

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 11 December 2024



Meeting opened at: 6:03pm

The Presiding Member welcomed everyone present at the Board Meeting.

(1.0) ADMINISTRATION

(1.1) Present: Paul Matenga (Presiding Member), Adam Cels (Principal), Olivia Mead (Staff Rep), Phil Collins, Jane Knobloch and Sam Lee.

In attendance (with speaking rights): Molly Fletcher

In attendance (without speaking rights): Nil

(1.2) Apologies: Kellie Watkinson, Rob Greer

(1.3) Declarations of Interest: The MOU has been added and Olivia will need to leave during this discussion as it directly impacts her job.

(1.4) Confirmation of Minutes:

Whenuapai School Board Public Minutes dated 06 November 2024.

Motion: *The Presiding Member moved that the public minutes dated 06 November 2024 are accepted as a true and correct record.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(1.5) Action Items, Amendments, Acceptance

- Nil

(1.6) Speaking Rights

Motion - *Principal moves that Molly Fletcher (DP) and the teacher presenters are given speaking rights for the duration of the meeting.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

(2.0) Principal's Report

(2.1) SWOT Reading, Writing and Maths

2.1.1 Core Curriculum Report

2.1.2 Raw Data - Maths, Reading and Writing

(2.2) Maori Learners Report

- As read

(2.3) Professional Growth Cycle

- As read

(2.4) Policy Review

2.4.1 Finance and Asset Management Policy

2.4.2 Managing Income and Expenditure

2.4.3 School Donations

2.4.4 Expenditure

2.4.5 Asset Management and Protection

2.4.6 Property Planning and Maintenance

2.4.7 Prevention of Bribery, Corruption, Fraud and Theft

2.4.8 Financial Conflicts of Interest

Motion - *The Board accepts the policies as written*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(2.5) Assurance Statement

- The Board accepted the assurance statements.
- In future years, on the last day of the school year, school will close at 3.00pm so we are fully meeting our MOE legal requirements for operational half days.
- All staff and students are expected to be in attendance at Mistletoe Mania.

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

Moved: Adam

Seconded: Jane

Carried: Unanimous

(3.0) BOT DISCUSSION - Nil

(4.0) BOT DECISIONS

(4.1) School Organisation 2025

4.1 Notes and Comments

4.1.1 2025 Bank Staffing Monitoring

4.1.2 Budget 2025 Approval

4.1.3 School Buses

4.1.4 Staffing and CRT Programme

4.1.5 Specialist CRT Programme Description

4.1.6 MOU (inbox 11/12/24) discussion

Actions

It was agreed that Adam would go back and rework the budget to meet the needs of the learners and present at the first meeting of the year.

Paul and Adam will continue negotiating with Ritchie's bus company to get our buses ready for 2025.

Adam and Paul will draft a response to the MOA for the Senior Campus with Sam's support. Then, go back to MOE to address some of the discrepancies between the new and current MOAs.

Motion: *The Board approved the capital purchase within the budget to a value of \$363,00.*

Moved: Adam

Seconded: Phil

Carried: unanimous

Motion: *The board supports the implementation of a CRT specialist programme project for 2025.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

Motion: *All teacher aides are offered a permanent contract for 15 hours per week during term time only.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

Motion: *The Board agrees to employ a Senior Campus Caretaker for 20 hours per week, to be allocated as 4 hours per day, 5 days per week.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(5.0) STRATEGIC PLANNING - Nil

(6.0) MONITORING

(6.1) School Finances

6.1.1 Useful Life of Assets

6.1.2 Audit Fee Proposal

Motions:

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

Moved: Adam

Seconded: Olivia

Carried: Unanimous

2. *That the Board accepts the Useful Life of Assets statement.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

3. *That the Board accepts the Audit Fees proposal for 2024, 2025 and 2026 from RSM*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(6.2) Property Report

Discussion

- *What is the Board's stance on these classrooms being demolished during school time?*
The board agrees that the Demolition of classrooms is conducted after school hours, including the weekend.
- *Does the board agree with selecting a rubber softball option for the Junior Playground and providing the funding? Yes - Unanimous*
- *Sandpit and Playground Shading - estimated at over \$100K. Adam will look at the costs of whole-court shading.*
- *Installing a volleyball court at the senior campus - Yes, another quote to come, however.*

Motions

1. *The board approves the design and budget of \$7551 for the School Values entrance signs.*
Moved: Adam
Seconded: Phil
Carried: Unanimous
2. *Motion - The board agrees to a rubber matting playground soft fall around the playground with a budget of \$65,000.*
Moved: Adam
Seconded: Olivia
Carried: Unanimous
3. *Motion The board agrees to a Volleyball court Senior Campus with a budget pof \$15,000.*
Moved: Adam
Seconded: Jane
Carried: Unanimous
4. *Motion The board accepts the asset register and approves the disposal of the indicated items*
Moved: Adam
Seconded: Phil
Carried: Unanimous
5. *Motion The board agrees to the disposal of the identified devices and them being removed from the asset register*
Moved: Adam
Seconded: Phil
Carried: Unanimous
6. *Motion The board approved the demolition of Rooms 19-22 and their removal from the Asset register.*
Moved: Adam
Seconded: Phil
Carried: Unanimous

(6.3) Medical Room - Sick Bay Data

- Read - no further questions

(6.4) School Roll Growth - Current 669

- Read - no further questions

(6.5) Attendance Report

- Read - no further questions

(8.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Uploaded.

(7.2) Outward Correspondence: Nil

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, 11 December 2024.

Signed: _____

Paul Matenga - Presiding Member
Whenuapai School Board

Dated: 26 March 2025

BOARD ACTION ITEMS

ACTION ITEM	DATE TO BE ACTIONED	PERSON TO ACTION	STATUS
<i>It was agreed that Adam will go back and rework the budget to meet the needs of the learners.</i>			
<i>Paul and Adam will continue negotiating with Ritchies bus company to get our buses ready for 2025</i>			
<i>Adam and Paul will draft something with Sam's support. Then go back to MOE to readdress some of the discrepancies such as the 2 leadership units.</i>			

2024 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT