

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes (Public)
Wednesday 15 February 2023



Meeting opened at: 6:05pm

Principal welcomed everyone present at the Board Meeting.

(1.0) ADMINISTRATION

(1.1) Present: Adam Cels (Principal), Olivia Mead (Staff Rep), Kellie Watkinson, 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: Jane Knobloch

(1.3) Declarations of Interest: Nil

(1.4) Elect a Presiding Member

Process run by - Adam Cels

Person elected - Kellie Watkinson.

Motion - Adam moved that Kellie Watkinson be elected to the position of Presiding Member

Moved: Rob

Seconded: Sam

(1.5) Confirmation of Minutes:

Whenuapai School Board Public Minutes dated 14 December 2022.

Motion: *Presiding Member moved that the public minutes dated 14 December 2022 are accepted as a true and correct record.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

(1.6) Action Items, Amendments, Acceptance

- Nil

(1.7) Speaking Rights

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

Moved: Adam

Seconded: Rob

Carried: Unanimous

(1.8) Gifting

Adam raised that a gift over \$200 was given by a parent.

Motion - Adam moved that the \$200 gift donated to him from a parent be used for the school.

Moved: Adam

Seconded: Olivia

Carried: Unanimous

(1.9) April TOD to be used for curriculum refresh of Science, Arts and Technology.

Motion - To use the teacher only day as a day for professional development on the 24th April.

Moved: Adam

Seconded: Olivia

Carried: Unanimous

(2.0) PRINCIPAL'S REPORT

(2.1) Start of Year Update

We have come away from the storms fairly ok. We will revisit in a few months to give those schools in need more resources right now.

Seniors and year 5/6's being moved around is working really well. Year 7/8's are really enjoying the new space and the team is going really well.

(2.2) Property Update

2.2.1 Whenuapai School Internal Layout

2.2.2 Whenuapai School Master Plan

2.2.3 Letter to MOE

2.2.4 Trig Road Update in Pictures

Motion - *Board accepts and approves the Whenuapai School Master Plan developed by Jasmax and the Ministry of Education.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

Motion: *The Board accepts and approves the Whenuapai School Internal Preliminary Design developed by Jasmax and the Ministry of Education.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(2.3) Senior Camp

Motion - *Board approves the Senior Camp to Finlay Park conditional on acceptable EOTC risk management procedures being established and shared with the Board at our next meeting.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

(2.4) Charter and Annual Plan Uploaded to School Website

The above reports were uploaded and discussed.

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

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(3.0) BOT DECISIONS

(3.1) Board Members Delegations for 2023

3.1.1 2023 Delegations List

3.1.2 Delegation Principles

Motion: *Kellie and Sam and Phil are appointed to the Disciplinary Committee for 2023.*

Moved: Adam

Seconded: Rob

Carried: Unanimous

Motion: *Rob is appointed to the finance committee for 2023.*

Moved: Adam

Seconded: Sam

Carried: Unanimous

Motion: *Phil and Rob are appointed to the property committee for 2023.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(3.2) Principal's Job Description

Motion: *The Principal's job description is accepted for 2023.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(3.3) Board Meeting Fees

Motion: *The Board sets the Board Fees at \$55 for members and \$75 for the Presiding Member for 2023.*

Moved: Rob

Seconded: Olivia

Carried: Unanimous

(3.4) 2023 Board Work Plan

Motion: *The Board accepts the work plan for 2023.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(3.5) Board Communication

WhatsApp a possible solution.

(4.0) BOT DISCUSSION - Nil

(5.0) STRATEGIC PLANNING - Nil

(6.0) MONITORING

(6.1) School Finances - Monthly Financial Statements - Uploaded

6.1.1 Budget

Note: Phil and Rob have requested that we let the BOT know when we are at 20% and 40% close to the 50%

6.1.2 Comments from CES on how we will manage Trig Road set-up spending in budget

6.1.3 Fixed Asset Disposal

Motion: *The past month's spending is accepted and ratified.*

Moved: *Adam*

Seconded: *Kellie*

Carried: *Unanimous*

Motion: *The fixed asset disposal is accepted.*

Moved: *Adam*

Seconded: *Rob*

Carried: *Unanimous*

(6.2) Property

6.2.1 Property Report

(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 Physical Restraint Policy

6.5.2 Physical Restraint - MOE Information

6.5.3 Legislation and Administration Policy

6.5.4 Policy Review - Student Attendance

Motion: *The Board acknowledges the recent updates to the Physical Restraints Policy and notes that further updates will be made.*

Moved: *Adam*

Seconded: *Kellie*

Carried: *Unanimous*

Motion: *The Board accepts the Legislation and Administration and Student Attendance policies.*

Moved: *Adam*

Seconded: *Phil*

Carried: *Unanimous*

Motion: *The Board grants restraint authority to all teachers who have been trained.*

Moved: *Adam*

Seconded: *Rob*

Carried: *Unanimous*

(6.6) Attendance Report - FYI

- All documents uploaded.

(7.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Uploaded.

(7.2) Outward Correspondence: Nil.

Public meeting closed at: 7:45pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 15 February 2023.

Signed: _____

Kellie Watkinson - Presiding Member
Whenuapai School Board

Dated: _____

BOARD ACTION ITEMS

ACTION ITEM	DATE TO BE ACTIONED	PERSON TO ACTION	STATUS

2023 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT
1-5 May		Year 5-8 Camp