



Meeting Opened 1734 hrs

## 1. ADMINISTRATION

### 1.1. Present

Kylie Haskins (Chair), Raewyn Matthys-Morris (Principal), Aaron Henderson, Jelena Nasmith, Janine Pratt, Carla Veldman (DP)  
(Jane McLean from 1823hrs)

**Guest speakers:**  
Kerry Dean

### 1.2. Apologies

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 provided in table at end of these minutes.

**Motion:** KH moved that the minutes of the 27 Mar 17 meetings be accepted.  
Seconded: JN  
All in favour. Carried.

## 2. Finance – Kerry Dean

PowerPoint slides were presented, these were to be tabled in DropBox post meeting. The highlights were discussed. These minutes aim capture the salient points, further detail can be found in the tabled report/ppt. Plan is for Kerry to come out and meet with Tony and RMM prior to each BoT meeting.

Reporting covered:

- Draft 2016 Annuals – which have been passed to the auditors
- Feb 2017 accounts – which have just been completed

2016 Annual accounts:

For the operations account, in Nov the review adjusted the expected loss to \$128k. Since then depreciation went up due to change in leases, and the resultant total loss was \$188k instead.

The caretaker leaving accrual was also a major influence of this additional loss as it was not calculated for in the Nov 2016 revised outturn.

Working Capital outturn was expected to be \$207k @ Nov reforecast, ended up at \$200k.

Intention is that there will be increased monitoring and rebudgeting (monthly) as LE bed in their service. This will allow the approved adjustments to be reflected in the adjusted budget for clarity of balance tracking.

### 2017 budget

It was noted that the balances in the report were for 17% of the year, so if spending was tracking linearly it should be 17% of budget.

The Operations grant is on track, transaction activity is high, and donations are coming in. Errors in coding can (and are), cause reporting issues, especially as Tony was not involved with the budget build. LE working with Tony to minimise future occurrences and correct as fit.

It was noted that there was no budget for elections – this needs to be updated.

Donations at 40% already year to date, similarly Classroom materials reimbursement at 45%.

KD stated that there was a requirement to make a budget line “minor capital” for low cost assets rather than just the large asset budget.

Budgeted outturn for 2017 is to grow by \$1,500.

So far Feb report shows an overspend of \$9,800. But this is as result of overspends in items that were transacted as the wrong code, particularly for those coded to lines where no budget exists.

LE will be continuing to record a line on budget for the historic of outlay of BoT investigation into building growth. This was effectively for the school expansion project, which will be balanced by a credit from Ministry when/if school redevelopment/expansion is agreed.

Board dates and timings for reporting have been identified and passed to KD to inform their report development.

Working capital should be more like \$300 - \$400k (vice the \$200k WS have), KD advised based on similar size schools, and the uncertainty of the future expenses of the school.

RMM noted that as the school roll grows more income will be generated without the same level of increase in operating costs.

Kerry to continue coming to BoT meetings until the BoT get better feel for the LE

### **3. DECISIONS**

#### **3.1. Principal's Report**

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

##### NAG 1 PB4L "Positive Behaviour for Learning"

Will look completely different from the 2015 approach of the same name, instead this time will use the proper PB4L model. WS will rename it something around the motto, "Living is Striving" as opposed to behaviour to prevent negative connotations.

Initial meeting with staff has been completed. Needed 80% staff buy in to get the programme/funding from ME – got 100%.

Tess Blockley will be team leader and then there will be a spread of teachers through the school. Carla/Sharon will share the coaching role. Professional Development starts Wednesday for WS.

This is still the initial development year, and then the programme will be further imbedded over future years. Funding is approved to be ongoing in 2018.

##### NAG 1 End Point Data

Team Leaders have analysed their end point data. They have much more depth than when the raw data was presented in Dec. This means they can now link to why things are in the strategic plan and professional development to the specific student achievement required.

##### NAG 2 COL Achievement/Survey Document

AH found document useful. RMM noted that it was across all the schools in the COL. Approximately 45 WS parents responded to the survey.

*Jane Maclean arrived 1823hrs*

##### NAG 2 Focus Question

"What kind of school do you wish to govern?"

Working collectively as a board, best focused for students through strategic plan.

Customers identified as: students, parents and staff.

Of those customers; want staff to be enthused and engaged, students to be excited about going to school and learning. Meanwhile parents are difficult to satisfy directly through governance – satisfied if students learning and school reputation is good – through enthused and engaged teachers.

Govern a positive school – open communication right or wrong if communicated then get greater appreciation and understanding. Positive school will also come from enthused teachers and students.

Does parent engagement need to be a key element? Parent will better be able to support ongoing learning if communicated.

Open, transparent, positive, that people excited to come to, progressive and looking ahead, focussing not only on the tick boxes but the best outcome for the child – with full community engagement.

JN likes the forward looking which is improving since RMM took over. Want the enchantment of the junior school then take that forward to be lifelong learners.

But also need to be careful not to just jump on the latest new thing; and consider decisions such as; “how does this benefit the students, learning”. Keep the teachers, motivated and educated on latest techniques and resources.

RMM and CV need to be incredibly current, sharing readings; the COL has helped facilitate this and drawn more awareness of Whenuapai school. WS was not cutting edge when RMM arrived. She has committed limited funds to professional staff. It is hoped that the redevelopment of the site will provide a matching physical freshen up of buildings.

Roll has now dropped from 500 down to 375 with the reduction of OOZ.

RMM wants the children to hold head high when partaking outside sports. Teachers and students proud to be WS. It was noted that this is starting to occur already; as is improved work ethic.

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

Seconded: KH

All in favour. Carried.

### **3.2. Strategic Plan**

*Discussed under Principal's Report.*

### **3.3. Analysis and Variance**

*Discussed under Principal's Report.*

### **3.4. Charter**

*Discussed under Principal's Report.*

## 4. DISCUSSION POINTS

### 4.1. NZSTA LMS Website

KH presented that NZSTA have a useful online Learning Management System, which is useful to track development with.

It was noted that some BoT members have already got a log on. For those who don't yet it is recommended to do so.

This is done by; login on the NZSTA site, and then register/join and log PD.

It was also noted that there are different locations and tutors available for same course.

The instruction to create LMS accounts with NZSTA will be provided to the new members as part of their induction.

### 4.2. PTA update

JN provided update on last Tues meeting. She advised some new families who had just transitioned from kindergarten had joined the PTA. Sasha Walshe was staff rep, but she is has now been replaced by Leonie Pengalli.

Focus on trying to communicate the PTA's aim with staff, and what the PTA want to hear from staff.

The requested wish list from staff and parents went through RMM to confirm meeting strategic plan. All requests are able to be met. Uniforms, to helmets, to basketball hoops, gardening equip...

PTA followed up teachers who did not submit requests to make sure all the spending didn't go to one area of school.

PTA are now generating a list for this year to fundraise for; it will include some big items such as sunshades.

A Math'athon is proposed. The questions in it will be tailored to individual students' levels rather than age. Funds from this will go to the bike park; but then there will be no further funding by the PTA of the bike park this year.

Quiz night planned too – this income will fund other items on the wish list.

Sausage sizzle was well done and received lots of praise; particularly for the options available; e.g. gluten free. Intention is to include vegetarian next time.

JN want to confirm the changes in freeing up the PTA's money for their use that occurred between Dec and Feb meetings; i.e. will it make it the school balance now \$18k less? Response was it would as overall budget; confirm with LE.

PTA still kept the \$7k reserve.

PTA appears to be running well.

Plenty of parents with their juniors at kids disco. Well received.

Had good feedback from PTA newsletter too. This will be done one a term.

JN somewhat involved with assisting with the running of the PTA at moment. But in future will be just ensuring paperwork is done properly and will continue to do the newsletter until enough people step up to do it.

65 parents on list so far of PTA supporters.

## **5. MONITORING**

### **5.1. Finance Report**

Refer 2.

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

CV completed playground review – actions needed to improve safety have been captured and will be carried out.

### **5.3. Property**

Ministry meeting onsite on 3 Apr for roll growth team to meet with 5YA team and RMM.

Prefabs have not yet been delivered, despite earlier advising they would be..

It was discussed that perhaps a new site could be considered? As it is a struggle to fit in all the parking, buildings, and services, to keep the school running at same time as the demolition and new construction; as well as the scale of new services and parking required in addition to the buildings.

## **6. ADMINISTRATION/CORRESPONDENCE**

### **6.1. Email Correspondence**

Monthly emails only contained BoT Application and Attestation forms – filed in In-Committee Mar 2017 meeting folder.

### **6.2. Postal mail**

Filed at

[https://www.dropbox.com/home/Whenuapai%20School%20BOT/bot%20meetings/Meeting%202%20-%20March%202017/Correspondence%20\(since%2027%20Feb\)](https://www.dropbox.com/home/Whenuapai%20School%20BOT/bot%20meetings/Meeting%202%20-%20March%202017/Correspondence%20(since%2027%20Feb))

And 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.

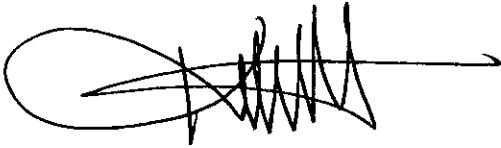
Moved by KH  
Second JM

## 8. MEETING CLOSURE

8.1. Meeting closed 1903 hrs

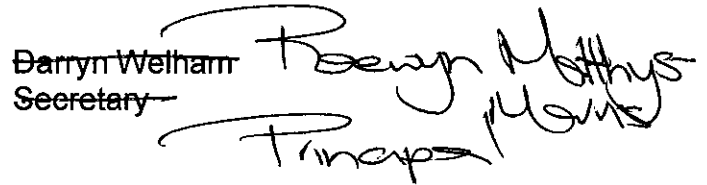
8.2. Next meeting 22 May 2017

Certified True and Accurate Record of Meeting



Kylie Haskins  
Chair

Darryn Welham  
Secretary



## NEW ACTION ITEMS ARISING FROM THIS MEETING

Month	Item	Who	Action
			Nil

## OUTSTANDING ACTION ITEMS FROM PREVIOUS MINUTES

OUTSTANDING ACTION ITEMS FROM PREVIOUS MINUTES				Status at 27 Mar 2017
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.	Sponsors on wall to be confirmed if still sponsor. RMM to action.
Feb 2017	1.4	RMM	Move the data review presentations (formal by team leads) to post data analysis. (Can get overview from RMM and CV at end of year to inform )	This action was approved in previous meeting.  It was not an "action item" per se. BoT agreed to leaving this off the action register, just treat as BAU.