

Minutes of the meeting of the  
Whenuapai School Board of Trustees  
Monday 9<sup>th</sup> March 2009

**QUORUM PRESENT**

**Item No 1: MEETING OPEN**

The Chair Peter Lamberton, declared the meeting open at 7:05 pm

**Item No 2:**

**Present:** Warren Spanhake (Principal), S Corsan (Staff Rep), Gregg Carrington, Percy Wootton (Base Rep), Peter Lamberton (Chair), Eugene Bingham

**APOLOGIES;** C Martin

**VISITORS;** C Neels, Tracy Collins

**Item No 3; Approval of Agenda.**

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

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

**Item No 4: APPROVAL OF PREVIOUS MINUTES**

Minutes of the previous meeting were circulated to the BoT.

**Motion:** That the minutes of the previous meeting be accepted as a true and accurate record of the previous meeting.

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

**Item No 5: MATTERS ARISING FROM THE PREVIOUS MEETING**

**Teachers Survey** – wishes include: new desks, upgrade cloakroom, laminating, leaks, deck outside rooms etc. General funding required for simple requests not able to be met causing frustration among staff. More information to be gotten and itemized and prioritised resource lists made for application for grants. Warren will do so before next BOT meeting.

**School bus** – keeping track of usage on afternoon bus with 2 buses used in the afternoon now. Children are all seated in afternoon, no pupils standing.

**Item No 6: BOT CORE BUSINESS**

**Election of chair** – G Crook has resigned from the board and the chairman position effective 10 Feb 2009.

Sole nomination for the position is: P Lamberton

**Moved: E Bingham**  
**Seconded: G Carrington**  
**CARRIED**

**Vacancies on the board** – there are 4 elected BOT members at the moment. Normally 5 or 6 so are required to allow for absences. General discussion on whether need for additional elected members. 2 additional members P Wootton and T Collins to be advertised as elected members unless 10% of parents register an objection or more nominations are received.

**Budget approval for 2009 – Motion:** that the 2009 budget as circulated be approved.

**Moved: P Lamberton**  
**Seconded: G Carrington**  
**CARRIED**

**Discovery Room/ICT** – subcommittee yet to meet. With funding not able to be sought via levy, alternative options need to be looked at. Current levy may need to be removed as well due to MoE rules. Fundraising and grants are options for funding. Ongoing proposed running costs are a concern and must be sustainable. Whole of ICT/Discovery Room be looked at as part of staff wishlist survey against other priorities. Classrooms 12/13/16 not wired until further decisions made regarding Discovery Room

**Moved that:** Library cabling be completed up to \$1500 without further approval.

**Moved: G Carrington**  
**Seconded: P Lamberton**  
**Carried**

**Half Marathon Fundraiser** – scaled back version of original plan. Commitment to make it bigger and better next year. Food vendors and amusements on field subject to athletic club being happy. Mr Whippy, Coffee Guy etc have been contacted and will attend with school receiving 10% cut. PTA and prefects will do a sausage sizzle. Children's amusements (teacups, bouncy castle etc) booked as well. Two 8x6m marquees from base for shade/rain protection. Helpers will be required for setup on the Friday night and Saturday morning. Percy will book bouncy castles from base.

**Base Open Day** – opportunity for fundraising by selling sausages and chocolates at the Open Day. Possibly being coordinated by the PTA. Warren to check at PTA meeting.

**2009 March Roll Figures** - BoT chair now does not need to sign roll survey.

**Motion:** That it be recorded that at 02 March 09, Whenuapai Primary School has a roll of 427.

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

#### **Item No 7: Finance Report**

**Moved:** That the finance report be accepted.

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

#### **Item No 8: CORRESPONDENCE**

008 Inver McElroy be removed from the BoT as a co-opted member due to non-attendance since Nov08.

**Moved: P Lamberton**  
**Seconded: G Carrington**  
**Carried**

022 Moved that the letter of agreement for KOS be signed on behalf of the BoT by the chairman.

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

**Motion:** That the correspondence be accepted.

**Moved: W Spanhake**  
**Seconded: G Carrington**  
**Carried**

#### **Item No 9: REPORTS**

##### **a. Property Report & Maintenance Update**

- \$14K overspend has come as a result of planning and maintenance carried out over the Christmas break. Would have been planned expenditure anyway however whole year property maintenance budget has been effectively spent.

- draft plan drawings of school for extensions and drawings for fun run day came to ~\$19K rather than expected ~\$11K or so. Warren had a meeting with Gary Crook to discuss costs and whether bill should be paid or not. This funding would have to come out of ~\$114K earmarked for upgrade of block. Queries around invoices for work completed early in 08 that was billed again in late 08. Warren to look into finance policy regarding expenditure without BoT approval.

- Meeting needed with Gary Crook to clarify what was instructed to the architect. Meeting with architect to discuss invoices and instructions and have the invoices peer reviewed for costs. BoT to write to architect and instruct that he is to carry out no further work for the school without approval.
- Concrete around block 8/9/10/11 to prevent slips on muddy areas. Quote of approx ~\$28K
- Archgola's between toilet blocks and over the Astroturf. Quote approx ~\$64K
- PE shed extension approx \$45K

**b) Principals Report**

Warren presented his report.

**Motion:** That the Principals report as presented and discussed be accepted.

**Moved: W Spanhake  
Seconded: S Corsan  
Carried**

**c) PTA –**

**Item No 10. GENERAL BUSINESS**

Training – new BoT members should attend training courses run by NZSTA.

Co-opt of members.

**Motion:** that Tracy Collins be a co-opted member of the BoT.

**Moved: G Carrington  
Seconded: P Wootton  
Carried**

Email – 85% of parents have sent back details complete with email addresses.

**Item No 11: NEXT MEETING**

The next Meeting will be held on Monday the 27<sup>th</sup> April 2009 at 7pm in the Whenuapai School Staffroom.

**Item No 12: MEETING CLOSED**

The Chair, Peter Lamberton, declared the meeting closed at 9:55 pm

\_\_\_\_\_, signed as a true and accurate record this, \_\_\_\_\_ 2009.