

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 19 February 2025



Meeting opened at: 6:04pm

The Principal welcomed everyone present at the Board Meeting.

(1.0) ADMINISTRATION

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

In attendance (with speaking rights): Molly Fletcher, Rebecca Archer (Deputy Principals), Natasha Howard and Katie Gemmell

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 11 December 2024.

Motion: *The Presiding Member moved that the public minutes dated 11 December 2024 are accepted as a true and correct record.*

Moved:

Seconded:

Carried: *Unanimous*

Accept the minutes at the next meeting as there was a sentence incomplete.

(1.5) Action Items, Amendments, Acceptance

- Nil

(1.6) Speaking Rights

Motion - *Principal moves that Molly Fletcher and Rebecca Archer (Deputy Principals) and presenting staff members be given speaking rights for the duration of the meeting.*

Moved: *Paul*

Seconded: *Olivia*

Carried: *Unanimous*

(2.0) Principal's Report

(2.1) Transition Report

Natasha spoke to the board about the following:

- 8 new classes
- 12 new students coming in mid-term

- A few extras
- Hoping to keep to the 1:15
- We will hopefully finish with a total of 12 Year 1 classes.
- We are working on continuing to build on the relationship with our local ECE's
- Whānau evenings and day meetings
- A goal for the year is supporting our new teachers to see the transition work, by taking them to the ECE centres. This will support them to see what we do.
- New Shoots and The Kindy do more visits with library days, assemblies
- Extra work and transitions over time are carried out when a child presents challenges when transitioning.
- She shared the new Phonics check (20 weeks + 40 weeks)
- The script needs to be adhered to, and any changes need to be recorded.
- MOE numbers need to be collected also.
- Discussion around the direction from the government, and we are just going to keep the data in-house for now and help set our teachers for when we are directed.
- Discussed challenges with administering the test due to it having to be out of class and with the classroom teacher. It must be delivered within the 20th and 40th week.

(2.2) Year 7 / 8 Camp Out at School

(2.2.1) Information Overview

(2.2.2) Risk Management Plan Overall

(2.2.3) Risk Management Plan Cooking

Motion - *The Year 7 / 8 Campout on the 27th of February is approved.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(2.3) Year 5-8 School Camp - Finlay Park

- Permission for the camp to proceed.
- Request for Board funds to offset costs.

Motion - *The board has approved the Year 5-8 camp, contingent upon the SLT team presenting a comprehensive Risk Management plan and trip organisation at the next meeting that meets the board's requirements.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

Motion - The Board agrees to provide the funds for the bus costs for 2025 Year 5-8 Finlay Park camp - maximum amount \$25,000.

Moved: Adam

Seconded: Jane

Carried: Unanimous

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

Moved: Adam

Seconded: Paul

Carried: Unanimous

(3.0) BOT DECISIONS

(3.1) Board Member Delegations for 2025

(3.1.1) 2024 Delegations List and Delegation Principles

Motion - *Paul, Sam and Jane are appointed to the Disciplinary Committee for 2025.*

Moved: Adam

Seconded: Paul

Carried: Unanimous

Motion - *Kellie is appointed to the finance committee for 2025.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

Motion - *Rob and Phil are appointed to the property committee for 2025.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(3.2) Senior Leadership Team

3.2.1 Principal Job Description

3.2.2 Senior Leadership Structure 2025

3.2.3 Senior Leadership Team Appraisal

Motion: *The Board approves, Evaluation Associates, Carolyn Marino to be contracted to complete the Senior Leadership Team professional growth and appraisals for 2025.*

Moved: Adam

Seconded: Rob

Carried: Unanimous

Motion: *That the Principal's job description is accepted for 2025.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

(3.3) Board Meeting Fees

Motion: *Board sets the Board fees at \$55 for members and \$ 75 for the Presiding Member for 2025.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(3.4) 2025 Board Work Plan

Motion: *The Board accepts the Work Plan for 2025.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

(3.5) Board Elections

Motion: *The Board selects the date for the 2025 Triennial Elections as Wednesday, September 10, 2025*

Moved: Adam

Seconded: Jane

Carried: Unanimous

Motion: *The Board appoints Schooled as our Returning Officer for the Parent and Staff Representative 2025 Triennial Elections.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(3.6) Budget 2025

3.6.1 2025 Budget Comments

3.6.2 2025 Budget Spreadsheet

Motion: *The Board approved the 2025 Budget with a \$60,862 deficit.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

Motion: *The Board approved the capital purchase within the budget to a value of \$350,800.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

Motion: *The Board authorised the Principal to operate the school and spend within the budgeted parameters.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(3.7) Financial Documents Disposal

3.2.1 School Records Schedule - Finance

3.2.2 Retention and Disposal Schedule - Full Document

Motion: *The Board approves the destruction of the school's finance records in accordance with the Ministry of Education guidelines, which stipulate a retention period of 7 years for routine accounting records, routine budgeting and financial reporting, as well as routine audit administration.*

Moved: Adam
Seconded: Phil
Carried: Unanimous

(3.8) Policy Review
3.8.1 Healthcare Policy
3.8.2 Health and Safety and Welfare Policy

Kellie raised that it needs to be very clear that we are not responsible for the health and safety of children outside of school hours. Adam will look into this including outside hours online.

Motion: *That the Healthcare Policy is accepted*
Moved: Adam
Seconded: Phil
Carried: Unanimous

Motion: *That the Health and Safety and Welfare Policy is accepted*
Moved: Adam
Seconded: Phil
Carried: Unanimous

(4.0) BOT DISCUSSION - Nil

(5.0) STRATEGIC PLANNING

(5.1) 2024 Annual Report

Motion: *The board accepts the 2024 Annual Report*
Moved: Adam
Seconded: Sam
Carried: Unanimous

Discussion about bringing in parents, possibly through adult education sessions. Maths Pro needs to be more visible, and Molly will showcase a Maths Pro video across HERO this term.

(5.2) 2025 Annual Implementation Plan

Board agrees to read over this as will SLT and we will review and accept it after these changes at the next board meeting.

(6.0) MONITORING

(6.1) School Finances

6.1.1 Cyclical Maintenance
6.1.2 Plan for Reserve Account

Motion: *The Board approves the previous month's spending.*
Moved: Adam
Seconded: Phil
Carried: Unanimous

Motion: *The Board accepts the Cyclical Maintenance Plan.*

Moved: Adam

Seconded: Sam

Carried: Unanimous

Motion: *The Board agrees with the Plan for the Reserve funds*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(6.2) Property Report

6.2.1 Property Report

6.2.2 School Building Assessment Report

6.2.3 Maintenance Guide for Schools

6.2.4 Sign MOA for Trig Road (For File)

6.2.5 Propose for further work to identify odour

Motion: *The board agrees to the following property works*

Moved:

Seconded:

Carried:

Board agrees to get a quote for an arborist and work with Colin to identify the Health and Safety risk that needs attending

Motion: *The Board contracts Kiwi Excavate Ltd. to build a volleyball court at the senior campus.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

Motion: *The board accepts the playground completion certificate*

Moved: Adam

Seconded: Rob

Carried: Unanimous

Motion: *The Board accepts the proposal from the Environmental Innovation Centre for identifying the odour at a cost of \$6,467.92*

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: Nil.

(7.2) Outward Correspondence: Nil.

Public meeting closed at: 8:52pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 19 February 2025.

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

2025 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT