

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes (Public)
Wednesday 16 November 2022



Meeting opened at: 6:02PM

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), Nicola Campbell, Jill Mackenzie, Melissa Parkins, Rebecca Archer and Paige Chellew.

In attendance (without speaking rights):

(1.2) Apologies: Nil

(1.3) Declarations of Interest: Nil

(1.4) Confirmation of Minutes:

Whenuapai School Board Public Minutes dated 26 October 2022.

Motion: *Presiding Member moved that the public minutes dated 26 October 2022 are accepted as a true and correct record.*

Moved: *Presiding Member*

Seconded: *Adam*

Carried: *Unanimous*

(1.5) Action Items, Amendments, Acceptance

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(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: *Jane*

Carried: *Unanimous*

Motion - *Presiding Member moves that all staff who are presenting reports during the meeting are given speaking rights for the duration of the meeting.*

Moved: *Presiding Member*

Seconded: *Adam*

Carried: *Unanimous*

(2.0) PRINCIPAL'S REPORT

(2.1) Year 7/8 Technology Report

(2.2) Student Transition Report

(2.3) Professional Development Report

(2.4) Inquiry Learning Update Report

(2.3) Kahui Ako Report

(2.3) Learning Support Report

The above reports were uploaded and then presented at the meeting by Team Leaders.

(3.0) BOT DECISIONS

(3.1) Policy Review

(3.1.1) Covid Health Policy

(3.1.2) Health, Safety and Welfare Policy Review

(3.1.3) Alcohol/Drugs and Other Harmful Substances

Motion: The Board accepts the new Covid Health Policy

Moved: Adam

Seconded: Phil

Carried: Unanimous

Motion: The Board approved Friends of Whenuapai to run the Mistletoe Mania which includes the sale of alcohol.

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(4.0) BOT DISCUSSION

(4.1) School Donations for 2023

(4.1.1) Promotion of Donation Payments

Motion: The Board agrees to an incentive programme to encourage school fee payments

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(4.2) Draft Budget 2023

(4.2.1) Draft Budget

(4.2.2) Staffing and Funding Notification

Motion: The Board authorises the Principal and presiding member to spend up to two thirds (\$108,160) of the Furniture and Equipment budget setting up the Trig Road Site.

Moved: Adam

Seconded: Phil

Carried: Unanimous

Motion: The Board authorises the Principal and presiding member to spend up to two thirds (\$111,600) of the ICT budget setting up the Trig Road Site.

Moved: Adam

Seconded: Olivia

Carried: Unanimous

Motion: The Board authorises the Principal to spend up to half (\$129,479) of the Teaching and Learning budget setting up the Trig Road Site.

Moved: Adam

Seconded: Phil

Carried: Unanimous

For all motions - From Expenditure Policy

Competitive quotes must be obtained for capital items or operating expenses, for lease or purchase, over \$1000 (excl GST)

**The board supports Adam to target a savings of \$200,000, he will endeavor to adjust the budget to reach this target.*

(5.0) STRATEGIC PLANNING - Nil

(6.0) MONITORING

(6.1) School Finances

(6.1.1) Monthly Financial Statements - Uploaded

(6.1.2) Video on School Finances - Uploaded

(6.1.3) CES Profile - Uploaded

(6.1.4) Finance Resource Kit - Uploaded

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

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(6.2) Property

(6.2.1) Property Report

Motion: The board defers the Hall's maintenance and painting until 2023.

Moved: Adam

Seconded: Rob

Carried: Unanimous

(6.2.2) School Redevelopment Plans

(6.3) Medical Room

(6.3.1) Medical Room Report

(6.3.2) Sick Bay Data

(6.4) School Roll Growth - FYI

- All documents uploaded.

(7.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Uploaded.

(7.2) Outward Correspondence: Nil.

Public meeting closed at: 8:51pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 16 November 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
9th Dec	4-8pm	Mistletoe Mania