

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes (Public)
Wednesday 22 March 2023



Meeting opened at: 6.00pm

Principal welcomed everyone present at the Board Meeting.

(1.0) ADMINISTRATION

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

In attendance (with speaking rights): Molly Fletcher (Deputy Principal), Jill Mackenzie (LSC)

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 15 February 2023.

Motion: *Presiding Member moved that the public minutes dated 15 February 2023 are accepted as a true and correct record.*

Moved: Kellie

Seconded: Olivia

Carried: Unanimous

(1.5) Action Items, Amendments, Acceptance

- Nil

(1.6) Speaking Rights

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

Moved: Adam

Seconded: Jane

Carried: Unanimous

(2.0) PRINCIPAL'S REPORT

(2.1) Statement of Variance

Statement of Variance for Reading, Writing and Mathematics - Uploaded.

Discussion around year 2, 3 and year 5 data.

Motion: *Board accepts and approves the Statement of Variance Report.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(2.2) Target Learner Action Plan

Target Learner Action Plan - Uploaded.

Adam spoke about our connection with the MAC project and how they will be supporting our programmes to improve our Maori student achievement.

Motion - Board accepts and approves the 2023 Learner Action Plans.

Moved: Adam

Seconded: Phil

Carried: Unanimous

(2.3) Senior Camp

Risk Management Forms and other information - uploaded.

Molly to check the Police vetting for Finlay Park.

Molly to add an appendix for parents attending camp.

Motion - Board approves the Senior Camp to Finlay Park and accepts the EOTC risk management procedures and documentation.

Moved: Kellie

Seconded: Olivia

Carried: Unanimous

(2.4) Restorative Practice - PB4L

(2.5) ESOL - English for Speakers of Other Languages

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) Policy Reviews

3.1.1 Enrolment

3.1.2 Send Students Home / Early Release

3.1.3 Privacy

3.1.4 Official Information Requests

3.1.5 Records Retention

3.2.6 Length of School Year

3.1.7 Copyright

3.1.8 Uniform / Dress

Governance Policies 1-4

Motion: *That the above policies are accepted and ratified.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

(4.0) BOT DISCUSSION

(4.1) Annual Plan Goal 1 - Update.

(5.0) STRATEGIC PLANNING

(5.1) School Planning

5.1.1 Planning Together for Akonga Success

5.1.2 Draft Education Regulations 2023

5.1.3 School Planning and Reporting Toolkit - Draft.

(6.0) MONITORING

(6.1) School Finances - Monthly Financial Statements - Uploaded

6.1.1 Financial Reports

6.1.2 Draft - 2022 Annual Financial Report

6.1.3 December 2022 Report

6.1.4 March Roll Return

6.1.5 Photocopier Quote - Whenuapai Senior Campus

6.1.6 Trig Road - Spend vs Budget

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

Moved: Adam

Seconded: Phil

Carried: Unanimous

Motion: *The 2022 Annual Financial Report is accepted.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

Motion: *The March 2023 Roll Return is accepted.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

Motion: *The Board agrees to lease a refurbished photocopier from Canon for the Senior Campus.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

Motion: *At 8:05 Kellie requested that we extend the meeting until 8:35*

Seconded: Phil

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

(6.5) Attendance Report

- All documents uploaded.

(7.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Uploaded.

(7.2) Outward Correspondence: Uploaded.

Public meeting closed at: 8:20

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 22 March 2023.

Signed: _____

Kellie Watkinson - Presiding Member
Whenuapai School Board

Dated: _____

BOARD ACTION ITEMS

ACTION ITEM	DATE TO BE ACTIONED	PERSON TO ACTION	STATUS
BOT to review conflicts of interests at the next meeting	April BOT meeting	All	

2023 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT
1-5 May		Year 5-8 Camp
31 May	6pm	BOT extra meeting to plan for community consultation.