

**WHENUAPAI SCHOOL**  
**BOT of Trustees Meeting Minutes**  
**Wednesday 7 August 2019**



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

**Apologies:** Nil

**In attendance:** Alan Curtis with (speaking rights).

**Meeting opened at:** 6.00pm

**DOI:** Nil

---

Michael welcomed everyone present at the BOT meeting.

**(1.0): ADMINISTRATION:**

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

- Whenuapai School BOT Minutes dated 19th June, 2019.  
*Moved:* Jane - that the minutes dated 19th June, 2019 are accepted as a true and correct record.  
*Seconded:* Mike.  
*Passed.*

**Note:** The Board had a discussion around the recording of the minutes and their expectations of the content they would like to be included.

**(2.0): PRINCIPALS REPORT:**

- Raewyn shared that she had a meeting with her Principal appraiser yesterday. Raewyn stated that she will share report samples with James that Peter Gall has sent through.
- Raewyn informed the Board that she is meeting with Edwin in week 5 to look at Tier 2 PB4L processes.
- PB4L: The Board discussed the PB4L Term 3 Summary. Carla informed the Board that all behavioural data is recorded and analysed as a team, i.e. physical, verbal, non-verbal, when (time) and where the incidents are occurring.
- SchoolDocs: The Staff Breaches of Alcohol/Drug Policy was uploaded as a supporting document to the Principal's Report.
- *Moved:* Raewyn - that the Board accepts the Principal's report.  
*Seconded:* Tineke.  
*Passed.*

**(2.1) Decisions/Motions:**

- *Moved:* Raewyn - that the Board approves the school to apply to Waitakere 'The Trusts' Million Dollar Mission for the purchase and installation of a new school playground. The amount to be requested is \$95,072 - the cost of the junior playground (GST excl).  
*Seconded:* Jane.  
*Passed.* All Board members in favour.

- The Board discussed finding someone in the community who has experience in the funding applications process who would like to take on this role for our school. Alan stated that applications need to be done properly/professionally and that the person who undertakes this role, should also organise the components that go into it. Raewyn / Jo to put information out to the community to ascertain if there is any interest.
- Alan suggested that the Board should have a look at the website Generosity New Zealand.

## **(2.2) 5YA UPDATE:**

- Report received and discussed.

## **(2.3) Bike Track Maintenance:**

- Report provided from Mike Beale re: bike track maintenance and basic bike repair workshops for students / teachers through Avanti.
- James asked if there is money in the budget for maintenance. Raewyn advised that PTA have indicated that they have raised funds for this. Jane advised that the PTA's goal is to raise \$35k, and have currently fundraised \$22k. Jane shared that the PTA has only 4 core people who regularly attend PTA meetings.

Note: Liaison role between Board/PTA: Jane stated that she is happy to undertake this role, however she does not have extra time to put into playground committee.

## **(2.4) STRATEGIC PLANNING**

### **(2.4.1) Strategic Goal 3 - Update:**

- Kia Kaha vs Bully Ballot: Raewyn and Carla shared that the school staff have discussed that the name 'Bully Ballot' may have a negative connotation. Renaming the 'Bully Ballot' as 'Kia Kaha' allows for the celebration of students, rather than the focus being on just one end of behaviour.
- Tineke queried where we are at with the Inclusive Practices Review. Raewyn advised that this is currently on hold due to the parents data from March being corrupted. Parents are able to complete the survey multiple times.

Raewyn advised that the teacher and student data has been analysed, however as shared in a previous Principal's Board Report it has been discovered/noted respondents can go in more than once or even share the link. It is therefore not reliable data. NZCER have confirmed this in discussion with Jo Wright.

- Inducting new students/families: Raewyn shared that there are 3 week check-ins with new students/families and next Monday afternoon parents who are new to the school have been invited to a get together in the staffroom. If parents are unable to attend, they will be contacted to have a conversation around how their child is settling in to Whenuapai School.

## **(2.5) MONITORING**

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

- Raewyn advised the Board that there is a problem with the drains under the junior block - the plumbing is problematic. She has had Colin look into this matter.
- Property projects are itemised.

### **(2.5.2) Finance Report:**

- Financials for June: Raewyn, Carla and Michael went through a line by line (income/expense) budget review with Kerry Dean (Leading Edge). Variations are noted.

### **(4.0) DISCUSSIONS:**

#### **(4.1) WSBOT Email access for Board members:**

- Michael stated that he would like all Board members to be able to view Board emails when they are received.
- The Board discussed that they want to continue to have a coordinated response in reply to emails received - i.e. not individual responses from board members.
- Tineke shared that she wants to view emails addressed to all Board members when they are received - with the exception of NZSTA information which can be tabled for meetings. Tineke stated that she would have liked to view the email from Mr Morrison when it was received. She suggested that if an email is not urgent then forward it with 'FYI' in the subject heading. Mike suggested that if an email is urgent then add 'Action Required' in the subject heading.
- Jane suggested that a solution to being able to view emails as a group may be to have a shared password.
- James and Mike suggested that if an email is urgent or has a time-critical nature attached to it that it is forwarded ahead of the Board meeting - otherwise upload to the correspondence folder for the next meeting.
- Michael said that he felt that there is no *grey area* if the Board members receive all email correspondence.
- In conclusion - there is no change required at this time.

#### **(4.2) Engaging Maori in Governance:**

- The Board continued their discussion from the previous Board meeting around diversity and Maori involvement on the Board.
- Michael shared that he has met and spoken to various people about this matter in order to get some guidance over the past 6 weeks.
- The Board members shared their thoughts around engaging Maori in Governance for Whenuapai School:
  - *Mike:* We could ask the community for their interest around Maori engagement.
  - *Jane:* We need to be clear about what we want to achieve and narrow down the skill set we need / are looking for from this person.
  - *Tineke:* We need someone who is going to be available, and is in touch with Maori culture.
  - *James:* What is the best process for the method of engagement? We need to be advised by someone who understands the culture. The decision on whether this person is engaged in an advisory role or co-opted may be best to be left until we see who is available.
  - The Board discussed Awa Hudson who has put her hand up and can act in an advisory role for us.
  - Carla shared that she would feel more comfortable if we engage with Awa, who can advise on the best process, next steps, attributes we should be looking for.
  - Do we need someone with Treaty of Waitangi knowledge?

- Raewyn shared that she thinks it is very timely to have a Hui and invite our Maori community to come in and talk about Whenuapai School - with children's learning and well-being as the driver for the discussion . We can talk about who we are, feedback, how we can be supported - i.e. Te Reo and what they can share with us. She suggested having Awa at the Hui to mix and mingle. Raewyn suggested that we may need more than one Hui to capture people (morning and afternoon / evening).
- Tineke shared with the Board that she is currently doing a 26 week Te Reo course.
- Carla discussed the course through Te Wananga o Aotearoa that Whenuapai School staff members are engaged in. This course consists of 4 modules. One module is completed per term - and each module is different. Carla showed the Board the (free) resources which are supplied and informed that Board that each Kete has a different focus. Carla shared that while the course can be done in your own time, the staff enjoy working through it together. Raewyn also added that the resources from Te Wananga o Aotearoa are amazing.
- Carla offered to forward the online information about the course to the Board members to register or to find out more about it.
- Alan shared that if the Board was interested in a course that is facilitated there is a UNITEC, 6-week course held on weeknights. This UNITEC course is free to attend.
- Carla will send the Board a link to the course the staff are working through and Alan will send the Board a link to the UNITEC course.
- Raewyn invited the Board to join the staff Maori study groups next year if they would like to.

**(5.0) STRATEGIC PLANNING:** Nil.

**(6.0) CORRESPONDENCE:**

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

1. 4 July 2019 - NZEI Letter - Notice of Strike, Primary Principals
2. 26 July 2019 - NZEI Letter - Paid Union Meetings for Primary Principals
3. 26 July 2019 - NZSTA Email - Lump Sum payments to teachers

**(6.2) WSBOT Emails (Outbox):** Nil.

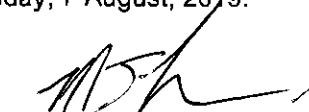
**This public meeting closed at: 8.02pm**

**Note:** The next Board meeting will be held on Wednesday 11 September, 2019.

---

These minutes are a true and correct record of the Whenuapai School Board of Trustees meeting held on Wednesday, 7 August, 2019:

Signed: \_\_\_\_\_



Michael Parac: Chairperson  
Whenuapai School Board of Trustees

Dated: \_\_\_\_\_

17/10/2019

### BOARD ACTION ITEMS:

ACTION ITEM:	DATE TO BE ACTIONED:	PERSON TO ACTION:	STATUS:
Board member to attend PTA final meeting / AGM on 3 December.	Pending	Board Members	PENDING
Raewyn to share report samples with James from her Principal Appraiser, Peter Gall.	Pending	Raewyn	PENDING
Raewyn / Jo to ask for interest from the community in preparing Funding Applications for the school.	Pending	Raewyn/Jo	PENDING
Michael and Raewyn to meet with Awa Hudson.	Pending	Michael/ Raewyn	PENDING
Carla to send Board members a link to the free Maori course run by Te Wananga o Aotearoa.	Pending	Carla	PENDING
Alan to send Board members a link to the free UNITEC Maori course.	Pending	Alan	PENDING

### 2019 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS):

DATE:	TIME:	TERM:
<b>Wednesday 20 November (TBC)</b>	TBC	Carols Evening
<b>Friday 6 December</b>	10.30am-11.30am	Principal's Morning Tea
<b>Friday 13 December</b>	9.15am	Year 0/1 Prize Giving
	11.30am	Year 2/3 Prize Giving
	1.30pm	Sports Prize Giving
<b>Monday 16 December</b>	2.00pm	Year 4/5/6 Prize Giving
	4.00pm	Year 7/8 Prize Giving
<b>Friday 20 December</b>	12.30pm	School finishes. Last day of Term 4.



**2019 BOARD OF TRUSTEES MEETING DATES:**

<b>DATE:</b>	<b>TIME:</b>	<b>TERM:</b>
<b>Wednesday 11 September</b>	6pm	Term 3
<b>Wednesday 6 November</b>	6pm	Term 4
<b>Wednesday 4 December</b>	6pm	Term 4