

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes (Public)
Wednesday 31 March 2021



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

Apologies: Ivan Millan .

In attendance (with speaking rights): Molly Fletcher

In attendance (without speaking rights): Nil

Meeting opened at: 6:20pm

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 24 February 2021.
Moved: Chair moved that the public minutes dated 24 February 2021 are accepted as a true and correct record.
Seconded: Greg
Carried: unanimously

(1.5) Action Items, Amendments, Acceptance

- All completed.

The Board discussed the Principal's Report.

(2.1) Decisions and Motions:

2.1.1 Year 5-8 School Camp

Motion: Board approves the Year 5-8 Camp due to be held over the period 10-14 May 2021 at Finlay Park in Cambridge.

Payment plan offered for parents to pay up to the end of Term 3. Molly to attend the camp as an overseer to support the teachers.

Moved: Raewyn

Seconded: Tineke

Carried: unanimously

2.1.2 New summer weight uniform.

Motion: Board approves the introduction of a new uniform t-shirt in a lighter material (photo uploaded). A sample provided.

Moved: Raewyn

Seconded: Jane

Carried: unanimously

2.1.3 Crest Cleaning Contract

Motion: New proposal was given yesterday. 14% increase from the 2018 contract, including the carpet cleaning. Option to sign for 24 - 36 months.

Moved: Raewyn

Seconded: Mike Leonard

Carried: unanimously

(2.2) Discussions

(2.2.1) Annual Goal 1 and 2 Update

- Uploaded - no further questions or discussion.

(2.2.2) Year 1 (Kea Team) Achievement Report

- Uploaded - no further questions or discussion.

(2.2.3) Year 2 (Tui Team) Achievement Report

- Uploaded - no further questions or discussion.

(2.2.4) ESOL Report

- Uploaded - no further questions or discussion.

(2.2.5) PB4L Report

- Uploaded - no further questions or discussion.

(2.2.6) ERO Update

- Michael, Raewyn and Molly meet with Graeme to discuss the first stages of the new ERO process. Raewyn and Molly to meet again with him before Term 2.

(2.2.7) New Sick Bay Form

- Tabled.

(2.2.8) New Enrolments and Term 2 planning - Additional item as per Principals Report.

- Raewyn discussed the organisation for Term 2.

(2.3) Monitoring

(2.3.1) Health and Safety / Property

- Decking on the back of Room 11-13 is a slip hazard.
- Room 5 and 6 are coming along quickly, these will be ready by the end of the April School holidays.
- As part of the project the back room on Room 1 and 2, and the rooms behind Room 7 and 8 have been carpeted.
- Refixing of the ceiling heaters will be completed in the school holidays.
- Tree management - A tree audit has been carried out and Bill from the Air Base has trimmed 32 trees and taken 2 out. Everything looks much tidier and is much safer.
- Property Mod team are working on the ramp for the back of Room 15 - 18.

(2.3.2) Monthly Financials

- Uploaded - no further questions or discussion.

(2.3.3) December Financials and Draft annual Report

- Uploaded - no further questions or discussion.

(2.3.4) Finance Committee Meeting Minutes

- Raewyn shared that the Hillary money is to be treated as a prepayment and not as part of 2020 income.

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

Seconded: *Jane*

Carried: *Michael Farac.*

(3.0) DECISIONS

(3.1) Governance Framework 2021

- NZSTA framework to be reviewed and bring ideas and thinking to the next meeting.
Peter Gall to speak to us at the next meeting to cover key ideas and ensure we have the right procedures in place - Action Item.

(3.2) Overview of changes to the Education Training Act

- Uploaded - no further discussion.

(4.0) DISCUSSIONS

(4.1) Governance Framework 2021

- As above

(5.0) STRATEGIC PLANNING

(5.1) Governance Framework 2021

- As above


(6.0) ADMINISTRATION/CORRESPONDENCE

(6.1) WSBOT Emails (Inbox): Uploaded.

(6.2) WSBOT Emails (Outbox): Nil

Public meeting closed at: 7:35pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 31 March 2021.

Signed:  Dated: 1/6/21
Michael Farac - Chairperson
Whenuapai School Board of Trustees

BOARD ACTION ITEMS

ACTION ITEM	DATE TO BE ACTIONED	PERSON TO ACTION	STATUS
<p>NZSTA framework to be reviewed and bring ideas and thinking to the next meeting.</p> <p>Peter Gall to speak to us at the next meeting to cover key ideas and ensure we have the right procedures in place.</p>	26 May 2021	All Board Members	Pending

2021 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT