

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 26 March 2025



Meeting opened at: 6.00pm

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

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: Paul

Seconded: Kellie

Carried: Unanimous

Whenuapai School Board Public Minutes dated 19 February 2025.

Motion: *The Presiding Member moved that the public minutes dated 19 February 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) and all teachers presenting 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: Rob

Carried: Unanimous

(2.0) Principal's Report

(2.1) EOTC - Education Outside of the Classroom

Greg is reporting on trips going on outside the classroom. Really strong benefits for many students. There is always a risk involved. Checking our processes and teachers' responsibility is paramount. We need to check our processes and planning is checked diligently. This includes our parents accompanying our students who are supporting.

Considerations moving forward:

- Consistency across staff in paperwork timelines and formats
- Consider our near misses and refine processes based on these.

Phil asked if we are a part of EONZ. Greg Berry has been in charge of EONZ, and this needs to be considered with Greg leaving.

Trips are organised at team meetings, pre-planning meetings, TL seeks preapproval from Adam and/or Molly, RAMS and trip overview completed, Previsit to those destinations that have not been visited before. RAMS are reviewed by Adam, they get sent back to the teacher in charge if there are things to address.

Daytime trips are approved by Adam, and those overnight are approved by the BOT, as per our policy in School Docs. All adults are not police vetted for day trips as they are not alone with students. Overnight, we have them vetted and if they need to assist with changing.

New teachers are supported by existing teachers to set up RAMS, expectations, pre-visit the sites etc.

(2.2) Year 1 and 2 Term Update

Kea

Thank you to the BOT for enabling us to have lower class numbers.

Focus on Writing and Maths. Tracking every 5 weeks, and each week for target students.

Strengths based.

Māori learners are supported through te reo, experts such as Bree, whanau support.

Assessment days are invaluable, looking at data and making steps to move forward.

Noticing ways in which we can reduce the load of what needs to be taught by bringing it in through incidental learning such as date and time in our classroom routines.

Professional learning groups - Reading, maths and writing. Exploring what tier 2 interventions might look like eg. Dyslexia

Focussed on what resources we need and are using, adjusting our planning and programs. A lot more buy in and excitement around Maths from Kea (year 1).

Tūī

Action plan is targeting the stage 4 learners. Alphabet sounds. Building on forming these as well as sounding them.

Higher behavioural needs in Tūī - Focusing on structure and fidelity of the programmes through supporting these behaviours.

Data on behaviour is added to the report (this has not been done before) what is impacting our programs and our teaching. LSC supporting focus and attention. Growing numbers of neurodiverse.

Paul asked how we can continue to support the smaller class sizes as these are benefiting significantly.

Adam responded that we have space for 44 new children and with the 3 teachers we are at the end of our provisions. Next term, each class will increase to 15. Current enrollment numbers are ok until mid-term 4. There are some shifts that may impact this, especially if we get a big surge in numbers.

Teacher aids however, we need more now. Smaller class sizes are supposed to help teachers address the behaviours we are seeing, the concentration of students is intense. We have already shuffled some students and we are considering others.

Smaller classes allow you to teach behaviours and give quality 1:1 students including social coaching. Long term the class sizes at 15 is the goal. MOE is pressing back about the number of supports we are asking for. Many of these children are only children and have no comparison, and have not been successful in any ECEs. This is happening across other schools across Auckland.

(2.3) PB4L Restorative Practice

12 new teachers required PB4L to be a focus. High needs have been a focus. We are working on new ideas to make the posting of behaviours more sustainable. These guide the teaching of positive behaviours. Our bookmarks help facilitate conversations during restorative conversations. Own it, fix it, learn from it, move on. Mini conference course was really beneficial. Jill has been to another PD course to help neurodiverse students (neurospicy) - Jill and Olivia have come back feeling really positive and feeling really good about what we have in place at Whenuapai. Our work is being shared at these courses as we are now showing best practice. Moving from a misbehaviour to a stress behaviour. Consistent and predictable routines help all students. A message to all senior students has been sent today to enlist their support around disrespectful behaviour.

(2.4) ESOL - English as a Second Language

ESOL funding for 233 students, compared to 168 last year. Streamlining of the processes is not on HERO and more sustainable.

(2.5) Stepped Attendance Response STAR

- 2.5.1 Implementing the STAR
- 2.5.2 STAR Communicating with Parents
- 2.5.3 STAR Individual Attendance Plan
- 2.5.4 STAR Visual

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

Moved: Adam

Seconded: Olivia

Carried: Unanimous

(3.0) BOT DECISIONS

(3.1) Policy Review

3.1.1 Risk Management

3.1.2 Safety Management Systems

- Hazard Register - Health and Safety Board 2025
- Hazard Register - Overview

Motion - *That the Risk Management Policy is accepted*

Moved: Adam

Seconded: Phil

Carried: Unanimous

Motion - *That the Safety Management Systems policy is accepted*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(3.2) Governance Policies Review 1-4

Motion: *The Board's roles and responsibilities policy is accepted.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

Motion: *The Board Code of Conduct policy is accepted.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

Motion: *The Board remuneration and expenses policy is accepted.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

Motion: *The Conflict of interest policy is accepted.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(3.3) 2025 Annual Plan Implementation

3.3.1 2025 Strategic Plan - to be published 31 March 2025

Motion: *The board adopts the 2025 annual plan.*

Moved: Kellie

Seconded: Olivia

Carried: Unanimous

(3.4) Camp Risk Management Forms

3.4.1 RAMS

3.4.2 Activity Standard Operating Procedures

3.4.3 Camp Information Booklet

Motion: *The Board accepts the Risk Management procedures for 2025 YEAR 5-8 Camp.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(3.5) Senior Leadership Team Trip to Melbourne

Motion: *The board approves the SLT trip to Melbourne and a budget of \$2100 per person for 4 staff members.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(3.6) Bus Contract

Motion: *The board accepts the Ritchies Bus contract for \$203,808 for the school bus services with Sam's recommended changes.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(4.0) BOT DISCUSSION - Nil

(5.0) STRATEGIC PLANNING AND REPORTING

(6.0) MONITORING

(6.1) School Finances

6.1.1 Draft 2024 Annual Accounts

6.1.2 Draft December 2024 Financial Report

Motion: *That the past months spending is accepted and ratified*

Moved: Adam

Seconded: Kellie

Carried: Unanimous.

Motion: Draft annual accounts are accepted.

Moved: Adam

Seconded: Kellie

Carried: Unanimous.

(6.2) Policy Assurance Statements

Motion: The Board accepts the assurance statements.

Moved: Adam

Seconded: Jane

Carried: Unanimous

(6.3) Property Report

6.3.0 Tracking Property Repairs Against Asset Report

6.3.1 Alarm System Upgrade

6.3.2 Arborist360 Explanation

6.3.3 Arborist Quote

6.3.4 Arborist Tree Map

6.3.5 Arborist Tree Report

6.3.6 Quote to replace rubber in glass walkway

6.3.7 Quote for Staffroom Hot Water Heater WSC Staffroom

6.3.8 Home Campus Property Update MOE Presentation

Motion: The board accepts the quote of \$2,600 from Nor-West and Kumeu Glazing Limited to replace the covered walkway glass rubbers.

Moved:

Seconded:

Carried:

Not approved until we have more health and safety information.

Motion: The board agrees to the subscription model for tree maintenance from Arborist360 and accepts the 2025 quote of \$9,930, on the condition of Sam checking the contract.

Moved: Adam

Seconded: Phil

Carried: Unanimous

Motion: The board agrees to upgrade the alarm system on the home campus.

Moved: Adam

Seconded: Kellie

Carried: Unanimous

Motion: The board agrees to install a hot water system in the staffroom of the Senior Campus and approves a \$4,000 budget to cover installation and electrical works.

Moved: Adam

Seconded: Jane

Carried: Unanimous

Motion: The board agrees to buy a new double fridge in the staffroom of the Home Campus and approves a \$4000 budget to cover installation and purchase.

Moved: Adam

Seconded: Phil

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: Nil.

(7.2) Outward Correspondence: Nil.

Public meeting closed at: 8:37pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 26 March 2025.

Signed: _____

Paul Matenga - Presiding Member
Whenuapai School Board

Dated: _____

BOARD ACTION ITEMS

ACTION ITEM	DATE TO BE ACTIONED	PERSON TO ACTION	STATUS

2025 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT