

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 21 May 2025



Meeting opened at: 6:02pm

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) and Jill MacKenzie, Alethea Nichols, Steff Wise, Madeleine Torckler

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 26 March 2025.

Motion: *The Presiding Member moved that the public minutes dated 26 March 2025 are accepted as a true and correct record.*

Moved: Paul

Seconded: Kellie

Carried: Unanimous

(1.5) Action Items, Amendments, Acceptance

- We will go for a walk to look at the hall.

(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: Rob

Carried: Unanimous

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

Moved: Paul

Seconded: Phil

Carried: Unanimous

(2.0) BOARD DISCUSSION

(2.1) What is the Science of Learning

Adam spoke to the document and highlighted the things we are seeing coming through MOE and how the trip to Melbourne highlighted some of the implications, and ways that could benefit Whenuapai.

More will be spoken about during the other presentations.

Discussion

- What is the board's understanding and perspective on the Science of Learning?
- Does the Science of Learning fit within the board's direction and vision for the school?
- What does the Board see as the next steps within the direction?

Adam added - Does the Board approve in principle for the SLT to continue the journey?

Adam has suggested that we need to move on the behaviour part of this as we have cause to do so.

Paul, Rob, Kellie and Sam - would like us to keep moving due to the large commitment from senior leaders.

Jane and Phil - would like more information and research done. Jane likes the concept but would like to see the trials continued and the fun, creative, sports etc. needs to be kept.

Paul would like to see something agreed in principle so that when the board changes in September, this will not lose momentum.

Agreed next step: Continue to learn more about the Science of Learning. We will report back any information we gather and feedback from trials. We will continue to think about the bigger picture - whole school planning and what that might look like.

(2.2) Melbourne SLT Trip Report

As discussed with the above.

(3.0) PRINCIPAL'S REPORT

(3.1) Learning Support

Discussion:

- Funding changes
- Tier 2 and 3 interventions
- PD \$3,200
- Employment of an extra TA - \$23,000

\$24,500 is coming in, in addition to the budget. We will surpass the budget we have budgeted for. We have already employed a new TA - we needed to in order to look after our teachers.

Motion: Adam moves a motion for the school to spend \$23,000 and employ the additional TA.

Moved: Adam

Seconded: Olivia

Carried: Unanimous

Motion: Adam moves a motion for the school to spend \$6,400 in order to LMIT course to train two teachers in Tier 3 additional support.

Moved: Adam

Seconded: Phil

Carried: Unanimous

(3.2) Year 3 and 4 Update

(3.3) Mathematics Report

(3.4) Camp Report

Discussion - The future of Camp - Year 7 / 8 only, Year 5 / 6 separate camp, same or different location

Consensus is that Finlay Park is great.

Phil would support a closer camp for year 5/6's, Jane also supports a closer option.

Molly was very explicit about it being on different years.

Options - Camp Adair, Carey Park.

(3.5) Within School Lead Teacher Report

(3.6) Assessment Tool Update

We are "soft" launching the assessment tools given by the MOE - this is to ensure we are set up for success when they are expected to be completed.

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

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(4.0) BOT DECISIONS

(4.1) Staffing

Discussion:

How would the community react to having only 1 class within a cohort as a composite?

How does the board feel about changing the classification point for Year 1?

Motion - The board endorses and supports Leanne Morrision-Jones application for the TeachNZ Teacher Study Award

Moved: Adam

Seconded: Jane

Carried: Unanimous

(5.0) STRATEGIC PLANNING AND REPORTING

(5.1) 2025 Strategic Planning - Community Consultation

5.1.1 Community Consultation Plan 2025 - Strategic Planning

5.1.2 Possible Questions

5.1.3 Strategic Planning Information

Discussion:

1. How does the board want to consult with the community?
2. What questions do we ask?
3. How do we ensure we capture the voice of all groups in our community?

Ideas:

Video surveys

Hamper acknowledgement

We moved the Cross Country week to all for the Community consultation the same week and therefore we can analyse the data at the Board meeting the following week.

(5.2) Strategic Goals 3 and 4 Review

(6.0) MONITORING

(6.1) School Finances

6.1.1 Budget Balance Sheet

6.1.2 Application for a Review of Heating Lighting and Water Funding

Motion: That the past months spending is accepted and ratified

Moved: Adam

Seconded: Phil

Carried: Unanimous.

Motion: That the Budget Balance Sheet is accepted

Moved: Adam

Seconded: Kellie

Carried: Unanimous.

(6.2) Policy Attestation - Nil

(6.3) Property Report

6.3.1 Update on Home Campus Repairs

Board discussed the ongoing odour concerns. Air testing is looking into pipelines and we have the NZDF on-going. Adam will go back to them for more information and clarity around their findings.

Discussion Prompts

- Do we paint the interior of the hall? If so, how many quotes does the board require?
- Do we continue to explore options for new wall coverings? If so, what is the preferred material?

- Based on the current quotes, we under-budgeted for the painting because of the removed pin board linings.
- Wall linings - do we wait for both projects until the new year and budget accordingly for 2026?

Actions: Adam will get 3 quotes:

- *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*

(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

(6.5.3) MOE Term 1 Attendance Report

(7.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Yes.

(7.2) Outward Correspondence: Nil.

Public meeting closed at: 8:56pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 21 May 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