

WHENUAPAI SCHOOL
BOT of Trustees Meeting Minutes
Monday 4th February 2018



Present: Mike Leonard (Chair), Raewyn Matthys-Morris, Carla Veldman, Paula Pusich, Tineke Joustra, Michael Farac and James Hutchins.

Apologies: Nil

In attendance: Alan Curtis with speaking rights

Meeting opened at: 6.06pm

DOI: Nil

Mike welcomed everyone present at the BOT meeting.

(1): ADMINISTRATION:

(1.4): Confirmation of Minutes:

- Whenuapai School BOT Minutes dated 21 November, 2018.
Moved: Mike - that the minutes dated 21 November, 2018 are accepted as a true and correct record.
Seconded: Paula
Passed.

(2): DECISIONS:

(2.1) Principal's Report:

- Received and read by the Board.
Moved: Mike - that the Board approves the Principal's report.
Seconded: Tineke. All Board members in favour.
Passed.
- Raewyn discussed the purchase of flat screen TV's with Chromecast for each classroom (3 quotes provided):
Mike shared that he thinks that Samsung TVs are a better choice than Veon - due to their capabilities.
Moved: Raewyn - That the Noel Leeming quote is accepted.
Seconded: Mike. All Board members in favour.
Passed.

(2.2) Motion -

- Moved:* Raewyn - that the Board approves the 2019 Annual Plan.
Seconded: Paula. All Board members in favour.
Passed.

(2.3) Motion -

Moved: Raewyn - that the Board approves the 2019 Annual Financial Budget. The Financial Committee (Paula / Alan) has reviewed this document and it has been presented to Leading Edge.

Seconded: Mike. All Board members in favour.

Passed.

Note: The 2019 budget shows a surplus of \$701.00

(2.4) Motion -

Moved: Raewyn - that the Board approves the processing of the following grant applications for the William Pike Challenge (in partnership with Hillary Outdoors for the 2019 Year 7/8 students):

1. North and South Trust: (purpose: Hillary Outdoors Programme).
Amount requested = \$17,755.00
2. Lion Foundation: (purpose: William Pike Challenge Award Programme).
Amount requested = \$2959.85

Seconded: Mike. All Board members in favour.

Passed.

(2.5): Appointment of Finance Committee:

- Mike asked the Board if there are any members who would like to be involved the financial committee role. As there were no members who expressed their interest, Mike asked Paula if she would be prepared to continue in this role. Paula agreed to this.

Moved: Mike - that the Board accepts Paula continuing in the Finance Committee role.

Seconded: James. All Board members in favour.

Passed.

(2.6): Appointment of PTA Board Rep:

- Discussed.
- There is a standing agreement that there is a Board rep on the PTA. Michael asked if there is still a need for a Board member to fill this role, as there is not a current Board member who has agreed to undertake this position on the PTA.
- Mike will look into this matter and discuss it with the PTA Chairperson.
- There are two school staff members who currently attend PTA meetings.
- This motion will be postponed until Mike has made contact with the PTA Chairperson and discussed the current agreement.
- If there is anything urgent that the PTA needs to bring to the Board's attention - Mike will inform the Board.
- Mike hopes to have an update on this matter for the next Board meeting.

(2.7): Schedule of Delegations:

Moved: Mike - that the Schedule of Delegations is the document we will use for 2019.

Seconded: Raewyn. All Board members in favour.

Passed.

Note: Alan advised that Raewyn will need to sign this document and both Raewyn and Mike retain a copy of this.

(2.8): Board Meeting Fees / Entitlements:

- Mike asked the Board if anyone would like to propose a change to the current Board meeting entitlements of \$75 attendance fee per meeting for the Board Chair and \$55 per Board member.

Moved: Mike - that the Board meeting entitlements remain the same for 2019.

Seconded: Tineke. All Board members in favour.

Passed.

(2.9): Board Work Plan:

- Mike advised that this document is still in draft form and asked the Board if there is anything they wish to include.
- If the Board Plan is accepted this means that the meeting dates will be set for 2019, and meetings will be held on Wednesdays for the remainder of the year.
- Carla requested that the last scheduled meeting of the 2019 year is moved forward by one week - due to the school events which are held towards the end of the year.
- Mike stated that where possible, we need to inform the public 2 weeks prior as to the Board meeting date/s and times.

Moved: Mike - that the Board Work Plan is accepted as a working document for the remainder of 2019, with another review of the work plan at the next meeting.

Seconded: Paula. All Board members in favour.

Passed.

(2.10): Board of Trustee Policy Framework:

- Trustees Code of Behaviour: the Board members need to sign this document and ensure that it is uploaded to the Whenuapai School website so that members of the public can see what is expected of the Board.
- Complaints Process: Mike has drafted a flowchart around the 'Complaints Process' - as the school already has one Mike will touch base with Jo (office) to make sure that the documents link up with each other and have the same information.
- Any complaints against Board members need to be referred to the Board Chair (Mike).

Moved: Mike - that the Board accepts the Board of Trustees Policy Framework for 2019.

Seconded: Paula. All Board members in favour.

Passed.

(3): DISCUSSIONS:

(3.1): Board Meeting Schedule (As per Work Plan): Discussed.

(3.2): ERO Report:

- If ERO makes contact with the Board - then there will be a discussion held around this. NZSTA can offer advice on an ERO visit.
- Alan advised that it is imperative that all Board members are present during an ERO visit.

(4): STRATEGIC PLANNING:

(4.1): Board of Trustees Election Date:

Moved: Mike - that the Board accepts 7 June 2019 as the date for the Triennial BOT elections.

Seconded: James. All Board members in favour.

Passed.

Note: Alan advised that the former Returning Officer is available for the 2019 election process.

(5): MONITORING:

(5.1): 5YA Project Work:

- Mike advised that he has signed for the 5YA work to be undertaken.
- By the end of the 2019 year all classrooms should have received a 'face lift', which will provide a great environment for both teachers and students.
- Colin has advised Mike that he will be in touch with dates after the tendering process closes.

(5.2): Finance Report: Discussed within the Principal's Report.

(5.3): Property / Health and Safety Report: Discussed within the Principal's Report. Raewyn acknowledged the work that Ian has undertaken and completed during the school holidays.

(6): ADMINISTRATION / CORRESPONDENCE:

(6.1) : WSBOT Emails (Inbox):

- 14 Dec 18 - Kim Weston - Yr 7 & 8 Graduation: Mike has uploaded his response.
At the time of this meeting Mike has not received a response from Kim Weston.

(6.2): WSBOT Emails (Outbox): As per above.

OTHER:


- The Board have requested that the senior management team provide them with information as to the school events that they would like Board representation at - with as much prior notice as possible (preferably 2 months). The Board will discuss the list of events and determine if it is appropriate for a Board member to attend - and if so, who is available.

This meeting closed at: 7.18pm

Note: There was no public-excluded meeting held on Monday 4 February, 2019.

The public-excluded meeting minutes from the Board meeting held on Wednesday 21st November 2018 will be confirmed at the next Board meeting being held in week 8, term 1, 2019.

These minutes are a true and correct record of the Whenuapai School BOT of Trustees meeting held on Monday, 4 February, 2019:

Signed: 

Mike Leonard: Chairperson
Whenuapai School Board of Trustees

Dated: 27 March 2019