



## **1. ELECTION OF NEW CHAIR**

### **1.1. Chair needs renewal 2017**

RMM called for nominations....  
JN nominated KH for stability. Short discussion agreed this.

**Motion:** RMM moved that KH be the chair for 2017 to Oct  
Seconded: AH  
All in favour. Carried.

**Meeting Opened 1822hrs**

## **2. ADMINISTRATION**

### **2.1. Present**

Kylie Haskins (Chair), Raewyn Matthys-Morris (Principal), Aaron Henderson,  
Jelena Nasmith, Jane McLean, Carla Veldman (DP)  
Maureen Mason (Staff Rep)

Mike (Observer)  
Saresh (Observer)

**Guest speakers:**  
Mike Beale

### **2.2. Apologies**

Janine Pratt,

### **2.3. Declaration of Interests**

Nil tabled.

### **2.4. Confirmation of Minutes of Previous Meeting**

Minutes of the previous meeting were reviewed.

**Motion:** KH moved that the minutes of the 5 Dec 16 meetings be accepted.  
Seconded: JN  
All in favour. Carried.

**Motion:** RMM moved that annual data reviewed meeting traditionally held at the end of the year be shifted to the new year. New Action item to be created as result.  
Seconded: JM

All in favour. Carried.

Action items from previous meetings were discussed, updates provided in table at end of these minutes.

### **3. Bike Track – Mike Beale**

PowerPoint Presentation tabled in DropBox, these minutes capture points briefed and discussed not in presentation slides.

Mike Beale presented that the programme was aimed to be low workload on teachers – lesson plans have already been completed, as has the initial coaching of teachers.

Royal Rd school had some thefts from their bike programme storage facility; so their lessons learned are being applied to this programme – storage facility alarms, and heavy duty locks and bollards.

The blue mapped track will be the easy to learn on track - packed sandstone, low friction 1.8m wide with minimum obstacles.  
The green track will be more MTB like – 1m wide, with varying surface and humps(not jumps) etc.

WS now have 14 bikes. From 27.5 in down to 12inch size wheels.  
Once helmets arrive will be able to run the first course for students.

Prototype bike racks are now in classroom 19. Racks to be made from pallets to save costs.

WS will license to use RNZAF Base “no mans” land for \$1/annum plus GST.  
WS will be responsible for maintenance of trails. RNZAF Base will be responsible for maintenance of the rest of the land.

Priority is now to get helmets and start student training.  
Recommend Bell helmets are going to last better. 100x = \$2.7k

Have raised another \$3k since slide/presentation production and have \$30k of applications pending.

Need a resolution from BoT to apply for funding.  
Propose apply grants funding of \$5k Fonterra Grass Roots Funding and from Off Limits. Also going out to a number of organisations for sponsorship. It was agreed no requirement for further BoT approval on sponsorship applications, (just grants).

**Motion:** RMM moved that BoT approve Mike apply grants funding of \$5k Fonterra Grass Roots Funding and \$10k from Off Limits.

Seconded: AH

All in favour. Carried.

Proposed bike storage of 40ft container is \$8,500 (not \$85,000) to purchase – more cost effective than renting after 2 years. Plan is to get one modified with doors on long side and lock boxes, plus mount bollards in front of the doors.

JM congratulated Mike on his impressive progress to date.

## 1. DECISIONS

### 1.1. Principal's Report

Principal's report was tabled by RMM, in DropBox.

School Docs, community members may want assistance to navigate through. Best way is to use the search for key terms.

#### NAG8: Analysis of variance

Of the 129 students that were below, now stating as a percentage (30%). The aspirational target of 100% will make accelerated progress has now been adjusted to the same as MoE, 85 % and 100% for Maori and Pacific Islanders.

Analysis of variance has been completed. Now each team will identify target learners; e.g. the 25% that are below for reading (90 students). Team Leaders will know which children these are and focus on moving them forward. And knowing who the Maori students are too so can move them.

The charter is the front end of the document.

#### NAG7: Charter

Finalised strategic plan was tabled in DropBox.

Charter will be uploaded through Portal to MoE tomorrow.

Student achievement data is now in the charter. 2015 validity commented on page 13, as the school is now exhibiting well under the 2015 results. However when the 2015 results are compared to the COL, WS was outstanding/unbelievable in comparison – hence the data is questionable.

Strategic plan issued last meeting has now been updated to include 2019, and more accurate data.

2019 based on consolidation and review and forward thinking – not anything new from 2017. But won't know until end of 2017. General aim is to; "continue, sustain, consolidate"....

Annual plan unpacks what we are going to do to achieve the strategic plan goals.

Note also the separate document outline professional development aims.

**Motion:** RMM moved that the tabled Strategic Plan and Charter be approved and provided to MoE.

Seconded: JM  
All in favour. Carried.

**Motion:** RMM moved that the Carla Veldman have the delegation of the Principal in her absence for 2017.

Seconded: KH  
All in favour. Carried.

NAG4: Property

5YA condition assessment being carried out. Needs to be done before 5YA and 10YA  
Relocatable coming in next few weeks.

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

Seconded: KH  
All in favour. Carried.

**1.2. Strategic Plan**

*Discussed under Principal's Report.*

**3.1. Analysis and Variance**

*Discussed under Principal's Report.*

**3.2. Charter**

*Discussed under Principal's Report.*

## **4. DISCUSSION POINTS**

### **4.1. PTA Update**

PTA meeting minutes were presented/tabled in Dropbox.  
At the meeting they requested nominations for PTA Chair and secretary.  
Paula Pusich elected as Chair (nil other noms)  
Danjelle Mckay as Secretary

Mike Beale provided an update to PTA too on the bike programme; which was well appreciated.

Sasha Walshe approved as Staff Rep.  
PTA Meetings now 7pm.

PTA have requested from teachers a wish list, and then will prioritise and spend money.

PTA are trying to spend the surplus money in their account; but not on the bike park, as was blocked by BoT. Have \$23k, want to keep \$8k in coffers IAW best practice as seeding money.

PTA would like to align a fundraiser to an event; e.g. Knowledgeathon for Bike Park; and are seeking conformation that the BoT won't block them from spending the funds raised on the advertised thing they were raised for.

The understanding was that last year's BoT meeting blocked the spending due concern for shortfall in cash flow. Didn't end up approving them to spend any of their money. Proposal from PTA wasn't clear on how they want to spend. Did feel a little like the BoT were commandeering the money; but morally this inappropriate. It was agreed that it is not the Boards money to co-opt.

Clarification on the proposal process requested – agreed needs to go through PTA.

Need to be clear that \$17k is there for PTA to spend how they see fit, in line with the requests. Proposals come to the BoT for final approval if over \$1000, but if less than \$1000 can be simply approved by the PTA in house.

**Motion:** RMM moved that the PTA be authorised to spend the funds in the account, as long as the recommended seed money of \$20/student (as at 1Mar 2017 roll) remained in the account. Spending would be aligned to parent/teacher/student requests and supported by RMM.

Seconded: KH  
All in favour. Carried.

PTA approval for fundraiser tagging.

AH queried will it still meet the 2017 net \$7k for day to day running as BoT see fit. RMM clarified that predict the PTA income was going to be \$7k more than expenditure but it did not affect the school account's bottom line.

**Motion:** KH moved that if the PTA wants to fundraise for something then the BoT will not block approval of expenditure post fundraising.

Seconded: JM  
All in favour. Carried.

Fizzy drinks and lollies will no longer be available at discos.

Jelena's facilitation of the PTA meeting went well.

#### **4.2. Bike Track Lease**

RMM advised that original lease provided by Defence Property Group was not as expected and overly taxing. However after readdressing it with the Base

Commander it was identified that the intent had not been conveyed. A new version on the way that would be inexpensive and not burden WS.

#### **4.3. 2017 Board Meeting Dates**

RMM recommended dates to suit LE finance reporting timeline.  
2 – 3 per term.

The dates were proposed and accepted as 27 Mar, none in April, then 22 May, 26 June, 31 JULY, 28 Aug, 25 Sep, 30 Oct, 20 Nov, 4 Dec.

Timing of a 1730h was proposed, easier for teachers, and home earlier.  
This was agreed to be trialled next meeting.

### **5. MONITORING**

#### **5.1. Finance Report**

Nothing to report. LE getting organised.

#### **5.2. Health and Safety**

Nil variance to report.  
New caretaker, 2 fire drills, one of them planned. Good attention to detail, visual, and focussed on H&S

#### **5.3. Property**

Refer Principal's Report.

Alarms still being unreliable. Possible insects. Sprayed. 4 notifications in one day.

Meeting for two prefabs, finalising resource consent. Health and Safety paperwork completed.

### **6. ADMINISTRATION/CORRESPONDENCE**

#### **6.1. Email Correspondence**

Monthly emails filed at  
<https://www.dropbox.com/home/Whenuapai%20School%20BOT/BOT%20MEETINGS/Meeting%201%20-%20February%202017/Correspondence>

<b>Date</b>	<b>Sender</b>	<b>Subject</b>
16 Dec	Veronica Henderson PTA	Transition process of the PTA to a Sub Committee
15 Dec	Nasmiths/BoT (Discussion chain)	PTA Documents (approval)
12 Dec	Nasmiths/PTA	PTA Agreement Documents (draft review)

	(Discussion chain)	
12 Dec	PTA Whenuapai School	PTA Report (historic documents request)
6 Dec	PTA Whenuapai School	Sub committee/PTA (update to PTA from Veronica)

## 6.2. Postal mail

<https://www.dropbox.com/home/Whenuapai%20School%20BOT/BOT%20MEETING%20S/Meeting%201%20-%20February%202017>

## 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 JN

## 8. MEETING CLOSURE

8.1. Meeting closed 1952 hrs

8.2. Next meeting 27 Mar 2017

Certified True and Accurate Record of Meeting

Kylie Haskins  
Chair

Darryn Welham  
Secretary

## NEW ACTION ITEMS ARISING FROM THIS MEETING

Month	Item	Who	Action	
Feb 2017	1.4	Tony Hitchcock	Request of Joanne Strother who when and how much our most recent sponsors have paid so they can be contacted.	FYA
Feb 2017	1.4	RMM	Move the data review presentations to post data analysis.	

## OUTSTANDING ACTION ITEMS FROM PREVIOUS MINUTES

OUTSTANDING ACTION ITEMS FROM PREVIOUS MINUTES				Status at 27 Feb 2017
Month	Item	Who	Action	
Dec 16	0	RMM	Upload the presented data to dropbox	Data uploaded after validation carried out.
Dec 16	2.1	All	Individuals to send through feedback to RMM by email asap.	Completed
Dec 16	3.1	JN	Forward the draft PTA governance docs to PTA and request these be reviewed by 16 Dec	Completed
Dec 16	3.2	AN	Provide final version of the budget by email to the BoT for approval by email.	Completed
Dec 16	2.3	RMM	Contact Mike and discuss through bike programme funding requirements further.	Completed
May 15	4.3	BoT	Request of Joanne Strother who when and how much our most recent sponsors have paid so they can be contacted.	Updated and reallocated as new action 27 Feb 17