

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes (Public)
Wednesday 26 October 2022



Meeting opened at: 6.04pm

The Presiding Member welcomed everyone present at the Board Meeting.

(1.0) ADMINISTRATION

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

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

In attendance (without speaking rights):

(1.2) Apologies: Rob Greer

(1.3) Declarations of Interest: Nil

(1.4) Confirmation of Minutes:

Whenuapai School Board Public Minutes dated 19 September 2022.

Motion: *Presiding Member moved that the public minutes dated 19 September 2022 are accepted as a true and correct record.*

Moved: *Presiding Member*

Seconded: *Adam*

Carried: *Unanimous*

(1.5) Action Items, Amendments, Acceptance

- Discuss school fees for 2023 at our next meeting (discounts, incentives etc)
- Next board meetings have moved to November 16th and December 14th.

(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: *Phil*

Carried: *Unanimous*

(2.0) PRINCIPAL'S REPORT

(2.1) Assistant Principal Appointment - FYI

Jane asked for clarification on the AP role.

Adam explained the process of hiring the AP role, and the thought behind it.

Motion: *Rebecca Archer is appointed as the Assistant Principal for 2023.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

(2.2) School Organisation for 2023 - FYI

Adam explained the school organisation and the space we have for 2023.

Phil questioned pre-fab blocks of classrooms as an option.

Adam explained the placement of the Year 7/8 classes - more conducive to the learning/pedagogy.

(2.3) Education Review Office (ERO) TeAra Huarau

(2.3.1) How ERO reviews schools

Adam explained the current process that the school/SLT is undergoing with ERO. Our focus moving forward is assessment evaluation.

Phil shared his experience with ERO at his school.

(2.3.2) Draft ERO Whenuapai School Profile

(2.3.3) School Improvement Framework

Jane asked for clarification on the framework. Adam explained that our focus area was chosen while working with the evaluator.

Molly and Adam are discussing the new system for ERO reports and how they benefit the school (consistent visits/reporting, and more accurate).

Motion: *The Board accepts the Draft ERO profile report.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(3.0) BOT DECISIONS

(3.1) Setting School Donations for 2023

(3.1.1) School Donation Letter - Current

(3.1.2) Current donation and activity fee income

(3.1.3) What can a school charge for?

(3.1.4) Staffing and Funding Notification for 2023

Jane asked where we sit in relation to other local schools for the cost of donations.

The board talked about what the money from donations goes towards, what schools can ask for donations for, and what is essential.

Kellie suggested the idea of advertising donations more frequently, and reminding people of the payment plan options.

Phil put forward that we remove the activity fee, but raised the question of how we can keep the income. Put forward the idea of multiple options on Kindo, e.g. \$200, 400, 500.

Jane suggested the idea of 'paying it forward with fees' to support another family/child.

Kellie had ideas like pay in full, save 10%, or running raffles for people that pay their fees. Term benefits (raffles etc). Look into businesses and alumni for donations and could use for advertising.

Jane suggested families could donate time instead of money. Or they could offer their 10% saving to support a family in need.

Sam suggested \$220 for 1. Board is discussing \$400 for 2+

Motion: *The 2023 school donations are set at \$220 per child.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(3.2) School Year and Term Dates

(3.2.1) Proposed 2023 Whenuapai School Term Dates

(3.2.2) Ministry of Education Information on Term Dates

Motion: *The Board sets the 2023 Term Dates as outlined in 3.2.1 the Proposed 2023 Whenuapai School Term Dates document.*

Moved: Kellie

Seconded: Phil

Carried: Unanimous

(3.3) BYOD - Bring Your Own Device

Jane questioned the present system.

Phil shared his own opinion as a teacher. Pay a bond for non-BYOD.

Kellie mentioned Year $\frac{7}{8}$ required, $\frac{6}{8}$ not.

Motions: *The Board supports a hybrid learning program using Digital devices in Years 5-8 to support the delivery of the curriculum.*

Moved: Olivia

Seconded: Jane, Kellie

Carried: Unanimous

(4.0) BOT DISCUSSION

(4.1) Board Training - NZSTA

(4.1.1) Introduction to be a Board Member Training by NZSTA

Adam explained the PD opportunity for us to attend to meet other board members.

Kellie proposed moving back our next two board meetings, to November 16th and December 14th to allow us to attend the meeting.

(4.1.2) Treaty of Waitangi Board Training

We will wait for the NZSTA training on this topic.

(5.0) STRATEGIC PLANNING

(5.1) 2023 Strategic Direction and Annual Plan.

(5.1.1) Improving School Planning and Reporting

(5.1.2) Draft Whenuapai Annual Plan for 2023

Adam talked through our strategic plan, and the reasonings for the changes that have been made.

Phil questioned what has yet to be achieved from this year's plan.

PB4L has been included in the plan for 2023 as it is a large area of focus but has not been in previous plans.

Motions: *The Board accepts the Annual Plan direction for 2023.*

Moved: *Adam*

Seconded: *Kellie*

Carried: *Unanimous*

(6.0) MONITORING

(6.1) School Roll Growth - FYI

(6.2) School Finances

(6.2.1) Monthly Report September 2022

(6.2.2) Bank Reconciliation Call September

(6.2.3) Bank Reconciliation Cheque September

(6.2.4) Bank Reconciliation PTA Cheque September

(6.2.5) Detailed Account Transaction Report September

(6.2.6) Whenuapai School Commentary September 2022

- All documents uploaded.

Motion: *The Board accepts and ratifies last month's spending.*

Moved: *Adam*

Seconded: *Olivia*

Carried: *Unanimous*

(7.0) ADMINISTRATION/CORRESPONDENCE

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

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

Public meeting closed at: 8.15pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 26 October 2022.

Signed: _____

Dated: _____

Kellie Watkinson - Presiding Member
Whenuapai School Board

BOARD ACTION ITEMS

| ACTION ITEM | DATE TO BE ACTIONED | PERSON TO ACTION | STATUS |
|---------------------------------|---------------------|-------------------|--------|
| Incentivisation for school fees | Nov 2022 | 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 |
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