

Minutes of the meeting of the
Whenuapai School Board of Trustees
Monday 15th June 2009

QUORUM PRESENT

Item No 1: MEETING OPEN

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

Item No 2: PRESENT: Warren Spanhake (Principal), Shannon Corsan (Staff Rep), Gregg Carrington, Peter Lamberton (chair), Tracy Collins, Eugene Bingham,
APOLOGIES; Percy Wootton (Base Rep), Ceilidh Martin
VISITORS; Margaret O'Connor (PTA), Cherylene Neels

Item No 3; APPROVAL OF AGENDA.

Motion: That the amended agenda be accepted.

Moved: Lamberton
Seconded: Spanhake
Carried

Item No 4: APPROVAL OF PREVIOUS MINUTES

Minutes of the previous meeting were circulated to the BoT. Due to no quorum at last meeting brief discussion of last meeting held and minutes covered.

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

Moved: Lamberton
Seconded: Collins
Carried

Item No: 5 MATTERS ARISING FROM THE PREVIOUS MEETING

Election of Tracy Collins and Les Stockley as elected BoT Members due to no objections or other nominations from the notifications published.

Moved: Lamberton
Seconded: Carrington
Carried

Item No 6: BOT CORE BUSINESS

BOT Core Business

- **School Charter/Strategic Plan Changes (Warren)**

Warren presented the school charter and plan that had some minor changes from last year. Has been well received by other schools.

Moved that the changes to the charter and strategic plan as presented be accepted.

Moved: Spanhake
Seconded: Collins
Carried

- **Meeting with Colin Pauling (Peter)**

Colin held a meeting with staff regarding how the school is set up. He wanted the school to realise its potential and look ahead for the further future and think a little outside the box. Need to look further ahead at the strategic picture and not so operationally focused.

Also a need to get competitive costing for comparison purposes and have a clear strategic long term plan for the school. Colin will produce a report detailing his opinion of the school and how it could best position itself in the future.

BoT feels that either him or someone similar could do great things for the school but will need close monitoring to achieve priorities and control spending and school strategy.

Moved that we wait for Colin's report (property committee to consider and report back to the BoT with a recommendation as to whether to proceed with Colin or alternate provider) and the BoT will have a strategy planning meeting prior to meeting with Colin again.

Action: Property Committee

- **STA Course on Pupil Achievement (Peter/Tracy)**

Peter and Tracy attended a Pupil Achievement reporting course. Generally found that Whenuapai is doing OK. BoT set strategic direction and leave it up to the management team to implement them and report back.

The BoT needs to ask for the reporting from the school so the school can provide the correct data to the BoT to ensure clarity and effective time use for teachers.

- **MOE Property Update (Warren)**

Have talked to the MOE and they recommend WP is due 3 classrooms once final numbers are confirmed after planning. Likely that prefabs 12 and 13 will be removed and new 2 story block built in that area.

Cost of \$800K to \$1.1 M and timeline of 6-9 months.

Possibly of tapping into the project to use funding for the ICT in new block depending on final configuration and numbers.

- **Principal's Appraisal (Percy)**

Percy not here but Warren has given him copies of job descriptions and previous appraisals etc.

- **Policy Review Timeframe**

We need to have a small committee to review our policy documents prior to next years ERO review. Eugene, Ceilidh and Warren to report back.

- **Auditors Report (Peter)**

Auditors report tabled and summarised.

Negative points – ongoing budget deficits, use of land and buildings should be included in budget, bank overdraft overdrawn at balance date, more care required with GST accounts.

Positive – prior audit recommendations are being actioned, efficient and well controlled admin and accounting, financial control environment in place was considered good and effective.

Letter to be sent to admin team regarding good performance in the audit report.

Action: Peter

- **Out of Zone Enrolments (2010)**

If we do not get the new classrooms then OOZ enrolments will need to be limited to siblings of existing students. Max roll at the moment can be 470 due to classrooms available. If new classrooms are available then we could go to 510. Enrolments to be advertised with 'limited' numbers available, numbers will be known once decision made on new classrooms.

- **Swine Flu Outbreak Plan**

Moved that the principal has the authority to act under the advice of the District Health Board or MOH in closing the school or classrooms as necessary. If required he can liaise or seek support from the BoT chairman.

**Moved: Bingham
Seconded: Lamberton
Carried**

Item No 7: FINANCE REPORT

Generally sound and running to the budget.

Moved: That the finance report be accepted.

**Moved: Lamberton
Seconded: Stockley
Carried**

Item No 8: CORRESPONDENCE

046 Moved that application for funding to the Perry Foundation for funds to purchase:
4 x standard music kits, 9 x Super music kits and 7 x mega music kits to the amount of \$6480:00

**Moved: Spanhake
Seconded: Bingham
Carried**

Motion: That the correspondence be accepted.

Moved: Spanhake
Seconded: Carrington
Carried

Item No 9: REPORTS

a. Principals Report

Warren presented his report.

Room 12 will be a new entrants classroom and needs furniture.

Moved that approximately \$6237 be spent to purchase required furniture and equipment as listed by Warren in his report.

Moved: Lamberton
Seconded: Collins
Carried

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

Moved: Spanhake
Seconded: Lamberton
Carried

b. PTA – Cake stall this Wednesday, normally brings in around \$400.

No Disco this term due to Stage Challenge.

Spell-a-thon planned for later in the term

Pet Day planned for 13th November (subcommittee formed, food vendors invited etc)

Trivia Night 5th Sept in Hall, spot prizes etc arranged, liquor license applied for.

Item No 10. GENERAL BUSINESS

Induction – need to have an induction package for new board members. Peter is working on the package and there is some help and information available from the NZSTA.

The meeting went into Committee at 9:27pm

The meeting came out of Committee at pm

Item No 11: NEXT MEETING

The next Meeting will be held on Monday the 10th August 2009 at 7pm in the Whenuapai School Staffroom.

Item No 12: MEETING CLOSED

The Chair, Peter Lamberton, declared the meeting closed at 10:41 pm.

_____, signed as a true and accurate record this, _____ 2009.