

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 18 June 2025



Meeting opened at: 6:01

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), Rebecca Robinson 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 21 May 2025.

Motion: *The Presiding Member moved that the public minutes dated 21 May 2025 are accepted as a true and correct record.*

Moved: Paul

Seconded: Kellie

Carried: Unanimous

Motion: *The Presiding Member moved that the public minutes dated 3 June 2025 are accepted as a true and correct record.*

Moved: Paul

Seconded: Kellie

Carried: Unanimous

(1.5) Action Items, Amendments, Acceptance

- Nil

(1.6) Speaking Rights

Motion - *Molly Fletcher (DP) and Rebecca Archer (DP) are given speaking rights for the duration of the meeting.*

Moved: Paul

Seconded: Adam

Carried: Unanimous

Motion - *All staff presenting reports are given speaking rights for the duration of their report.*

Moved: *Paul*

Seconded: *Adam*

Carried: *Unanimous*

(2.0) PRINCIPAL'S REPORT

(2.1) Student Progress Report

(2.2) Year 5/6 Report

The board would like to see reports on *Pulse* student well-being data. Privacy law means that it cannot be compulsory, families are entitled to opt out.

(2.3) Year 7/8 Report

(2.4) Literacy Report

(2.5) Staff Wellbeing Report

(2.6) Professional Development Report

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

Moved: *Adam*

Seconded: *Kellie*

Carried: *Unanimous*

(3.0) BOARD DECISIONS

(3.1) Bag Racks for New Classroom

Not included in the classroom project costs. Changing to a metal bag frame as the wooden ones are not lasting on the decks. Cost is \$6603.00 for three.

Motion - The board approves the purchase of 3 metal bag frames for \$6603.00

Moved: *Adam*

Seconded: *Paul*

Carried: *Unanimous*

(3.2) Sport Clothing Proposal

Motion:

Moved:

Seconded:

Carried: *Unanimous*

Moving forward will get more quotes from other providers and revisit.

(4.0) BOT DISCUSSIONS

(4.1) Board Elections

(4.1.1) Board Election Information

Discussion: How are we going to promote the elections? There has already been one piece in the newsletters.

Paul to write information about what the board is about and to invite for next meeting

Adam will publish information and invite those interested to attend.

Voting service to translate information in alternative languages

Next meeting moved forward to 3rd of July

(5.0) STRATEGIC PLANNING AND REPORTING

(5.1) Policy Review

5a. Planning and Preparing for Emergencies, Disasters and Crisis

5b. Communication During an Emergency, Disaster or Crisis

5c. Emergency Closure

Uploaded:

5.1 Whenuapai School Home Campus Emergency Plans

5.2 Home Campus Training Report

5.3 Whenuapai School Senior Campus Emergency Plans

5.4 Senior Campus Training Report

Motion: *The Planning and Preparing for Emergencies, Disasters, and Crises policy is accepted*

Moved: Adam

Seconded: Jane

Carried: Unanimous

Motion: *The Communication During an Emergency, Disaster, or Crisis policy is accepted*

Moved: Adam

Seconded: Jane

Carried: Unanimous

Motion: *The Emergency Closure policy is accepted*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(5.2) Mid-Year Annual Plan Update

(5.3) Strategic Planning 2025

Finalising Survey Questions and Survey Methods

- Survey Results on preferred data gathering method
- Board Member Question Redrafts Document

Possible Survey Methods:

- Hero Approach – One question at a time delivered over several weeks.
- Full Survey – Send the entire survey at once.
- Event-Based Engagement – Collect responses from community members at events

(e.g., sport days).

- In-Person Drop-In Sessions – Offer opportunities for feedback before and after school, or in the evenings.
- Incentivisation – Offer a prize draw for participants who complete the survey.

Will break it down to 2 questions at a time. Up to six questions.

Kellie to write and distribute.

Will go out, Wk1, 2 and 3

(6.0) MONITORING

(6.1) School Finances

6.1.1 Letter - Heating, Lighting and Water Review

6.1.2 ESOL Funding Confirmation Term 1 and 2

6.1.3 2024 Audited Accounts and Report

Allocated Spending Over Budget Tracking

Currently overspend - **\$19,243**

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

Moved: Adam

Seconded: Rob

Carried: Unanimous.

(6.2) Policy Attestation

Motion: *The policy attestation statement is accepted.*

Moved: Adam

Seconded: Jane

Carried: Unanimous.

(6.3) Property Report

- Tracking Property Repairs against Asset Report
- 6 Classroom Block Meeting Minutes Folder

Beginning of next term, the hall will be closed for three weeks to be repainted and lined with vortex.

Motion: *The Cyclical Maintenance Plan is accepted and accepts quote from Beejays for vortex*

Moved: Adam

Seconded: Rob

Carried: Unanimous.

(6.4) Medical Room

(6.4.1) Medical Room Report

- Read - no further questions

(6.4.2) Sick Bay Data

- Read - no further questions

(6.5) School Roll Growth Report

- Read - no further questions

(6.6) Attendance Report

(6.6.1) Attendance Report

- Read - no further questions

(6.6.2) Attendance Rate Analysis - HERO

- Read - no further questions

(7.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Yes - uploaded.

(7.2) Outward Correspondence: Nil.

Public meeting closed at: 8:50pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 18 June 2025.

Signed: _____

Paul Matenga - Presiding Member
Whenuapai School Board

Dated: _____

BOARD ACTION ITEMS

ACTION ITEM	DATE TO BE ACTIONED	PERSON TO ACTION	STATUS
Actions: Adam will get 3 quotes: <ul style="list-style-type: none"> for Autex to cover the hall - quote to include different options for the amount of wall areas to be covered. Programmed painting to paint all areas of the school buildings 	End of Term	Adam	

2025 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT