

**WHENUAPAI SCHOOL**  
**BOT of Trustees Meeting Minutes**  
**Wednesday 27th March 2019**



**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:** 6.01pm

**DOI:** Nil

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Mike welcomed everyone present at the BOT meeting.

*Moved:* Mike - that the Board agrees to Claire (PTA) having speaking rights for agenda item 3.1 (BOT / PTA Meeting Agreement).

*Seconded:* Tineke. All Board members in favour.

*Passed*

**(1): ADMINISTRATION:**

**(1.4): Confirmation of Minutes:**

- Whenuapai School BOT Minutes dated 4th February, 2019.

*Moved:* Mike - that the minutes dated 4th February, 2019 are accepted as a true and correct record on the premise that the amendment requested by Paula is made (*regarding Board members attendance at school events*).

*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.*

**(2.2) Motion -**

*Moved:* Mike - that the Board approves all siblings of current students (Priority 2) to be accepted as out of zone students for 2019 and 2020. Additionally, the Board moves that no OoZ Ballot will be held in September/October 2019.

*Seconded:* Tineke. All Board members in favour.

*Passed.*

**(2.3) Motion -**

*Moved:* Raewyn - that the Board accepts the 2018 Cyclical Maintenance Plan (as presented).

*Seconded:* Mike. All Board members in favour.

*Passed.*

**Note:** Raewyn will ask Kerry Dean from Leading Edge to do a session with the Board around Cyclical Maintenance.

**(2.4) Motion -**

*Moved:* Mike - that the Board approves Ms Bernardine Vester (Education Plus) as Returning Officer for the 7 June, 2019 BOT Election.

*Seconded:* Tineke. All Board members in favour.

*Passed.*

**Note:** As this motion has been signed Mike will now sign and return the letter.

**(3): DISCUSSIONS:**

**(3.1): BOT / PTA Meeting Agreement:**

- Mike shared with the Board that he attended the PTA meeting which was held last night, and was very impressed with the PTA and stated that he felt that they have '*everything in hand*'.
- There will not be an Agreement between the BOT / PTA - instead it will be an *exchange*. The BOT and PTA will each schedule a member (to be rotated) to attend the other's meeting once per term - which will increase communication, familiarity and clarity with each other.
- The PTA hold two meetings per term.

*Moved:* Mike - that the Board agrees that it is unnecessary to have a formalised agreement to have a Board Rep on the PTA. The Board will undertake to have one of its members attend a PTA meeting once per term (on a rotational basis).

*Seconded:* Michael

*Passed*

**Note:** Mike to ask Jo to remove Agreement information from the school website.

**(3.2): New School Docs Complaints Process:**

- Discussion around having this information where it can be easily located by parents, i.e. Parent Handbook.

**(3.3): Mr Chris Penk Letter:**

- Mr Chris Penk (National Party MP) would like to visit Whenuapai School to have a discussion around what is going on with us as a school. Raewyn would like to have a Board member present during Mr Penk's visit. Mike has offered to come to this meeting with Mr Penk and has stated that he is available on Fridays.
- Raewyn to sort out a time for this meeting and let Mike know.

**(3.4): Board LMS Training:**

- All Board members need to undergo LMS training to gain a full understanding as Board Trustees.
- Michael asked Alan the expectation for Board members - Alan shared that courses should be completed for whatever subject area in which further development is needed, and he shared that it is worth doing at least 2 per year.

- The majority of the training opportunities are in Term 2 and Term 3. Alan stated that there would be more available after the election (June).
- Training recommended by Alan:
  - Leading an Effective Board
  - Property 101 (run by the Ministry)
  - Finance
- Carla asked if Finance training could be added to a future meeting (schedule as an extra long meeting).
- Discussion around Board succession planning. There will be a Korari meeting (community member guide to the role of the board of trustees) held on Thursday 2 May, at 7pm.  
**Note:** Korari information to be included in the Board newsletter.

#### **(4): STRATEGIC PLANNING:**

##### **(4.1): Goal 1 Review:**

- Discussed in the Principal's Report.

##### **(4.2): Analysis of Variance / Charter / Strategic and Annual Plan:**

- These were sent to the Ministry and the document acknowledged. Raewyn stated that this now becomes a 'working document'.

#### **(5): MONITORING:**

##### **(5.1): Health and Safety / Property:**

- Health and Safety / Property Report (provided by Ian) - discussed.
- Michael discussed the Health and Safety audit, which identified a number of items that fall into the 'high risk' category.

##### **Playground:**

- The school playground has had to be closed due to being in the high risk category. Unfortunately, it has not been well-maintained over time.
- Discussion around whether it is worth spending the money to fix the existing playground or acquire a new playground. The Board decided it was worth exploring both possibilities and getting quotes (2). Discussions around getting student voice for what they want their playground to be like. We need to know what we want before getting quotes.
- The playground will need to be decommissioned as soon as possible. Students are kept off it during school hours, however there might be members of the public using it outside of school hours.
- James suggested that it might be a good idea for the school to send a 'stand-alone' communication to parents about the playground being out of use.
- Carla shared that a school-wide hui was held on Monday to communicate information about the playground to the students to let them know that the playground is now out of bounds.
- Carla discussed playtime opportunities created for the students - i.e. hut building, running etc. Also trying to get seniors involved to provide opportunities.
- The Board discussed applying for Grant Applications for the playground (as there is no money in the school budget to fix it). Some suggestions were applying to Youth Town or Grass Roots. Tineke (BOT) and Claire (PTA) have offered to work with Raewyn and Tony on a Grant Application. **Note:** Alan recommended generosity.org.nz - this website provides an online search tool to access funding possibilities.

- Alan suggested having a working group for this project. James stated that he was happy to sit on a sub-committee. Mike suggested getting parents to join the group. At this stage the working group will consist of James, Tineke, Carla and Raewyn.
- The Board will undertake to have made some movement on this item by the next meeting on Wednesday 15 May.

**(5.2): December Accounts and Draft End of Year Accounts:**

- The December accounts and draft end of year accounts were received from Leading Edge. Alan had some queries which Raewyn took back to Leading Edge, re: increase in Cyclical Maintenance provision and a few other small matters.
- Alan suggested to Paula that she should table the March accounts rather than February (as the February accounts are not a true reflection of our position). The March accounts will give a better picture of where we are at.
- Alan suggested to the Board that the draft financial statements should be approved to go to the Auditor. **Note:** the Auditor will be coming to Whenuapai School at 1.30pm on Monday 8th April.
- James suggested that a very brief financial summary (i.e. 2 bullet points) accompanies the financial reports in order to understand the content. Mike mentioned a 'word picture'. Alan shared that a statement could be used for commentary.

*Moved:* James - that the Board delegates the sign off of the accounts to the Finance Committee, who will report back to the Board.

*Seconded:* Tineke. All Board members present in agreement.

*Passed.*

**(6): ADMINISTRATION / CORRESPONDENCE:**

**(6.1): WSBOT Emails (Inbox):**

- 22/02/2019 - email received from Paul Goulter (NZEI), re: notification of Primary Teachers and Principals paid union meetings.
- 13/03/2019 - email received from Paul Goulter (NZEI), re: notification of Employment Relations Education Leave.
- 17/03/2019 - email received from Paul Goulter (NZEI), re: cancellation of Primary Teachers and Principals paid union meetings.

**OTHER:**


- Carla advised the Board that a Powhiri will be held on the first day of Term 2 (Monday 29 April) and invited them to attend this event. Paula has confirmed her attendance and Michael has indicated that he may be available to attend.

**This meeting closed to the public and went in-committee at: 7.41pm.**

**Note:** The next Board meeting will be held on Wednesday 15 May, 2019.

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These minutes are a true and correct record of the Whenuapai School BOT of Trustees meeting held on Monday, 27 March, 2019:

Signed:  Dated: 5/6/19  
Mike Leonard: Chairperson  
Whenuapai School Board of Trustees