

Minutes of the meeting of the  
Whenuapai School Board of Trustees  
Monday 10<sup>th</sup> August 2009

**QUORUM PRESENT**

**Item No 1: MEETING OPEN**

The Chair Peter Lamberton, declared the meeting open at 7:07pm

**Item No 2: PRESENT:** Warren Spanhake (Principal), Shannon Corsan (Staff Rep), Gregg Carrington, Peter Lamberton (chair), Tracy Collins, Eugene Bingham, Les Stockley, Ceilidh Martin  
**APOLOGIES:** Nil  
**VISITORS:** Nil

**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.

**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**

- Ross Dustin account yet to be finally settled.
- Induction programme yet to be actioned.

**Moved:** Lamberton  
**Seconded:** Carrington  
**Carried**

**Item No 6: BOT CORE BUSINESS**

- **Out of Zone Enrolments**

Advertisements going into local papers this week. 41 request for enrolment forms so far. Predicted to be around 70-80 applications. Next BoT meeting will have final numbers and will have decision on new classrooms by then to enable final numbers to be confirmed. Approx 35 in zone enrolments expected as well.

- **Principals Appraisal**

Warren is finding it difficult to find another Principal to do the appraisal. Percy was going to do it but has left. The BoT will do it themselves, Peter, Ceilidh and Tracy to lead.

**Action:** Warren to provide Peter with last years appraisal and guidelines booklet.

- **2010 Numbers/Space**

Start next year with 440 children. 5 classes in yr 1-2 with only 4 classrooms available. There will be 7 classes in yr 5-8 but with only 6 classrooms.

May need to look at the tech room or library as an option for extra classroom space.

There is still an option for the 2 story block depending on meeting to be held tomorrow.

If we don't get the new block then possible we will not be able to take any out of zone students. However, being a decile 10 school the only way to increase the funding is to have more students.

- **Policy Rewrite**

Warren picked up 3 successful schools policies and combined best parts of each one. Drafts have been sent out. Have been done in line with WP school policies combined with best parts of other schools ideas. Some changes with curriculum alterations, a more focused policy rather than previous

broad based intents. BoT to ensure they are generally aware of the policies, especially the concerns/complaints policy. Ceilidh and Eugene will vet and standardise the policies once complete. Aim to complete before ERO visit next year.

- **Fundraising**

BoT need to actively pursue fundraising opportunities along with the PTA. Use our connections and contacts to run something like a Mega Gala Day. Contract out to an event promoter and take a percentage of the funding. Little work required apart from providing the space for a reasonable return. Steering committee required to start planning/brain storming ideas. Tracy, Peter, Eugene and Warren; to report back at next meeting.

- **Property Update**

\$2.6M plan to renovate 50yr old school blocks has been deferred. Needs to be included in the 10yr property plan before they will be reconsidered by the MoE. Meeting tomorrow with MoE will establish the way forward with regard to the new classrooms or renovations of tech room and library depending on decisions made. Funding for pergolas outside rooms 8-11 and rooms 1-4 approved, approx \$70K plus permit fees. Comes from 5 yr property plan funding already funded.

**Motion:** that funding is approved for the construction of the pergolas subject to email ratification.

**Moved: Spanhake**  
**Seconded: Lamberton**  
**Carried**

- **ERO Visit**

Received notification they will be visiting on the 29<sup>th</sup> November. Has now been changed to approximately March 2010.

- **Request for Replacement of Library Computer**

Faulty power supply and no longer cost effective to repair. Approval by email for replacement done by BoT.

**Moved: Corsan**  
**Seconded: Stockley**  
**Carried**

#### **Item No 7: FINANCE REPORT**

Expenditure under control with the exception of Curriculum, but costs always incurred early in the year to adequately resource. Deficit consistent with budget. School donations consistent with last year at 47% paid. 70% of ICT donations paid.

**Action:** reminder letter regarding school fees to be sent to unpaid families within 14 days. (Warren)

**Motion:** That the finance report be accepted:

**Moved: Lamberton**  
**Seconded: Collins**  
**Carried**

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

052 Percy Wootton resignation. Tracy Collins new base rep. **Action:** letter thanking Percy for his contribution to the BoT (Peter)

054 Acceptance letter from new entrant teacher, Elicia Johncey. **Action:** BoT to send welcome letter (Peter)

066 Tim Hounsell request for one year leave.  
**Motion:** that one year leave be approved for Tim Hounsell

**Moved: Spanhake**  
**Seconded: Bingham**  
**Carried**

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

**Moved: Spanhake**  
**Seconded: Lamberton**  
**Carried**

## **Item No 9: REPORTS**

### **a. Principals Report**

Warren presented his report.

Results received from spelling targets so far presented. Some concern at yr5 level but under control. Ensure class levels are appropriate and meet the needs of the children.

Curriculum delivery draft completed and attempts to provide staff with a clear and easily interpreted model.

Staffing structure – new proposal has been put to senior management and agreed to with further discussion to come on responsibilities and team structure. Warren to interview Cherylene to find out her preference for senior or junior school position before advertising position.

**Motion:** That the BoT accept the new structure of 2 Deputy Principal positions.

**Moved: Spanhake  
Seconded: Collins  
Carried**

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

**Moved: Spanhake  
Seconded: Carrington  
Carried**

## **Item No 10. GENERAL BUSINESS**

Email strategy – need to specify who the action person is and dates that a response is required. Chair to generally be the point of contact and will advise originator of decision.

Motorway – school need to add it voices to local concerns regarding motorway links not including a link from the north to the North Shore.

Grants committee – 4 replies were received of parents who were willing to be on a grants committee, needs to be actioned.

KidsCan – Peter to enquire what the criteria for assistance or any funding from KidsCan.

## **Item No 11: NEXT MEETING**

The next Meeting will be held on Monday the 14<sup>th</sup> September 2009 at 7pm in the Whenuapai School Staffroom.

## **Item No 12: MEETING CLOSED**

The Chair, Peter Lamberton, declared the meeting closed at 9.58 pm.

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