



**Whenuapai School
Board of Trustees Meeting
26 June 2017**

Meeting Opened 17:35 hrs

1. ADMINISTRATION

1.1. Present

Kylie Haskins (Chair), Raewyn Matthys-Morris (Principal), Kim Weston, Jane McLean, Jelena Nasmith, Carla Veldman (DP), Janine Pratt

Guest speakers:

Nil

1.2. Apologies

Kirsten Benton, Maureen Mason (Staff Rep)

1.3. Declaration of Interests

Nil tabled.

1.4. Confirmation of Minutes of Previous Meeting

Minutes of the previous meeting were reviewed.

Action items from previous meetings were discussed, updates tabled at end of these minutes.

Outstanding:

- Research how much our most recent sponsors have paid so they can be contacted. How many outstanding sponsors. Tony to follow up on.
- Uniforms: Investigate sizing stock, delivery time to Whenuapai (rural), and back up stock. Have a backup option so that parents who don't have a credit card can continue to purchase through the office. Need to be clear on communication with this, etap and newsletter with how it works.

No questions or queries from minutes.

Motion: KH moved that the minutes of the 22 May 17 meeting be accepted.

Seconded: JN

All in favour. Carried.

2. Guest Speakers

Nil

3. DECISIONS

3.1. Principal's Report

Principal's report was tabled by RMM, in Drop Box.

NAG 1 Student Achievement

NAG 2 Strategic Plan

Cohort entry: RMM has uploaded the information for us to read. We will need to consult and discuss this in terms of what we put in place next year.

Great meeting with CYFPS and Dan and Mel from Base. To meet with us twice per term to discuss what is on top, anything they need to share with us or vice versa. Could be around systems and processes, housing etc. We are excited about strengthening our relationship with base and systems and processes between school and base.

NAG 3 Employment Relations

RMM advised we have appointed Hayley Moore, classroom teacher for R11. Postgrad in Special Ed, two years international teaching in Rome. Hayley is in school next Monday to spend the day with the students. Parents are invited to pop in from 2pm to meet Hayley.

NAG 4 Finance and Property

Relocs were to be moved onto site today and refurb. Still a few things to finalise such as will they fit?

➤ Accounts

Kerry from leading edge meets with us each month for budget adjustments. ACC recoveries was discussed. We don't have ACC to recover. Our roll won't be on 430 by July 1 so we are repositioning ourselves sooner rather than later with these numbers.

➤ ICT

Recommendation from Kerry is to lease. Put lease amount in for this year and liability in for following year.

JP discussed other options for ICT spending such as applying for grants for ICT.

Discussed holding back on the ICT at this stage. Can discuss meeting by meeting.

➤ Staffing expense

Looking at starting the new class in term 4. Can re-shuffle some of the students in other classes to bring up some of the classes.

Carla picking up Rachel's team leader release and Olivia and Leonie's CRT

Cyclical maintenance still sits on zero as we didn't put any aside for it this year.

Teacher development makes up three lines, including PB4L.

Need to continue to drive donations. Timely for a letter to go to our families reminding them of donation payments. JM will update and put a letter together for our families to go home at the beginning of term 3.

NAG 5 Health and Safety

Whole school went through lock down drill last week in conjunction with the airbase conducting their lock down drill. We have had great feedback re lockdown exercise, procedures and communication with families around this.

NAG 6 Legislative Requirements

Motion: RM moved that the Principal's Report be accepted as tabled.

Seconded: JM

All in favour. Carried.

3.2 Whenuapai School Community Page

Has regular searches each day. Peter Lamberton has handed over rights. Discussed what the purpose of this page would be. Don't want it to double up on website and blogs.

4. DISCUSSION POINTS

4.1. Secretary Position

Confirmed we want to advertise for a new secretary.

JP moved, JN seconded.

Deputy chair for 6th-17th July while KH on leave.

JP nominated. JN moved, JM seconded.

4.2. PTA update

JN provided update on latest PTA efforts.

Last meeting was held on 14th June. Wish list created and went through to RM, working through this on money left to spend.

Two big fundraisers coming up. Quiz night and Sun Block fundraiser.

So far this year the PTA has raised \$8,500. Goal for Quiz night is \$10,000. Next big fundraiser is a sunblock sale. Hoping to make \$16,000-\$18,000. Sunblock will go out in packs of 6 per family. \$12 a bottle individually or 6 for \$60.

Math-a-thon raised \$4000.

Funding request for uniforms. JN will email this out once all information is in. Two quotes. Who will the quote go to? For hockey kits, bibs etc for when our students go out to compete in cluster events. Universal dry fit shirts. \$2200-\$2800. JN will put all the details into an email for us,

PTA minutes are on the school website. JN will start uploading them into dropbox.

PTA runs a closed group on Facebook to get the irregular volunteer helpers in to run activities.

5. MONITORING

5.1. Finance Report

5.2. Health and Safety

5.3. Property

6. ADMINISTRATION/CORRESPONDENCE

6.1. Email Correspondence

Monthly emails filed In June 2017 meeting folder.

Date	Sender	Subject

6.2. Postal mail

In the pigeon hole for circulars and magazines.

7. MOTION TO EXCLUDE PUBLIC

Standing motion to exclude public for In Committee discussion to protect the privacy of the individual/s exercised. Refer In-Committee minutes.

Moved by KH

Second RMM

8. MEETING CLOSURE

8.1. Meeting closed 1900 hrs

8.2. Next meeting 31 July 2017

Certified True and Accurate Record of Meeting

A handwritten signature in black ink, consisting of a large, stylized loop on the left and several vertical strokes on the right, ending in a horizontal line that extends to the right.

Kylie Haskins
Chair

A handwritten signature in black ink, featuring a large, cursive 'C' followed by several loops and a long horizontal stroke.

Carla Veldman
Substitute secretary

NEW ACTION ITEMS ARISING FROM THIS MEETING

Month	Item	Who	Action	
June 17	4.2	JN	Funding request for uniforms to be sent by JN.	
June 17	NAG 4 Finance	JM	Letter to families regarding school donations. JM to update and put a letter together to go home at the beginning of Term 3.	
June 17	4.2	JN	To upload PTA Minutes to dropbox	

OUTSTANDING ACTION ITEMS FROM PREVIOUS MINUTES

OUTSTANDING ACTION ITEMS FROM PREVIOUS MINUTES				Status at 26 June 2017
Month	Item	Who	Action	
Feb 2017	1.4	Tony Hitchcock	Research how much our most recent sponsors have paid so they can be contacted.	Nil update this month.
May 17	3.2	RMM	Investigate sizing stock, delivery time to Whenuapai (rural), and back up stock.	