

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 30 July 2025



Meeting opened at: 6.01pm

The Presiding Member 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, and Phil Collins.

In attendance (with speaking rights): Rebecca Archer (Deputy Principal)

In attendance (without speaking rights): Nil

(1.2) Apologies: Sam Lee

(1.3) Declarations of Interest: Nil

(1.4) Confirmation of Minutes:

Whenuapai School Board Public Minutes dated 18 June 2025.

Motion: *The Presiding Member moved that the public minutes dated 18 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 - Rebecca Archer (DP) *is given speaking rights for the duration of the meeting.*

Moved: Paul

Seconded: Olivia

Carried: Unanimous

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

Moved: Paul

Seconded: Jane

Carried: Unanimous

(2.0) PRINCIPAL'S REPORT

(2.1) Tiriti o Waitangi Report

(2.2) Pasifika Report

(2.3) Year 8 Tech Report

(2.4) Student Wellbeing

- 2.4.1 Student / Wellbeing Pulse Presentation
- 2.4.2 Pulse Report
- Student Wellbeing

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

Moved: Adam

Seconded: Phil

Carried: Unanimous

(3.0) BOARD DECISIONS

(3.1) Painting Contractor Selection

Adam to contact other schools and have Sam read over the contract.

Motion - Provided a good review of Carus from Marina View School, we go into contract with Carcus Painting to be appointed as the school painters for the next 8 years

Moved: Phil

Seconded: Adam

Carried: Unanimous

(3.2) Deputy Principal - Ratification of appointment

Motion: *Rebecca Purdy is appointed as the Deputy Principal of Whenuapai School.*

Moved: Adam

Seconded: Paul

Carried: Unanimous

(3.3) 2026 Term Dates

Motion: *The board sets the term dates for 2026 as school start date Monday 9th February and therefore finish date Friday 18th December.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(3.4) AIMS RAMS and other documents

Actions - Documents to be reworked based on feedback by the board, to be confirmed at a later date via email.

(3.5) Appointment of Board Secretary

Motion: *Rebecca Purdy be appointed as the minute keeper moving forward*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(3.6) Sports Uniform Provider

Motion: *The school agreed to SAS sport becoming our supplier of sports uniforms.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(4.0) BOT DISCUSSIONS

(4.1) Succession Planning

Discussion - What does the new board need to know prior to the first meeting vs. what they can learn about in the context of a meeting. Buildings, Trig Road (what, how, why), historical financial context, reunification, change of behavioral needs, growth of the school, Massey Redhills and unknown school, the smell, Science of Learning (change of pedagogy), curriculum, how strategic planning words, honouring Te Tiriti moving forward (MAC).

(5.0) STRATEGIC PLANNING AND REPORTING

(5.1) Review of Community Consultation

Discussion and Next Steps - Change the background of videos, check for notifications, QR codes in reception

(5.2) Mid Year Annual Plan Update

(6.0) MONITORING

(6.1) School Finances

6.1.1 Useful Life of Assets

6.1.2 Allocated Spending Over Budget - Tracking

Currently overspend - **\$25,846.18**

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

Moved: Adam

Seconded: Kellie

Carried: Unanimous.

Motion: *That the board accepts the depreciation rate for assets for 2025. Useful life of Assets 2025.*

Moved: Adam

Seconded: Jane

Carried: Unanimous.

(6.2) Policy - Nil

(6.3) Property Report

- 6.3.1 Carter Electrical Letter - Ant Issue
- 6.3.2 Video of Classroom Construction
 - Adam to talk to the Architects about future-proofing spaces whilst increasing floorplan.

(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: No.

(7.2) Outward Correspondence: Nil.

Public meeting closed at: 8:44pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 30 July 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 | Completed |
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2025 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

| DATE | TIME | EVENT |
|------|------|-------|
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