

WHENUAPAI SCHOOL
BOT of Trustees Meeting Minutes
Wednesday 19th June 2019



Present: Mike Leonard, Raewyn Matthys-Morris, Carla Veldman,
Tineke Joustra, Michael Farac, James Hutchins, Jane McLean.

Apologies: Nil

In attendance: Alan Curtis with (speaking rights).

Meeting opened at: 6.16pm

DOI: Nil

Mike welcomed everyone present at the BOT meeting.

(1): ADMINISTRATION:

(1.4): Confirmation of Minutes:

- Whenuapai School BOT Minutes dated 15th May, 2019.
Moved: Mike - that the minutes dated 15th May, 2019 are accepted as a true and correct record.
Seconded: Raewyn. All Board members in favour.
Passed.

(2): DECISIONS:

(2.1) Board Chair Election:

- Alan called for nominations for the role of Board Chair. Michael Farac expressed his interest.
Note: this was the only expression of interest for the Chair role.
Alan duly declared that Michael is elected as the Board Chair of the Whenuapai School Board of Trustees.

(2.2) Principal's Report:

- The Board discussed the Principal's Report.
- James asked Raewyn for her process around selecting the documents that are uploaded to the Google Drive for the Board to view, and asked if the volume of documents could be reduced / key points summarised. Raewyn will work on a system to prioritise documents.
Raewyn shared that the documents are selected due to a combination of compliance reporting, specific requests from the Board and information that relates to motions.
- School Docs - discussed. Tineke asked Raewyn how Gifted and Talented students were supported / extended. Raewyn replied that teachers try to cater for the identified students across teams, however there are financial constraints as there isn't funding for providing these

students with specialist programmes. She shared that it would be beneficial to track these students with ILPs (Individual Learning Plans). Raewyn also shared that students were being extended with the school's relationship with House of Science and also at technology classes.

- **Motion -**

Moved: Raewyn - that the Board approves remaining with cohort entry, twice per term as per the Ministry dates (set in July).

Seconded: Tineke. All Board members in favour.

Passed.

- **Motion -**

Moved: Raewyn - that the Board approves the budget for the Statement of Financial Position.

Seconded: Carla. All Board members in favour.

Passed.

Note: This document is to be signed by the Board Chair.

- **Motion - Principal's Sabbatical.** Moved to Public Excluded Agenda.

- **Motion - Deputy Principal's Sabbatical.** Moved to Public Excluded Agenda.

- *Moved:* Raewyn - that the Board approves the Public section of the Principal's report.

Seconded: Jane. All Board members in favour.

Passed.

(2.3) NZSTA AGM and Conference:

- After discussion the Board made the decision to abstain from voting (AGM - 13 July).

- *Moved:* Mike - that the Board chooses to abstain from voting in the NZSTA AGM.

All Board members in favour.

Passed

(3): DISCUSSIONS:

(3.1): Diversity in Governance:

- The Board talked about ideas for engaging with members of the school community and wider community who are willing to share value and information to our governing body discussions with their diversity / cultural diversity.
- Raewyn suggested consulting focus groups and feeding information back to the Board.

(3.2): ESOL Report:

- Viewed and discussed.
- Raewyn asked the Board what the driver was for requesting this report - Alan replied that he was interested after attending a workshop. Alan thanked Raewyn for her great work on this report.

(4): STRATEGIC PLANNING:

(4.1): Nil.

(5): MONITORING:

(5.1): Health and Safety / Property:

- In Principal's Report.
- Maintenance Report supplied to the Board.
- Discussion around the cost of upkeep / fixing of (property) assets, i.e. Tiger Turf, Bike Track etc - vs. cost of removal and disposal.
- Schedule of Maintenance - discussed.
- Playground Committee - Mike shared that he would like Pam (Chair of PTA) to be invited to join the Playground Committee and if Pam is not available, then another representative of the PTA.

(5.2): Finance Report:

- A Statement of Financial Position and Financial Summative Statement was supplied to the Board.
- Carla discussed Alan holding a Finance Course for the Board. Alan stated that he can run this on 7 August, from 6 - 7pm. Michael to add to the Board Agenda.

The Public meeting closed at: 8.15pm to go in committee.

The Public meeting re-opened at: 8.45pm *as the Board had overlooked (in error) discussing (6.1) Correspondence.*

(6): ADMINISTRATION / CORRESPONDENCE:

(6.1) : WSBOT Emails (Inbox):

- 16 May, 20 May, 24 May, 31 May 2019 - Paul Goulter: Notice of Strike / Union meetings for Support Staff.
- 5 June 2019 - Mr Tupara Morrison: Maori Representation on BOT

WSBOT Emails (Outbox):

- 5 June 2019 - Response to Mr Tupara Morrison: re - Maori Representation on BOT

Discussion - Correspondence received from Mr Tupara Morrison:

- The Board discussed Mr Tupara Morrison's queries regarding Maori representation on the Board.
- Possible ideas / proposed actions for Maori Representation on the Board included:
 - Invite a Maori advisory person to attend meetings (without voting rights).
 - Fixed term co-option.
 - The Board undertaking / considering attending a Maori course. Carla can pass on the details of one she is working through (with Raewyn).

****Alan suggested that the first action should be making contact with the local IWI, to have a conversation with them to see if they can assist us, and if they are unable to, go to the next level**.**
- Michael to send response to Mr Morrison.

This meeting closed at: 9.05pm

Note: The next Board meeting will be held on Wednesday 7 August, 2019.

These minutes are a true and correct record of the Whenuapai School BOT of Trustees meeting held on Wednesday, 19 June, 2019:

Signed: _____

Michael Farac: Chairperson
Whenuapai School Board of Trustees

Dated: _____

13/8/2019

BOARD ACTION ITEMS:

ACTION ITEM:	DATE TO BE ACTIONED:	PERSON TO ACTION:	STATUS:
Michael draft letter to Mr Morrison and give to Alan (for Meredith Marshall to review)	Pending	Michael, Alan, Meredith	PENDING
Add Finance Course to the Board Agenda for Wednesday 7 August, 6-7pm		Michael	PENDING
Inventory of items that are Board owned: - A register has been created. Need to get quotes on all items before deciding on action we will take. Identify items to allocate money to. *Identify next meeting how much money to put away for this.	Pending	Michael, Raewyn, Tony?	PENDING
Board member to attend PTA final meeting / AGM on 3 December	Pending	Board Members	PENDING
Identify 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	WORK IN PROGRESS
Arrange a Finance Course for the Board to be run by Alan Curtis. Note: tentatively to be held in Term 3. DATE: 7 August, 6-7pm		Carla	COMPLETED
Allocate Board members for review of policies (School Docs).	19 June	All Board Members	COMPLETED
School Docs update / review (ref: Board Work Plan).	19 June	Raewyn	COMPLETED

Board members to be allocated to the remaining PTA meetings for 2019: 30 July, 3 September, 22 October	19 June	All Board Members	COMPLETED *Note: 3 Dec TBC
Schedule of PTA meetings to be uploaded to the Board site.	May /June	Mike	COMPLETED
Attend PTA meeting on 11 June - 6pm.	11 June	Tineke	COMPLETED
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
Friday 13 December	9.15am	Year 0/1 Prize Giving
	11.30am	Year 2/3 Prize Giving
	1.30pm	Sports Prize Giving
Monday 16 December	2.00pm	Year 4/5/6 Prize Giving
	4.00pm	Year 7/8 Prize Giving
Friday 20 December	12.30pm	School finishes. Last day of Term 4.

2019 BOARD OF TRUSTEES MEETING DATES:

DATE:	TIME:	TERM:
Wednesday 7 August	6pm	Term 3
Wednesday 11 September	6pm	Term 3
Wednesday 6 November	6pm	Term 4
Wednesday 4 December	6pm	Term 4