

**WHENUAPAI SCHOOL**  
**Board of Trustees Meeting Minutes (Public)**  
**Monday 19 September 2022**



**Meeting opened at: 6.30pm**

The Principal welcomed everyone present at the Board Meeting.

**(1.0) ADMINISTRATION**

**(1.1) Present:** Adam Cels (Principal), Olivia Mead (Staff Rep), Rob Greer, Jane Knobloch, Sam Lee, Phil Collins and Kellie Watkinson.

**In attendance (with speaking rights):** Molly Fletcher (Deputy Principal).

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

**(1.2) Apologies:** Nil

**(1.3) Declarations of Interest:** Nil

**(1.4) Confirmation of Minutes:** N/A

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

- 

**(1.6) Speaking Rights**

**Motion** - Presiding Member moves that Molly Fletcher (Deputy Principal) is given speaking rights for the duration of the meeting.

**Moved:** *Presiding Member*

**Seconded:** *Adam*

**Carried:** *Unanimous*

**(2.0) PRINCIPAL'S REPORT**

**(2.1) Welcome**

**(2.2) Board Training with Peter Gall**

**(2.3) Governance** - documents uploaded

(2.3.1) Governance Explanation

(2.3.2) Board Roles and Responsibilities Policy

(2.3.3) Governance Framework 2022

(2.3.4) Schooldocs

(2.3.5) Meeting Protocols

### **(3.0) BOT DECISIONS**

#### **(3.1) Election of Presiding Member**

(3.1.1) Presiding member role description policy

(3.1.2) Relationship between Presiding Member and Principal Policy

***Motion: Kellie Watkinson is elected as the Presiding Member.***

***Moved: Adam***

***Seconded: Phil***

***Carried: Unanimous***

#### **(3.2) Board Code of Conduct Policy**

***Motion: The Board code of conduct is agreed upon.***

***Moved: Adam***

***Seconded: Kellie***

***Carried: Unanimous***

#### **(3.3) Board Delegations and Committees**

##### **(3.3.1) Board Delegations and Committees**

- Disciplinary Committee
- Finance Committee
- Property Committee

##### **(3.3.2) Whenuapai School Delegations Lists**

###### ***Motions:***

1. Kellie, Phil and Sam are elected to the disciplinary committee.

***Moved: Adam***

***Seconded: Phil, Olivia***

***Carried: Unanimous***

2. Rob is elected to the financial committee.

***Moved: Adam***

***Seconded: Olivia***

***Carried: Unanimous***

3. Phil and Sam are elected to the property committee.

***Moved: Kellie***

***Seconded: Olivia***

***Carried: Unanimous***

#### **(4.0) BOT DISCUSSION**

(4.1) Whenuapai Senior Campus (FYI)

(4.1.1) Sign Memorandum of Agreement

(4.1.2) Landscaping Plan

(4.1.3) Developed Design

#### **(5.0) STRATEGIC PLANNING**

(5.1) Annual Planning Process - FYI.

#### **(6.0) MONITORING**

(6.1) School Roll Growth - FYI

(6.2) School Finances

(6.2.1) Monthly Report August 2022

(6.2.2) Bank Reconciliation Call August

(6.2.3) Bank Reconciliation Cheque August

(6.2.4) Bank Reconciliation PTA Cheque August

(6.2.5) Detailed Account Transaction Report August

(6.2.6) Whenuapai School Commentary August 2022

- All documents uploaded.

(6.3) Policy Review SchoolDocs

(6.3.1) Review Procedure

New Policies (FYI)

(6.3.2) Flexible Working Arrangements

(6.3.3) Recording Photo, Video and Sound

#### **(7.0) ADMINISTRATION/CORRESPONDENCE**

**(7.1) Inward Correspondence:** Uploaded.

**(7.2) Outward Correspondence:** Nil.

**Public meeting closed at: 9:02**

---

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Monday, 19 September 2022.

Signed: \_\_\_\_\_

Kellie Watkinson - Presiding Member  
Whenuapai School Board

Dated: \_\_\_\_\_

## BOARD ACTION ITEMS

ACTION ITEM	DATE TO BE ACTIONED	PERSON TO ACTION	STATUS
Ho tu tool, Kahikatea to be read and ready to discuss. Begin action plan discussion at next meeting.	Nov 2023	All Board members	

## 2022 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT
9th Dec	4-8pm	Mistletoe Mania
21 & 22 Sep	6pm	School Production