

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 9th August 2023



Meeting opened at:

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), Sam Lee, Jane Knobloch, and Phil Collins.

In attendance (with speaking rights): Molly Fletcher (Deputy Principal) and Rebecca Archer (AP)

In attendance (without speaking rights): Nil

(1.2) Apologies: Rob Greer

(1.3) Declarations of Interest: Nil

(1.4) Confirmation of Minutes:

Whenuapai School Board Public Minutes dated 14 June 2023.

Motion: *Presiding Member moved that the public minutes dated 14 June 2023 are accepted as a true and correct record.*

Moved: Kellie

Seconded: Sam

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: Olivia

Carried: Unanimous

(2.0) Principal's Report

(2.1) Year 3 Update

(2.2) Year 4 Update

(2.3) Technology / Specialist Learning Programme Report

(2.4) Enviro School Report

(2.5) Staff Wellbeing Report and Survey

- **Teacher Code and Standards**
- **NZEI Teacher Collective Contract**

The above reports were uploaded and discussed.

Board discussed the report and shared their experiences in their workplaces. Jane spoke about her team all stepping up to support when family and health needs to come first. Sam spoke about being the providers of resources, however it is up to the individual to take on those resources and use them. When they do not, then that is another conversation. We weighed up what is wellbeing and what is professionalism. Adam shared the code of conduct and the board supports the work we are doing and the processes we are taking to support teachers.

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

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(3.0) BOT DECISIONS - AIMS GAMES

(3.1) Organisation Information

(3.2) AIMS RAMS

(3.3) Unaccompanied AIMS Participant

(3.4) Accompanied AIMS Participant - Own Accommodation

(3.5) Parent Agreement

(3.6) Transport Volunteer Agreement

Motions:

The board approved Whenuapai School taking part in the AIMS Games 2023.

Moved: Adam

Seconded: Olivia

Carried: Unanimous

The Board accepts and approves the AIMS Games Organisation and Risk Management procedures.

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(4.0) BOT DISCUSSION

(4.1) Community Consultation Update

- Readings uploaded in preparation for developing our Strategic Plan

Discussion - What are our next steps?

Olivia will create a QR code to have ready for the book day parade and the school disco.

Draft to be created early October to go out across November. Week 1 (Wed) Term 4 we will strategically plan a draft with Team Leaders, SLT and BOT combined - 5pm start.

(5.0) STRATEGIC PLANNING

(5.1) Health and Safety - Harrison Tew - Information and Quote

Motion - *The Board agrees to contract Harrison Tew to review and develop our safety and emergency procedures at a cost of \$4000.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(6.0) MONITORING

(6.0) Mid Year Data Report

(6.0.1) Annual Plan Goal 5 Property

EOTC Policy Review - Rob to email everyone.

(6.1) School Finances

6.1.1 Financial Reports

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

Moved: Adam

Seconded: Phil

Carried: Unanimous

(6.2) Property

(6.2) Property Report

(6.2.1) Police Vetting

Motion: The board is happy for the works to continue without further police vetting because the contractors are going to be secured by opaque fencing with no access to the students.

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

(6.4) School Roll Growth

(6.4.1) July Roll Return

Motion: *That the July 2023 Roll Return is accepted.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(6.5) Attendance Report

(6.5.1) Attendance Report

(6.5.2) Attendance Data from HERO

(7.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Uploaded.

(7.2) Outward Correspondence: Uploaded.

Public meeting closed at: 8:30pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 9th Aug 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	Completed

2023 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT
11th Oct	5pm	Strategically plan a draft with Team leaders, SLT and BOT combined - 5pm start.