

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 06 December 2023



Meeting opened at: 6:05pm

The Principal 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): Molly Fletcher.

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 02 November 2023.

Motion: *Principal moved that the public minutes dated 02 November 2023 are accepted as a true and correct record.*

Moved: Kellie

Seconded: Phil

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: Kellie

Seconded: Adam

Carried: Unanimous

(2.0) Principal's Report

(2.1) SWOT Analysis Reading, Writing, Mathematics Report

(2.2) Student Transition Report

(2.3) 2023 Curriculum Map presentation

Jane suggested that we look into the year 1 reporting and tracking that Lauren used and sent home to Fleur this year. Adam and Molly will look into what this looked like.

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

Moved: Kellie

Seconded: Phil

Carried: Unanimous

(3.0) BOT Decisions

(3.1) Policy Review

Motion: *The board accepts the Curriculum and Assessment Policies.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(3.2) Role of Presiding Member

Motion: *The board accepts and adopts the Presiding Member Role description policy.*

Moved: Adam

Seconded: Rob

Carried: Unanimous

(3.3) Assurance Statement

Motion: *The board accepts the Principal Assurance Statement.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(3.4) 2024 Budget

Motion: *The that 2024 budget is accepted.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(3.5) Purchase of Chromebooks and Ipads

Motion: *The board approves \$25,978.50 to purchase 30 ipads and 30 Chromebooks from Noel Leemings.*

Moved: Adam

Seconded:

Carried:

Note: Phil suggested we look at PBTech also to compare prices.

(3.6) Purchase of new furniture to increase classroom sizes for 2024

Motion: *The board approves \$10,189.00 to increase the furniture to meet the new classroom sizes.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(3.7) Board Member Coopt

Motion:

Moved:

Seconded:

Carried:

Kellie and Adam met with Paul this week to discuss co-opting him onto the board to increase representation. He brings skills in finance and strategy which is something we have identified as a need. Board has agreed to meet him and then co-opt him afterwards through email correspondence.

(4.0) BOT Discussion

(4.1) Strategic Plan

4.1.1 Community Strategic Plan

4.1.2 Strategic Plan Consultation / Survey Results

(5.0) STRATEGIC PLANNING

(5.1) 2023 Annual Plan Report

Adam to add on the numbers that correspond to the percentages, and add to the data the previous years (back to 2019).

(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: Rob

Carried: Unanimous

(6.2) Property 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

(6.4.1) 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: Nil.

Public meeting closed at: 7:56pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 06 December 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
15 Dec 23	4.00pm	Mistletoe Mania
18 Dec 23	10.30am	Principal's Morning Tea