

WHENUAPAI SCHOOL
BOT of Trustees Meeting Minutes
Wednesday 15th May 2019



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

Apologies: Paula Pusich

In attendance: Alan Curtis with (speaking rights), Jane McLean.

Meeting opened at: 6.01pm

DOI: Nil

Mike welcomed everyone present at the BOT meeting.

(1): ADMINISTRATION:

(1.4): Confirmation of Minutes:

- Whenuapai School BOT Minutes dated 27th March, 2019.
Moved: Mike - that the minutes dated 27th March, 2019 are accepted as a true and correct record.
Seconded: Tineke. All Board members present in agreement.
Passed.

(2): DECISIONS:

(2.1) Principal's Report:

- Principal's Report discussed.
- Raewyn shared that the school App has had some glitches and is being redeveloped.
- Raewyn advised the Board that the first of the PB4L signs have been put up at the front of the school.
- Chris Penk - National MP for Helensville visited the school. It was discussed with Mr Penk that there is a huge safety concern around the traffic / pedestrian crossing. He was very supportive of this dilemma and asked for the communication we have had with Auckland Transport around these concerns. Sera has forwarded Mr Penk the communications.
- **Motion -**
Mega Strike (Primary and Secondary Teachers' Strike) - Motion from Raewyn:
Moved: Raewyn - that the Board agrees to Whenuapai School being closed for supervision and instruction on the day of the strike - Wednesday 29 May, 2019.
Seconded: Tineke. All Board members present in agreement.
Passed.
- *Moved:* Raewyn - that the Board approves the Principal's report.
Seconded: Tineke. All Board members present in agreement.
Passed.

(3): DISCUSSIONS:

(3.1): Playground Update:

- Report discussed.
- Board discussion around being focussed on getting the junior playground up and running again as soon as possible. Ian will take out the unsafe parts on the playground, and the flying fox will be taken down. The students will still have some playground items to play on.
- Fletcher Living are continuing to work with us on a solution and working on costings - the CEO of Fletcher Living is keen to get both playgrounds up and running again. The Board discussed this and if this company can't donate money towards the playground, they may be in a position to donate staff for the repair of it.
- Tineke suggested that there may be members of the Air Force who could help with the playground project - which will reduce labour costs.
- The Playground Committee have set up a Google folder in which they are keeping a register of people who can donate time towards the playground, provide quotes etc. They would like to acknowledge the people on the register to say thank you and that we will be in touch when we are ready for the next stage. James suggested providing an update with a timeframe.
Note: We can start putting a plan in place at the playground meeting being held at 9am on Thursday 23 May - (there will be students who will attend this meeting - 'student voice').
- Raewyn shared that Ian is going to inform her when he is ready for a Working Bee for the turnover of bark in the playground.

- ***Email Motion - 3rd May, 2019:***

Moved: Mike - the Board approves the un-budgeted expense of **\$3515.44** to allow an interim repair to be carried out on the Junior Playground.

All Board members approved this motion.

Passed.

(3.2): Briefing paper - Non MOE owned assets:

- Discussed.
- Michael shared that he has met with Raewyn and Tony in regards to putting together a list of the assets that are owned by us, the cost and the life of them.
- Discussion around planning ahead - how to fund and maintain the assets. Michael suggested that it would be beneficial to have a plan in place.
- *Note:* Mike Beale can advise the amount we need to put aside annually to keep the bike track up to scratch. Colin can advise on buildings and turf.
- Alan suggested that there should be a maintenance schedule. Some questions he said the Board should consider in regards to non MOE owned assets are:
 - *How much needs to be done to it and how much will it cost?*
 - *We own it - but do we want it?*
 - *Do we want to get rid of it?*

(3.3): Recording of Action Items:

- Action Points will be recorded in the Board minutes.

(3.4): Complaint Process Follow Up:

- Report discussed.
- The Concerns and Complaints process has been clarified for parents on a flowchart, which is available on:
 - School Docs
 - The parent handbook
 - The school website
 - Teachers also have a copy of this document

Note: There is a link to the ERO Bully Release.

The Whenuapai School Bully Ballot is explained.

- Communication and follow up discussed. Raewyn shared that the questions that teachers are required to ask at the end of a parent meeting. All teachers have been given these questions.
- Raewyn shared that the teachers are encouraged to talk to parents on the phone instead of corresponding via email.
- Carla and Raewyn discussed the Bully Ballot - which is held every fortnight. Carla shared that if we don't know there is an issue - we can't deal with it. The shorter the time frame is in finding out about an issue, the easier it is to follow up on. *Note:* At present there are no outstanding issues - so Carla and Raewyn told the Board that they believe that this indicates that this system is working.
- Raewyn discussed the 'ERO - Comprehensive Bully Survey' for Year 4 - 8 students. Raewyn will explore this through Survey Monkey.

(4): STRATEGIC PLANNING:

(4.1): Goal 2 Review:

(Build Social Relationships by including all learners through authentic partnership with families and whanau).

- Discussed in the Principal's Report.

(4.2): Board Elections:

- Nominations are now open. Mike has been advised by Bernardine Vester (Returning Officer) that 2 nominations have been received.
- Mike will give Raewyn the nominee's names so that Jo can display them in the school office.
- A 'Meet the Candidates' Evening will be held on Thursday 30th May, 7pm. Alan was asked to Chair this - he was in agreement, however suggested that if the current Board Chair Mike felt comfortable doing this - then he could run the evening. Alan advised that if we don't need to go to election, then the Evening could be cancelled.

(5): MONITORING:

(5.1): Health and Safety / Property:

- In Principal's Report.
- Maintenance Report supplied to the Board.
- Michael advised that a pre-start meeting was held for the Room 9 & 10 toilet work.

(5.2): 5YA Progress Report:

- In Principal's Report.

(5.3): Finance Report:

- A financial commentary and summary was supplied to the Board.

- Leading Edge have advised that \$4k needs to come out of Fixed Assets and into Operations for the library system - (as per their guidelines).
- The Library and Playground will show up in the May / June financials.

(6): ADMINISTRATION / CORRESPONDENCE:

(6.1) : WSBOT Emails (Inbox):

- Nil.

This meeting closed at: 8.00pm.

Note: The next Board meeting will be held on Wednesday 19 June, 2019.

These minutes are a true and correct record of the Whenuapai School BOT of Trustees meeting held on Wednesday, 15 May, 2019:

Signed: _____

Dated: _____

Michael Farrel  _____
Mike Leonard: Chairperson

Whenuapai School Board of Trustees

BOARD ACTION ITEMS:

ACTION ITEM:	DATE TO BE ACTIONED:	PERSON TO ACTION:	STATUS:
Schedule of PTA meetings to be uploaded to the Board site.	May /June	Mike	PENDING

Attend PTA meeting on 11 June - 6pm.	11 June	Tineke	PENDING
Board members to be allocated to the remaining PTA meetings for 2019: 30 July, 3 September, 22 October, 3 December (final meeting / AGM)	19 June	All Board Members	PENDING
School Docs update / review (ref: Board Work Plan).	19 June	Raewyn	PENDING
Allocate Board members for review of policies (School Docs).	19 June	All Board Members	PENDING
Arrange a Finance Course for the Board to be run by Alan Curtis. Note: tentatively to be held in Term 3.		Carla	PENDING
Identity big ticket / significant assets (5). Implement an assessment programme on them, and a timeline. <ul style="list-style-type: none"> - Classrooms x 3 - Turf - Bike Track / Bikes Raewyn to drive this with Tony and Ian and report back at next meeting.	19 June	Raewyn	PENDING
Raewyn to secure Kerry Dean (Leading Edge) to talk to the Board about Cyclical Maintenance at the Board meeting on 11 September		Raewyn	COMPLETED

2019 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS):

DATE:	TIME:	TERM:
Wednesday 20 November (TBC)	TBC	Carols Evening
Friday 6 December	10.30am-11.30am	Principal's Morning Tea
Thursday 12 December	2.00pm	Year 4/5/6 Prize Giving
	4.00pm	Year 7/8 Prize Giving
Friday 13 December	9.15am	Year 0/1 Prize Giving
	11.30am	Year 2/3 Prize Giving

2019 BOARD OF TRUSTEES MEETING DATES:

DATE:	TIME:	TERM:
Wednesday 19 June	6pm	Term 2
Wednesday 7 August	6pm	Term 3

Wednesday 11 September	6pm	Term 3
Wednesday 6 November	6pm	Term 4
Wednesday 4 December	6pm	Term 4