 MEETING CLOSED:

The Chair, Peter Lamberton, declared the meeting closed at 10.30pm

The next Board meeting will be held on 06 December 2010 at 7pm.

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

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ACTION LIST FROM MEETING 09 AUGUST 2010

Minute	Action	By whom	To be completed
6.2	Advise Ms Young of projects/ideas for grants/sponsorships applications	All Board members	Next meeting 06/12/2010
7.3	Equico contract will be emailed to Board.	P Lamberton	At earliest convenience
8.1	Email staffing structure to all Board members.	W Spanhake	At earliest convenience
16.3	Supply PTA with information of where PTA funds would be used.	P Lamberton	At earliest convenience