

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes (Public)
Wednesday 6 November 2019



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

Apologies: Nil

In attendance: PTA Representative.

Guest Speakers: Olivia Mead and Chris Groen (Whenuapai School staff members).

Meeting opened at: 6.04pm

DOI: Nil

Michael welcomed everyone present at the BOT meeting. He also welcomed Greg Berry to the Board, who has taken over the role of Staff Representative.

(1.0): ADMINISTRATION:

(1.4): Confirmation of Minutes:

- Whenuapai School Board of Trustees Minutes, dated 11th September, 2019.

Motion:

Moved: Michael - that the minutes dated 11th September 2019, are accepted as a true and correct record.

Seconded: Mike.

Carried: Unanimously.

(1.5): Action Items, Amendments, Acceptance: Discussed.

(2.0): PRINCIPAL'S REPORT:

- Raewyn discussed the key points from her Principal's Report.
- Raewyn shared that Jane and Michael have supported her in employing a Deputy Principal, and thanked them for their time and support.

(2.1): Decisions/Motions:

- *Motion:*

Moved: Raewyn - that the Board approves the Hillary Outdoors Trip scheduled for February 2020, with the documentation supplied by Greg Berry.

Seconded: Mike.

Carried. Unanimously.

Discussion around Motion (2.1):

- Tineke reiterated her concerns that this is an opportunity for only 16 students and that a lot of Greg's time has been spent on organising this.
- Greg advised that this is an opt-in option for students.
- Greg shared with the Board that various options and scenarios are being considered for the year 7/8 cohort, which will include all students having the opportunity to attend a camp next year.
- Mike asked Greg if there is a way to capture information/data on students who would like to attend camp, but their families cannot afford the opportunity.
- Discussion around the Board seeking sponsorship to help the families who contact Greg sharing that they need assistance to cover the cost of the camp.

- *Motion:*

Moved: Raewyn - that the Board approves the 2019 Asset Register.

Seconded: Jane.

Carried. Unanimously.

- *Motion:* (Passed via Email).

Moved: Raewyn - that the Board approves the PTA request to sell alcohol at the Christmas Family Fun Night.

Carried. Unanimously by email.

- *Motion:* (Passed via Email).

Moved: Raewyn - that the Board approves the need to exceed the predicted staffing entitlement by 0.7 of a teacher to allow for 18 classes to be opened in 2020.

Carried. Unanimously by email.

Michael thanked the Board for their prompt assistance with email motions.

(2.2): STRATEGIC PLANNING:

(2.2.1): Request for separate planning meeting:

- Discussion around the focus of the December BOT meeting covering the Strategic Plan, Annual Plan and 2020 Budget.

(2.3): MONITORING:

(2.3.1): Health and Safety/Property:

- Report/s uploaded to the Board site.

(2.3.2): Monthly Finance Reports:

- The Board discussed planning their meeting dates in 2020 to coincide with the financials being available from Leading Edge.
- The Board expressed that they hope to be in receipt of the November financials at their final meeting in December.

(2.4): ORAL PRESENTATIONS:

(2.4.1): Digital Curriculum - Briefing Paper Response (Chris Groen and Olivia Mead):

- Chris thanked the Board for being invited to share his and Olivia's journey over the last 1 ½ years around implementing the Digital Curriculum at Whenuapai School.
- The Board viewed a slideshow on Computational Thinking and what this 'looks like'.
- Chris and Olivia shared their challenges and successes with the Board.
- Chris and Olivia told the Board that they are feeling more confident than at the start of the year and this has been the result of developing ideas themselves.
- Chris shared that he and Olivia are continuing to provide PD for teachers to extend their understanding of the digital curriculum.
- An application has been sent to the Ministry for funding Professional Learning Development focussing on digital technologies in 2020.
- Discussion around what next year and beyond looks like.
- Chris and Olivia shared with the Board that it would be beneficial for teachers to have a mini iPad to record student successes - which would also increase the 'buy-in' for SeeSaw. James replied that if Chris and Olivia identify what device would benefit the teachers, the purchase of them can be put into the 2020 Budget.
- Discussion around internet safety. Chris informed the Board that teachers have the capability to view (from their own device) the applications that their students have open.
- The Board thanked Chris and Olivia for their time and presentation.

(3.0): DECISIONS:

(3.1): Voting for NZSTA Ak Regional Executive Elections:

- The Board unanimously agreed to delegate this to Tineke.
- The NZSTA Voting Paper was completed by Tineke and signed by Michael.

(3.2): Appointment of a Finance Committee:

- This role requires a member of the Board to meet with Tony, Raewyn and Kerry (Leading Edge) monthly to review the financials.
- The Board unanimously voted James on to the Finance Committee.
- James accepted this role.

(4.0): DISCUSSIONS:

(4.1): Staff Rep Appointment:

- Greg Berry has been appointed to this role.

(4.2): School Hui Update:

- Raewyn shared that this was a very positive Hui, with good attendance.
- Parent voice was captured with thoughts being written on sticky notes at the event. The feedback from the Hui was shared with the Board.
- Michael stated that he would like the school to organise a Hui either once or twice per term.
- Note: Raewyn informed the Board that she has stated her interest in Whenuapai School hosting the (Kahui Ako) Cultural Festival in 2020.

(4.3): Playground Update:

- The Board discussed this topic, and also discussed engaging in consultation with the school community on their preferred playground option.
- The Board shared that their objective is obtaining the best value and time frame for this project.

(5.0) STRATEGIC PLANNING: Nil.

(6.0) ADMINISTRATION / CORRESPONDENCE:

(6.1) WSBOT Emails (Inbox): Discussed.

- *Motion:*
Moved: Michael - that all correspondence received in the Whenuapai Board of Trustees email inbox will be forwarded to all Board members as soon as practicable.
Seconded: James.
Carried. Unanimously.

(6.2) WSBOT Emails (Outbox): Discussed.

- *Motion:*
Moved: Michael - that the response to correspondence on behalf of the Board is made through the Board Chair.
Seconded: Jane.
Carried. Unanimously.

This public meeting closed at: 8.10pm to move into Public Excluded Business (in-committee).

Note: The next Board meeting will be held on Wednesday 4 December, 2019.

These minutes are a true and correct record of the Whenuapai School Board of Trustees meeting held on Wednesday, 6 November, 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.	Pending	Board Members	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:
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.

2019 BOARD OF TRUSTEES MEETING DATES:

DATE:	TIME:	TERM:
Wednesday 4 December	6pm	Term 4