

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes (Public)
Wednesday 18 November 2020



Present: Michael Farac, Raewyn Matthys-Morris, Greg Berry, Mike Leonard, James Hutchins and Tineke Joustra.

Apologies: Ivan Millian and Jane McLean.

In attendance (with speaking rights): Molly Fletcher

In attendance (without speaking rights): Nil

Meeting opened at: 6.00pm

Declarations of Interest: Nil

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 23 September 2020.
Moved: Chair moved that the public minutes dated 23 September 2020 are accepted as a true and correct record.
Seconded: Tineke
Carried: Unanimously.

(1.5) Action Items, Amendments, Acceptance

- Team leaders will present at the December meeting to present student data and a SWOT analysis.
- Zoning process has been completed. It is now with the ministry to formally approve it. Coming into effect from the first day of next year.
- LSC to present at the next meeting
- Last of the pending BOT items has been completed.

The Board discussed the Principal's Report.

(2.1) Decisions and Motions:

2.1.1 2020 Annual Budget

Motion: Board approves the 2020 annual budget for the Statement of Financial Position

Moved: Michael

Seconded: Mike

Carried: Unanimously approved

2.1.2 2021 Draft Budget

Motion: Board approves the 2021 Draft Budget

The budget has gone through a process with Raewyn, Molly and Tony then Leading Edge oversee the 2021 Draft budget. \$7,000 loss for excursion costs, 50% expected of donations. The draft reflects our current spending. Michael proposed that we spend the suggested costs on our cyclical maintenance budget prepared by Colin Tucker. Finance committee is meeting again to agree on the draft budget. Raewyn asked if the Board is comfortable with running a \$20,000 deficit to allow for the cyclical maintenance to be spent as per the schedule. The Board is proposing to agree to a \$56,600 budget for cyclical maintenance.

2.1.3 2021-2023 Draft Strategic Plan and 2021 Draft Annual Plan

Motion: Board approves the Draft 2021-2023 Strategic Plan and Draft 2021 Annual Plan

Moved: Raewyn

Seconded: Mike

Carried: Unanimously

2.1.4 2021 Donation Amount

Motion: Board approves to keep the status quo for school donation and classroom materials donation

Moved: Yes and approved via email prior to meeting.

2.1.5 PTA Application for Alcohol License - Mistletoe Mania

Motion: Board approves for the PTA to apply for a special alcohol license for Mistletoe Mania on 11 December 2020

Approved - via email due to time frame for application to be submitted

(2.2) Discussions

(2.2.1) PB4L Restorative Practice Agreement

- No questions regarding this next step in our PB4L journey. BOT is invited on the 28th Jan 2021 9am - 3pm.

(2.2.2) Urgent Response Funding Programme Overview

- We have just received the funding and the MOE recognise that we cannot use this all this year and therefore continues into 2021.

(2.2.3) Enviroschools Agreement

- School signed an agreement around our commitment to Enviroschools. Support for financial assistance will come from this.

(2.2.4) Zoning Information - Malbec Estate

- Clarity Malbec is not part of our zone, effect Term 1 2021.

(2.2.5) EAP Covid-19 Response Package

- Free counselling sessions have been extended for all Auckland residents. MOE and EAP have initiated this.

(2.2.6) School Hui Feedback

- Our Hui was a good event, we had about 5 families attend. Feedback has been added to last years as a running commentary.

(2.2.7) Change of Board meeting date

- Thursday, 10 December 2020 at 4:30pm.

Moved: Raewyn moved that the Principal's report be accepted.

Seconded: Tineke

Carried: Unanimously.

(2.3) Monitoring

(2.3.1) Health and Safety / Property

- Molly to check up on injury reports and ensure they are more detailed.

(2.3.1.1) Building report

- An asbestos management plan has been completed.

(2.3.2) Monthly Financial Reports

- September and October tabled along with October commentary.

(3.0) DECISIONS

(3.1) Health and Safety Office

- A person conducting business undertaking needs to be appointed to be the health and safety officer on site. More understanding of this role and the processes, systems, and practice needs to be conducted before deciding on this role.

(4.0) DISCUSSIONS

(4.1) External Painting requirements for 2021

- Discussed with no further questions.

(4.2) Cyclical Maintenance Priorities

- Discussed in line with Cyclical maintenance provision

(5.0) STRATEGIC PLANNING

(5.1) 2021-2023 Strategic Plan

- Strategic Plan tabled. Discussion took place around changes to wording.

(5.2) 2021 Annual Plan

- Tabled - Motion to accept was unanimous.

(5.3) 2020 Annual Plan Progress Report

- Tabled - No further discussion.

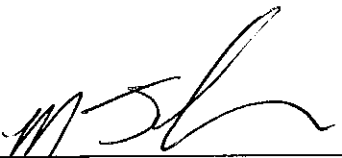
(6.0) ADMINISTRATION/CORRESPONDENCE

(6.1) WSBOT Emails (Inbox): Discussed

(6.2) WSBOT Emails (Outbox): Discussed

Public meeting closed at: 8:35pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 18 November 2020.

Signed:  _____

Michael Farac - Chairperson
Whenuapai School Board of Trustees

Dated: 16/12/20

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
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	Dec BOT meeting
LSC to present her report	23 Sept 2020	LSC	Dec BOT meeting
HERO - Parent Data	23 Sept 2020	Molly	On-going
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
Zoning - Consultation with families	17 June 2020	Raewyn	Feedback sent to MOE 13 Oct 2020 Awaiting response

2020 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT
04 December 2020	10.30 - 11.30am	Principal's M/Tea
16 December 2020	4.00pm	Senior Prizegiving