

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 6 September 2023



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

In attendance (with speaking rights): Rebecca Archer (AP).

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 09 August 2023.

Motion: *Presiding Member moved that the public minutes dated 09 August 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 Rebecca Archer (Assistant Principal) and staff are given speaking rights for the duration of the meeting.*

Moved: Kellie

Seconded: Jane

Carried: Unanimous

(2.0) Principal's Report

(2.1) Annual Plan Goal 4 PB4L

(2.2) Year 5/6 Update

(2.3) Gifted and Talented and Learning Support Report

- Review of school doc policy

(2.4) Health and PE Report

Read Only

(2.5) Kahui Ako Report

- Add to the website info sheet about how to read goals.

(2.6) Aotearoa New Zealand Histories Curriculum

Discussion:

The board is impressed with Writer's ToolBox.

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

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(3.0) BOT DECISIONS - AIMS GAMES

(3.1) Term Dates 2024

- Dates are accepted with the starting date moved to February 7th 2024

(3.2) Curriculum Teacher Only Day

- Proposed date 24 November 2023

Motions:

The board accepts the starting date for February 7th 2024 and the Teacher Only Day for 24 November 2023 for the curriculum refresh is approved.

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(4.0) BOT DISCUSSION

(4.1) Whenuapai School Bus Route

Discussion - The bus route is currently not in favour. The bus crossing Brigham Creek Road from Kauri Street will increase in Term 4 when the Senior Campus opens. Sam suggested that the Ministry of Education supports looking at options. Meeting with the Board with interested parties to meet with the Ministry and discuss options and ramifications of changes.

(5.0) STRATEGIC PLANNING

(5.1) Community Consultation Update

- Currently, 119 filled in
- Upcoming Disco (Olivia) and Performances (Jane) to gather more responses.
- Ministry suggested documents to inform planning [NELPS](#) (Phil) [Action plan for Pasifika Ed](#) (Sam) [Ka Hikitia](#) (Kellie) [Oranga Tamariki action plan](#) (Jane) NZC, Treaty of Waitangi and ERO Te Ara Huarau School Improvement Framework.

(6.0) MONITORING

(6.0.1) Principal Assurance Statement

- Read - no further questions

(6.0.2) EOTC Policy Review

- Read - no further questions

Motion: *The Board accepts the Principal Assurance Statement and review*

Moved: *Adam*

Seconded: *Kellie*

Carried: *Unanimous*

(6.1) School Finances

(6.1.1) Financial Reports

- Uploaded no further questions

(6.1.2) Budget Review Notes

- Uploaded no further questions

(6.1.3) Budget Review Spreadsheet

- Uploaded no further questions

(6.1.4) Commentary Update

- Adam working with Canterbury Financial Services to track targets.
- Parent donations are up
- Streamlining spending by implementing different processes

Motion: *The Board accepts the budget adjustments.*

Moved: *Adam*

Seconded: *Kellie*

Carried: *Unanimous*

(6.2) Property

(6.2) Property Report

- Read - no further questions

(6.2.1) Whenuapai School 10YPP Electrical and Electrical Heating Report

- Read - no further questions

(6.2.2) Building Condition Assessment Report

- Read - no further questions

(6.2.3) APS Roof and Gutter Condition Report - Whenuapai School

- Read - no further questions

(6.2.4) Whenuapai School Drainage Report

- Read - no further questions

(6.3) Medical Room

(6.3.1) Medical Room Report

- Read - no further questions

(6.3.2) Sick Bay Data

- Read - no further questions

(6.4) School Roll Growth

(6.4) School Roll Growth

- End-of-year projection 570
- Roll to be released 15th September

(6.5) Attendance Report

(6.5.1) Attendance Report

- Read - no further questions

(6.5.2) Attendance Data from HERO

- Read - no further questions

(7.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Uploaded.

(7.2) Outward Correspondence: Uploaded.

Public meeting closed at: 9:03pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 6th September 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
11th Oct	5pm	Strategically plan a draft with Team leaders, SLT and BOT combined - 5pm start.