

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 22 August, 2018



Present: Alan Curtis, Mike Leonard, Carla Veldman, Paula Pusich, Tineke Joustra, James Hutchins

Apologies: Raewyn Matthys-Morris (Principal), Michael Farac (Parent Rep)
Michael O'Brien (NZSTA), Jennifer Margaret (MOE)

Meeting opened at: 6.03pm

DOI: Nil

The Board thanked Jo Wright for her services during her time as Board Minute Secretary. The Board was introduced to Sam Wells, who has taken over the role of Board Minute Secretary.

(1): ADMINISTRATION:

(1.4): Confirmation of BOT Minutes dated 25 June, 2018:

- Carla stated that she felt under pressure during the discussion around the payment of legal expenses, and that some of points she made and questions asked were not reflected in the minutes. Raewyn opposed payment, which was not included in the meeting minutes.
- The minutes need be amended to include the above.
Moved: Mike - that the minutes of 25 June, 2018 are accepted as a true and correct record, with the inclusion of the above amendment that the Principal had opposed the payment.
Seconded: Paula
Passed.

(2): GUEST SPEAKERS:

- Michael O'Brien (NZSTA) and Jennifer Margaret (MOE) have tendered their apologies for not being able to attend this meeting.
- Information was forwarded on to the Board and will be unpacked at a later date.
- The Board is hoping that Jennifer Margaret will be able to attend the next Board meeting on Wednesday 19 September.

(3): DECISIONS:

- **(3.1) Principal's Report:** Raewyn was not present at this meeting to present her Principal's Report. Mike asked Carla if she would be able to share the Principal's Report on Raewyn's behalf. Carla advised that she had not had time to be briefed as the Principal had gone on sick leave in the afternoon.
- Alan advised that the board should take an opportunity to review how the Principal is currently reporting to them and how they would like her to report going forward.
- **(3.2) Motion - Board approval of 2019 Term Dates:** The Term Dates for 2019 have been recommended by school management: Thursday 7th February - Friday 20 December, 2019. *(Note: these dates are similar to 2018 and received positive feedback).*
Moved: Mike - that the Board approves the recommended term dates for 2019.
Seconded: Tineke

Passed.

- **(3.3) Board resolution to accept Whenuapai School asset life:**

Moved: Mike - that the Board accepts the Whenuapai School asset life as recommended by Leading Edge Services (attached).

Seconded: Carla

Passed.

(4): STRATEGIC PLANNING:

- **(4.1): Briefing Paper - Year 7 & 8 Students:** Tineke had circulated a briefing paper seeking information from the leadership team on the progress and achievement of Year 7 & 8 students at Whenuapai School. Carla shared that Whenuapai School has built strong relationships with the colleges / high schools within our COL (Community of Learners). The board will expect a report at a later date.

(5): MONITORING:

- **(5.1): Finance Report:** In Raewyn's absence Alan updated the board on the school's financial position.
- Raewyn is focussed on achieving a deficit of no greater than \$15,000 (after working on reducing it to this figure with Leading Edge Services). Alan noted that Whenuapai School's financial position is satisfactory.
- **(5.2): Health and Safety:** The Health and Safety report was not available for this meeting due to Raewyn being absent.
- **(5.3): Property:** The Property report was not available for this meeting due to Raewyn being absent. *(Note: Raewyn is a member of both the Health and Safety and Property committees).*
- Alan has suggested that Mike follows up to see if there are any Board members who may be interested in assisting Raewyn on these committees.
- **(5.4): School Docs:** Behaviour Management Policy and Complaint Policy. Defer to next meeting for commentary and feedback from Raewyn as to Whenuapai School's adherence to these policies.

(6): ADMINISTRATION / CORRESPONDENCE:

- **(6.2): Inwards:** The Board is in receipt of a letter from Mr Morrison with the summary of events leading up to his legal claim. Mr Morrison would like his letter to be available for Whenuapai School staff to view. *(Note: The Board will make this letter available to staff if requested).*
- Ms Haskins has also responded, however she does not want her letter tabled in the public agenda.
- **(6.3): Outwards:** The letter of apology that had been provided from the board to Mr Morrison as part of the settlement of previous matters was tabled.
- The letter from the LSM to Mr Morrison confirming reimbursement of his legal expenses was tabled.
- The letter from the LSM to Ms Haskins declining her request for reimbursement of legal expenses was tabled.

Moved: Tineke - that the Inwards / Outwards Correspondence is accepted by the board.

Seconded: Mike


Passed.

This meeting closed to the public and went into committee at: 6.32pm.

NOTE: The BOT meeting dates for the remainder of the 2018 year are as follows:

- Wednesday 19 September, 6pm.
- Wed 24 October, 6.15pm. (Alan has suggested that this should be used as a strategic planning meeting for 2019).
- Wednesday 28 November, 6pm. This will be the final Board meeting for 2018.
- Alan has suggested that Board meetings start early in January 2019.

These minutes are a true and correct record of the Whenuapai School Board of Trustees meeting held on Wednesday 22 August, 2018:

Signed:  Dated: 20 Sep 2018
Mike Leonard: Chairperson
Whenuapai School Board of Trustees