

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes (Public)
Wednesday 4th December 2019



Present: Michael Farac, Raewyn Matthys-Morris, Greg Berry, Tineke Joustra, James Hutchins, Jane McLean.

Apologies: Mike Leonard, Ivan Millan.

In attendance (with speaking rights): Alan Curtis.

Meeting opened at: 6.15pm

DOI: Nil

Michael welcomed everyone present at the BOT meeting.

(1.0): ADMINISTRATION:

(1.4): Confirmation of Minutes:

- Whenuapai School Board of Trustees *Public* Minutes, dated 6th November, 2019.
- **Motion:**
Moved: Michael - that the minutes dated 6th November 2019, are accepted as a true and correct record.
Seconded: Jane.
Carried: Unanimously.

(1.5): Action Items, Amendments, Acceptance:

- Jane shared with the Board that she attended the PTA AGM yesterday.
- **Motion:**
Moved: Jane - that the Board grants speaking rights to the PTA members in attendance at tonight's Board meeting.
Seconded: Michael.
Carried: Unanimously.
- The PTA members discussed the possibility of having a 5 - 10 minute time slot (with speaking rights) added to the Board's meeting agendas so that they can provide a brief overview of their PTA meetings.
- Discussion around the PTA not having a Chairperson or Secretary in 2020 and that there is only a small core group of around 4 to 5 people who regularly attend meetings.
- The PTA members shared with the Board that fundraising activities in 2020 will be 'ad hoc' and that there will not be the same focus on fundraising or volume of events as there has been this year.

(2.0): PRINCIPAL'S REPORT:

- Raewyn discussed the NZEI negotiated Teacher Only Days. There are 8 TODs to be used over the next 2 ½ years to support teachers with their workload. There will be a TOD in terms 1, 2 and 3, which will all be held on a Friday to give families a long weekend. School will be closed on TOD days. Raewyn shared that the community will need to be informed of the TOD dates a term in advance. The Kahui Ako have a combined day on 29th May 2020.
- Raewyn informed the Board that she along with other principals met with Chris Hipkins, who suggested that it would not be unreasonable to ask parents for a contribution towards overnight experiences.
- Raewyn informed the Board that she has been successful in getting a Staffing increase.
- Achievement data will be analysed in the new year.
- Raewyn shared her feelings that the benefits of being in the Kahui Ako have been immeasurable.
- Discussion around the importance of inducting new teachers.

(2.1): Decisions/Motions:

- **Motion:**
Moved: Raewyn - that the Board approves the 2020 Draft Budget in principle.
Seconded: James.
Carried: Unanimously.
- **Motion:**
Moved: Raewyn - that the Board approves the Strategic and Annual Plan for 2020.
Seconded: Michael.
Carried: Unanimously.
- **Motion:**
Moved: Jane - that the Board grants the Playground Committee with the authority to spend up to the value of \$85k (GST excl.) on acquiring a new playground to the best fit of the quotes we have received.
Seconded: Tineke.
Carried: Unanimously.

(2.2): STRATEGIC PLANNING:

(2.2.1): 2020-2022 Strategic Plan: Discussed.

- Raewyn talked about the 'big picture'.
- Raewyn shared that the Digital Curriculum, Maths and PB4L are big focus areas. Another big focus area is growing the Year 7 & 8 programme.

(2.2.2): 2020 Annual Plan: Discussed.

- Raewyn asked the Board if there was anything in the Annual Plan that they would like to discuss: James replied that it may be beneficial for the community to have this information available within a summarised one-page document (without the 'educational terms/language').
- **Motion:**
Moved: Raewyn - that the Board approves the Strategic Plan and Annual Plan as tabled tonight.
Seconded: Jane.
Carried: Unanimously.

(2.2.3): 2020 Draft Budget: Discussed. (See 2.1 - Decisions / Motions).

- Raewyn informed the Board that the school donation amount in the 2020 Draft Budget is based on the voluntary school donations that were received in 2019.
- **Motion:**
Moved: Raewyn - that the Board approves the 2020 voluntary school donation amount remaining the same as in 2019.
Seconded: Jane.
Carried: Unanimously.

(2.3): MONITORING:

(2.3.1): Health and Safety/Property:

- Report/s uploaded to the Board Google Drive.

(2.3.2): Monthly Finance Reports:

- Report/s uploaded to the Board Google Drive.
- Raewyn informed the Board that she had a review meeting with Kerry Dean (Leading Edge) a couple of months ago around budget tracking, OPs Grant and October financials.

(3.0): DECISIONS:

(3.1): Co-option:

- The Board unanimously agreed via email to the co-option of Ivan Millan to the Whenuapai School Board of Trustees, with full voting powers with effect from 9am on Monday 11th November 2019. Ivan will be co-opted until the next triennial election.

2020 BOT Meeting Dates:

- The Board will continue to hold their meetings on a Wednesday at 6pm - to align with Board Work Plan.
- Meetings will be held twice per term. Dates TBC.
- Jane shared that she would like more Board motions / communications via email in between meetings.

(4.0): DISCUSSIONS:

- iPads / Chromebooks: Kerry Dean (Leading Edge) has suggested that the school leases these items. Alan has suggested purchasing - in order to not pay interest. James stated that he is happy to work through this and find the option that is best for the school.
- Alan informed the Board he has contacted the Ministry of Education in order for them to revoke his LSM position with the Whenuapai School BOT. Alan advised that the Ministry will contact the Board Chair in the new year to write their final report.
The Board thanked Alan for his contribution as LSM.

(5.0) STRATEGIC PLANNING: Nil.

(6.0) ADMINISTRATION / CORRESPONDENCE:

(6.1) WSBOT Emails (Inbox): Discussed.

(6.2) WSBOT Emails (Outbox): Discussed.

This public meeting closed at: 8.30pm to move into Public Excluded Business (in-committee).

Note: The next Board meeting will be held on Wednesday 26th February, 2020.

These minutes are a true and correct record of the Whenuapai School Board of Trustees *Public* meeting held on Wednesday, 4th December, 2019:

Signed: _____ Dated: _____

Michael Farac: Chairperson
Whenuapai School Board of Trustees

BOARD ACTION ITEMS:

ACTION ITEM:	DATE TO BE ACTIONED:	PERSON TO ACTION:	STATUS:
Board member to attend PTA final meeting / AGM on 3 December.	3 December	Jane	COMPLETED
Alan to send Board members a link to the free UNITEC Maori course.	Pending	Alan	COMPLETED

2019 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS):

DATE:	TIME:	TERM:
Thursday 12 December <i>(Note: change of date - previously scheduled for 6 December)</i>	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.