

**WHENUAPAI SCHOOL**  
**Board of Trustees Meeting Minutes (Public)**  
**Wednesday 19 August 2020**



**Present:** Michael Farac, Raewyn Matthys-Morris, Molly Fletcher, Greg Berry, Tineke Joustra, James Hutchins, Jane McLean and Ivan Millan

**Apologies:** Mike Leonard

**In attendance (with speaking rights):** Nil

**In attendance (without speaking rights):** Nil

**Meeting opened at:** 6:20pm - via Zoom

**Declarations of Interest:** Nil

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The Board Chair welcomed everyone present at the BOT Meeting.

## **(1.0) ADMINISTRATION**

### **(1.4) Confirmation of Minutes:**

- Whenuapai School Board of Trustees Public Minutes dated 17 June 2020.  
**Moved:** Chair moved that the public minutes dated 17 June 2020 are accepted as a true and correct record.  
**Seconded:** Jane  
**Carried:** Unanimously.

### **(1.5) Action Items, Amendments, Acceptance**

- PTA budget implications have been reviewed by Raewyn and James. They have spent time considering these and more will be discussed in the future
- Continue to work with the LSC to consider the impact of covid on students homes. WAPA - urgent response fund - funding to support schools in the aftermath of the first Lockdown. Eg. additional classroom support and programmes (bricks for kids, seasons for growth, hunger busters (by reaching out to our community) and Resilience programme for Year 7/8. This response fund could lead to us having more support.
- Zoning - Michael Farac has spoken with the Ministry. Further community discussions need to happen out of Level 3.
- BOT meeting dates have been uploaded.
- TLC code discussed.

The Board discussed the Principal's Report.

### **(2.1) Decisions and Motions:**

- **Hillary Outdoors 2021**

**Motion:** Board approves 2021 Hillary Outdoors Camp in principle - awaiting RAMs for finalised activities..

**Moved:** Raewyn.

**Seconded:** James

**Carried:** Unanimously

- **NZEI TOD Day**

**Motion:** Board approves a NZEI TOD on 27 October 2020, as per the Collective Agreement.

**Moved:** Raewyn.

**Seconded:** Tineke

**Carried:** Unanimously

- **2021 School Dates**

**Motion:** Board approves school dates for 2021 (4 Feb - 16 Dec 2021 = 380 half days).

**Moved:** Raewyn.

**Seconded:** Jane

**Carried:** Unanimously

- **2021 Principal's Sabbatical Application**

**Motion:** Board approves Principal's Application for a 2021 sabbatical.

**Moved:** Raewyn.

**Motion passed via email.**

### **(2.2) Discussions**

#### **(2.2.1) Team Leader Reports**

- Team leaders would like the opportunity to talk to their reports. Michael has asked that the reports are all using the language of reporting in regards to well below/below.
- Tineke raised the opportunity to work with the ECE and parents to talk about things they can do to help with starting school.
- Jane raises the point of the Covid 19 impacts on those students who are just sitting below the expectations.

#### **(2.2.1.1) 2020 Mid Year Data Update**

- Next in-committee meeting Raewyn will share more of the background stories and history of past cohorts.

#### **(2.2.2) Learning Support Coordinators Report**

- Jill will discuss in person at the next meeting.

(2.2.3) APPA PCT Pilot

- Nathan has come to work with Jenny in a Year 1 class, he will open a new entrant class in Term 4.

(2.2.4) Annual Plan Update

- This is kept up to date - please refer to this for an running commentary.

(2.2.5) Karakia - Meeting Procedure

- Raewyn suggested that this is adopted as an opening to our BOT meetings as used in all other meetings at Whenuapai and across the Principal's networking meetings. From this day on this will be used. Ivan has asked that we also close the meeting using another one. The opening Karakia will be said as a first action before declaring the meeting open. Ivan will advise us on the Karakia format for the closing.

(2.2.6) School Hui - 23 September

- Ivan will support Raewyn with this Hui and the format it will take.

(2.2.7) HERO Update

- Molly is hoping that we have some parent data to share across the school by the next BOT meeting.

Hillary Outdoors Proposal ( 2.1 above)

- As discussed earlier this please read for your information only.

BOT attendance fees

- These will be done in one at the end of the year due to the disruptions.

Combined Kahui Ako BOT meeting.

- 27th August (depending on Covid updates). Please attend if possible. Key topic will be the Treaty of Waitangi.

Moved by: Raewyn

Seconded by: Jane

Carried: Unanimously

**(2.3) Monitoring**

(2.3.1) Health and Safety / Property

- No additional questions or discussion.

(2.3.2) Monthly Financial Reports

James discussed key items:

- Met with Kerry and reforecast the budget. This is an updated view on how we are tracking. We requested more up to date information, this has been accommodated.

- Most items are on budget
- The Monthly report projects we will be -25K (Due to covid costs and lower numbers of donations and fundraising) There are no other risks that we are aware of.
- We have the potential to bring this back due to relievers staffing costs reduced due to lockdowns.
- Cyclical maintenance - \$7000 budgeted for painting. This needs to be discussed for next year as to how we will spend this as it has not been spent yet.
- Kerry confirmed we are still tracking well with working capital.

### **(3.0) DECISIONS**

#### **(3.1) Nil**

### **(4.0) DISCUSSIONS**

#### **(4.1) Board Policy Framework**

- James referred to the subcommittees containing outside people with key expertise.
- James also raised whether sharing the subcommittee meeting minutes would be of benefit the BOT. Raewyn asked what parameters would be needed around these. Tineke and Jane are encouraging of the idea, although as a reference point only, not a word for word minutes.
- It is agreed that minutes be kept for all subcommittee meetings and shared amongst the BOT.

#### **(4.2) School Zoning**

- On the 24th July Michael, Greg, Jane, James and Raewyn meet with 5 ministry people to discuss the implications for Whenuapai school if the rezoning was to go ahead. The Ministry predicted in 2021 we would have 499 and 825 in 2025. The Ministry would like us to realign our boundary to the same as Hobsonville Primary. We do not want to push our Zone to the west to accommodate the new developments. Short term we may have some temporary classrooms to support the role growth, however there are no long term fixes on the horizon.
- *Michael motioned that the Proposal for the rezoning of the overlap with Hobsonville primary be accepted, (seconded by Jane) once community consultation has taken place. The community consultation will be after this.*

#### **(4.3) 5YA Update**

- To date 5YA has been used to do up the classrooms. The last 4 rooms are the last to be completed. Rooms 5 and 6 (Board owned) are yet to be completed. The Ministry has agreed to us spending 5YA plus grant money to do up the Bathrooms. The Ministry is sending an inspector to look at the two Board owned rooms and see if they are suitable and we are looking at the option to give these to the Ministry. It is agreed that we need to secure our playgrounds and spaces, before they come and add new buildings.
- Colin Tucker (Project manager) has suggested that we use the 24-25K left from the Grant money to potentially resurface the turf.
- Grant money to be used for schools to bring forward their discretionary projects.

- It is decided that we will find out the time frames around deciding on the extra money being spent and once we know that we will decide on what we will spend it on. Raewyn and Michael will consult with Colin around the dates and the needs list. In the meantime, we will explore other options (if there are any under the criteria).

## **(5.0) STRATEGIC PLANNING**

**(5.1) Nil**

## **(6.0) ADMINISTRATION/CORRESPONDENCE**

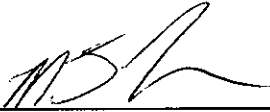
**(6.1) WSBOT Emails (Inbox): Discussed**

**(6.2) WSBOT Emails (Outbox): Discussed**

**Public meeting closed at: 9:30pm**

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These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 19 August 2020.

Signed:  Dated: 25/9/20  
Michael Farac - Chairperson  
Whenuapai School Board of Trustees



## BOARD ACTION ITEMS

ACTION ITEM	DATE TO BE ACTIONED	PERSON TO ACTION	STATUS
DP to work with LSC to find local support to help with funding	17 June 2020	Molly	On-going
Zoning - Consultation with families	17 June 2020	Raewyn	Pending Closes 03Oct20
Work on Terms of Reference for Policy Framework	19 Aug 2020	Chair/James	On-going
Team Leaders to present their reports	23 Sept 2020	Team Leaders	Pending
LSC to present her report	23 Sept 2020	LSC	Pending
HERO - Parent Data	23 Sept 2020	Molly	Pending
Sub-committee Minutes - Shared	On-going	Sub-Committees	On-going
Confirm timeframes for deciding on extra 5YA money to be spent. Develop needs list. Explore options.	23 Sept 2020	Michael/Raewyn Board Members	Pending
Review of PTA funding and the impact on school budgeting	13 May 2020	James	Completed
Access Risk Assessment from Property Consultant (Colin Tucker) re mural wall and uneven concrete	17 June 2020	Raewyn	Completed
Information provided on HERO.	19 August 2020	Raewyn/Molly	Completed
BOT Meeting dates to be updated on website	ASAP	Raewyn	Completed
Provide additional information on the Sick Bay report.	19 August 2020	Raewyn	Completed

## 2020 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT
<b>27 August 2020</b>	6.00pm for 6.30pm start	T3 - at HPSS