

**WHENUAPAI SCHOOL**  
**Board of Trustees Meeting Minutes (Public)**  
**Wednesday 14 December 2022**



**Meeting opened at: 6:04**

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, Rob Greer, Sam Lee and Phil Collins.

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

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

**(1.2) Apologies:** Nil

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

**(1.4) Confirmation of Minutes:**

Whenuapai School Board Public Minutes dated 16 November 2022.

**Motion:** *Presiding Member moved that the public minutes dated 16 November 2022 are accepted as a true and correct record.*

**Moved:** *Presiding Member*

**Seconded:** *Olivia*

**Carried:** *Unanimous*

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

- Nil

**(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:** *Rob*

**Carried:** *Unanimous*

**(2.0) PRINCIPAL'S REPORT**

**(2.1) 2022 School Wide Student Achievement Review**

**(2.2) 2022 Annual Plan Report**

**(2.3) Board Assurance Statement**

**(2.4) Professional Growth Cycle Review Report**

The above reports were uploaded and discussed.

**Motion** - *That the Principal's Report is accepted.*

**Moved:** Adam

**Seconded:** Phil

**Carried:** Unanimous

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

#### **(3.1) Draft Budget**

##### **(3.1.1) Budget**

**Motion:** *That the budget is accepted for 2023.*

**Moved:** Adam

**Seconded:** Kellie

**Carried:** Unanimous

**Motion:** *That the principal is granted the authority to operate the kura and spend with the constraints of the 2023 budget.*

**Moved:** Adam

**Seconded:** Phil

**Carried:** Unanimous

#### **(3.2) 2023 Annual Plan**

**Motion:** *That the board accept the 2023 Annual Plan.*

**Moved:** Adam

**Seconded:** Kellie

**Carried:** Unanimous

#### **(3.3) Year 7/8 Camp Out**

One night camp out on school grounds - RAMs form uploaded.

**Motion:** *The Board approves the Year 7 / 8 School Camp Out for February 2023.*

**Moved:** Adam

**Seconded:** Olivia

**Carried:** Unanimous

#### **(3.4) School Uniforms**

Argyle invoice sent for the sizing stock uniform items held at the School Office. The company has given us two options: either pay the invoice or agree to a 5 year supply contract.

**Motion:** *The board agrees to pay the invoice sent for the sizing stock uniform items held at the School Office.*

**Moved:** Adam

**Seconded:** Kellie

**Carried:** Unanimous

### **(4.0) BOT DISCUSSION - Nil**

### **(5.0) STRATEGIC PLANNING - Nil**

## **(6.0) MONITORING**

### **(6.1) School Finances**

(6.1.1) Monthly Financial Statements - Uploaded

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

**Moved:** Kellie

**Seconded:** Adam

**Carried:** Unanimous

### **(6.2) Property**

(6.2.1) Property Report

**Motion:** *The Board agrees to sell Room 22 to the Ministry of Education for \$1.*

This motion was not moved due additional information given by Jane in regards to Craig Walker who donated the original building to Whenuapai School.

### **(6.3) Medical Room**

(6.3.1) Medical Room Report

(6.3.2) Sick Bay Data

### **(6.4) School Roll Growth - FYI**

### **(6.5) Policy Review**

(6.5.1) Digital Technology Report

(6.5.2) School Bus Transport

### **(6.4) Attendance Report - FYI**

- All documents uploaded.

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

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

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

**Public meeting closed at: 8:20pm**

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These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 14 December 2022.

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

Kellie Watkinson - Presiding Member  
Whenuapai School Board

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

## BOARD ACTION ITEMS

ACTION ITEM	DATE TO BE ACTIONED	PERSON TO ACTION	STATUS
Incentivisation for school fees	Dec 2022	All Board Members	

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

DATE	TIME	EVENT
20 Dec	12.40pm	School Finishes
19 Dec	3:15pm	Year 8 Graduation