

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Thursday 2 November 2023



Meeting opened at:

The Principal welcomed everyone present at the Board Meeting.

(1.0) ADMINISTRATION

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

In attendance (with speaking rights): Molly Fletcher.

In attendance (without speaking rights): Nil

(1.2) Apologies: Kellie Watkinson (Presiding Member)
Motion to grant Kellie leave for Board meeting on 2 November 2023.

Moved: Phil

Seconded: Sam

Carried: Unanimous

(1.3) Declarations of Interest: Nil

(1.4) Confirmation of Minutes:

Whenuapai School Board Public Minutes dated 6th September and 11th October 2023.

Motion: *Principal moved that the public minutes dated 06 September 2023 are accepted as a true and correct record.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

Motion: *Principal moved that the public minutes dated 11 October 2023 are accepted as a true and correct record.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

(1.5) Action Items, Amendments, Acceptance

- Nil

(1.6) Speaking Rights

Motion - *Principal 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) Year 7&8 Update Report

(2.2) Year 7&8 Technology Report

(2.3) Student Achievement Report - Māori Students

(2.4) Professional Development Report

(2.5) Inquiry Report

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

Moved: Adam

Seconded: Phil

Carried: Unanimous

(3.0) BOT DECISIONS - Year 4 Sleepover at School

(3.1.1) Explanation letter

(3.1.2) RAMS Forms

Motion: *The board approves a Year 4 Sleepover at School.*

Moved: Adam

Seconded: Sam

Carried: Unanimous

(4.0) BOT DISCUSSION

(4.1) School Organisation 2024

Discussion - Adam shared the organisation for 2024 based on the MOE renegeing on the 2 FTTE. Instead we will be having 4 teachers in cash.

Motion: *The board approves the school organisation for 2024*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(4.2) Draft Budget 2024

Discussion - Adam would like to purchase the ICT for 2024.

2024 reserve is forecast to be \$78,000

2023 reserve is \$120,000

There are two facts that could influence the 2024 budget bottom line:

If we grow faster than expected and we need to start a Term Two new entrance class - costing \$45,000

If we grow slower than expected we're still going to need a Term 4 new entrance class - costing \$20,000

Either way we still finish with a positive budget

The \$78K will help us to get to the \$1000 per child reserve - which is the recommendation of Canterbury Education Services.

Discussion re - not replacing a teacher who has resigned.

This would mean that we would have to increase our class sizes across the school.

28 students in Year 3 classes, and Year 4 classes at 28 and one composite class run by Olivia Mead at 28.

This would mean saving \$68K however it is risky based on the number of enrolments throughout the year. Adam has suggested if we are happy with the \$78K then we should make the most of Trig funding and keep our lower class sizes.

Motion: The board accepted the draft budget for 2024

Moved: Phil

Seconded: Sam

Carried: Unanimous

(4.3) School donations

Discussion: Donations showed we are already better off than we were last year - proving the initiatives were a good idea.

Motion: The board accepted the school donations remain at \$220 and early payment set at \$198

Moved: Sam

Seconded: Jane

Carried: Unanimous

(5.0) STRATEGIC PLANNING

(5.1) Strategic Planning 2024-2029

Discussion - This is not a final copy, but a chance to check we are on the right track.

(5.2) Health and PE Community Survey

Discussion - We have moved this due to the community consultation for strategic planning.

Motion: *The board accepts the health survey and agrees to survey the community in Term 1 2024.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(5.2) Allergy Policy

Nuts at School - Parent Request to allow nuts at Senior Campus

Discussion - Robust discussion about students eating nuts, the board would prefer to be seen to be managing the risk by continuing to keep the school nut free. They have asked that we ensure our policies are adhered to and teachers are being vigilant.

(6.0) MONITORING

(6.1) School Finances

(6.1.1) Financial Reports

- Uploaded no further questions

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

Moved: Adam

Seconded: Olivia

Carried: Unanimous

(6.2) Property Report

6.2.1 Onsite Plans

6.2.2 Building Design Plans - have gone back to the design panel after an onsite visit and understanding how our learning spaces are working at the new senior campus. *For the 5 year building repairs, Colin and Adam have sent a list to the MOE and are awaiting the decision as this needs to be done in the school break. Stage 2 building for the senior campus is underway. This may or may not be ready for Term 1 2024.*

Motion: *The Board approves the 5 year property schedule of works for completion during the 2023 / 2024 summer holiday period.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(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

(6.4.1) School Growth Report

- Read - no further questions

(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.

(8.0)

Discussion: Paul who is a parent of Whenuapai, who is Māori and would like to come and meet the BOT. The Board agreed to have him come along and meet them.

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 Thursday, 02 November 2023

Signed: _____ Dated: _____
Adam Cels - Principal
Whenuapai School Board

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.