

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes (Public)
Wednesday 17 May 2023



Meeting opened at:

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), Sam Lee and Phil Collins.

In attendance (with speaking rights): Molly Fletcher (Deputy Principal), Charlotte Goldfinch, Simon Robinson and Natasha Howard.

In attendance (without speaking rights): Nil

(1.2) Apologies: Jane Knobloch, Rob Greer

(1.3) Declarations of Interest: Nil

(1.4) Confirmation of Minutes:

Whenuapai School Board Public Minutes dated 22 March 2023.

Motion: *Presiding Member moved that the public minutes dated 22 March 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: Kellie

Seconded: Adam

Carried: Unanimous

(2.0) PRINCIPAL'S REPORT

(2.1) Within School Kahui Ako

Report presented by Within School Kahui Ako Teacher - Charlotte Goldfinch.

(2.2) Mathematic Report

Report presented by Simon Robinson and Natasha Howard, Lead Teachers for Mathematics.

(2.3) Digital Report

Report presented by Simon Robinson - Digital Tech Lead Teacher.

(2.4) HR Review Professional Growth Cycle

Report presented by Molly Fletcher, Deputy Principal.

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 Review - SchoolDocs

3.1.1 Principal Attestation - Term 2

Budget will be complete by next week.

Health survey, we will be doing this at the same time as the review coming up.

Emergency kits - Adam asked the BOT what they would like to do considering the cost of keeping food and water on site for the growing number of students. Jo is contacting the NZDF to see what support they can provide and then we can revisit and make a decision.

3.1.2 Minimising Physical Restraint

Motion - *The board adopts the Minimising Physical Restraint Policy.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

Motion - *The board grants authority to all staff who have been awarded a certificate for the completion of the online MOE restraint training to restrain tamariki as a last resort to maintain student health and safety.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

Motion - *The board accepts the principal attestation that the policies reviewed have been met and completed.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(4.0) BOT DISCUSSION

(4.1) Nil

(5.0) STRATEGIC PLANNING

(5.1) Annual Plan Update - Goal 2

5.1.1 Local Curriculum Design - Future Proofing

(5.2) Budget

Motion - *The board approves the redirection of funding from the BOT funded teachers to Teacher Aide Salaries. Principal is to monitor and adjust staffing as required to remain within budget.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

Motion - *The board approves the use of the Banking Staffing End of Year 2022 - Underuse funding for Teacher Aide funding.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(6.0) MONITORING

(6.1) School Finances - Monthly Financial Statements - Uploaded

6.1.1 Financial Reports

6.1.2 Budget Statement of Financial Position

6.1.3 Bank Staffing Report 2022

6.1.4 Trig Road - Spend vs Budget

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

Moved: Adam

Seconded: Phil

Carried: Unanimous

Motion: *The Board approves the Budgeted Balance Sheet 2023.*

Moved: Adam

Seconded: Sam

Carried: Unanimous

(6.2) Property

(6.2) Property Report

PR planning for Whenuapai Senior Campus Launch

Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Holidays W1
Jo and Bec to weekly update our community based on building developments and planning on home site						
Create Brochure and Promo package	Monday - Molly and Bec mail drop - invites to in school tours ★ ECE ★ Agents ★ Developers ★ New Zone homes	June 7,8,9 Molly, Bec, Adam and House captains In School Tours. Booking taken. Year 7½ curriculum evening invite out	Year 7½ curriculum evening Hands on workshops and info evening for all families year 7½ and focus on year 6's	Focus on Mo/ve		Packing on home site
Holidays W2	Week 1	Week 2	Week 3	Week 4		Week 9
Set up new year 1 classroom in library TBC	Site check Blessing TBC Furniture moves for all office, admin and technology	28th Open Day for visits 26/27th Classroom furniture moves	MOVE IN STUDENTS	Friday - Year 6 day big day out @ WSC		Welcome day/evening for all.

6.2.1 Building WOF

6.2.2 Arboricultural Report

6.2.3 Boiler Report

6.2.4 Boiler Recommended Repairs

6.2.5 Boiler Quote

Motion: The board agrees to the removal of trees as identified in the report for health and safety reasons.

Moved: Adam

Seconded: Sam

Carried: Unanimous

Motion: The Property Report is accepted.

Moved: Adam

Seconded: Phil

Carried: Unanimous

(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: 8:46pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 17 May 2023.

Signed: _____

Dated: _____

Kellie Watkinson - Presiding Member
Whenuapai School Board

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
31 May	6pm	BOT extra meeting to plan for community consultation.