

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes (Public)
Wednesday 17 June 2020



Present: Michael Farac, Raewyn Matthys-Morris, Molly Fletcher, Greg Berry, Tineke Joustra, James Hutchins and Mike Leonard.

Apologies: Ivan Millian, Jane McLean

In attendance (without speaking rights): Nil

Meeting opened at: 6.00pm

Declarations of Interest: Nil

The Board Chair welcomed everyone present at the BOT Meeting.

(1.0) ADMINISTRATION

(1.4) Confirmation of Minutes:

- Whenuapai School Board of Trustees Public Minutes dated 13 May 2020.
Moved: Chair moved that the public minutes dated 13 May 2020 are accepted as a true and correct record.
 - Question arose from James 2.3.2: Cyclical maintenance being taken care of.
Comment to be deleted.
 - LSC is Learning Support Coordinator.
 - Action being added is good. But needs to be set as completed in the following meeting rather than in the previous minutes.

Seconded: Subject to change: Tineke.

Carried: Unanimously.

(1.5) Action Items, Amendments, Acceptance

- BOT Letter has been sent in regards to Alert level communication.
- Hot water now working
- Property Risk assessment, report is complete.
- Return to class checklist was completed by Ian.
- Raewyn to check with Colin that we have a Property Risk assessment on site and readily available and to ensure further documentation is available about risks eg. Lead Paint and asbestos. External parties should be able to access this information.
- The Hunger Busters programme is up and running.
- Zoning to be discussed in the meeting.

(2.0) PRINCIPAL'S REPORT:

- The Board discussed the Principal's Report.

(2.1) Decisions and Motions:

- Raewyn motioned that the timing of financial reporting would benefit if we could move board dates of Aug, Sept, Nov and Dec. This would mean we have another month of accounts to include in meetings. Seconded: Tineke. Carried: Michael.
- Raewyn motioned that the 29th May Teacher only day be moved to 20th July. Seconded: Tineke. Carried: Unanimously.

(2.2) Discussions

(2.2.1) 5YA Update

- No questions.

(2.2.2) Additional Property Monies / Projects

- James asked about the impact of Teacher Aides hourly pay increase. Raewyn explained the process and the role of the financial committee.
- Sick Bay report - Staff and others. Raewyn to check up on who 'others' are.

(2.2.3) Curriculum Reports

- Reading - No questions.
- Pr1me Maths - Questions around how we would be increasing transparency. Raewyn and Molly discussed the move to use Hero as a new reporting to parents tool. This will be shared at the following Board Meeting.
- Digital Technologies - No questions.

(2.2.4) Covid-19 Care Plan - Moving Forward

- Raewyn discussed key support that we are providing.

(2.2.5) SchoolDoc Policies - Term 2 Reviews

- Employer Responsibility Policy.

(2.2.6) Annual Plan Goal 4 Update

- No questions.

(2.2.7) PTA Update

- Molly Fletcher is now the PTA chairperson.

(2.3) Monitoring

(2.3.1) Health and Safety / Property

- No questions.

(2.3.2) Monthly Financial Reports

- Raewyn and James have met to discuss the impacts of Covid-19. We are relatively unaffected due to us not relying on International students like many other schools.

(2.3.3) Audit Update

- Audit is not complete as they haven't been on site.

(2.3.3) ERO Notification

- Focus is on our Covid-19 response and in October they will send out the schedule around the official ERO report.

Principal's Report moved by Raewyn, Seconded: Mike Carried: Michael.

(3.0) DECISIONS

(3.1) Board Policy Framework and Delegations Schedule Review

- James suggested adding terms of reference to support changes and induction into board positions. James is beginning to build a terms of reference for the finance committee to start with. Next meeting we will discuss this further and continue to develop these. Mike suggested we reach out to other schools to see if they have anything already created.
Motioned by: Michael.
Seconded: Tineke.

(4.0) DISCUSSIONS

(4.1) Whenuapai School Zoning

- Michael has proposed before we agree to the changes, we go back to them to see how they are supporting our future roll growth. The board is not agreeing to the rezoning until this is addressed.

(5.0) STRATEGIC PLANNING - NIL

(6.0) ADMINISTRATION/CORRESPONDENCE

(6.1) WSBOT Emails (Inbox): Discussed

(6.2) WSBOT Emails (Outbox): Discussed

Public meeting closed at: 8:10pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 17 June 2020.

Signed: 
Michael Farac - Chairperson
Whenuapai School Board of Trustees

Dated: 25/9/20

BOARD ACTION ITEMS

| ACTION ITEM | DATE TO BE ACTIONED | PERSON TO ACTION | STATUS |
|--|---------------------|------------------|-----------|
| Review of PTA funding and the impact on school budgeting | 13 May 2020 | James | Pending |
| Access Risk Assessment from Property Consultant (Colin Tucker) re mural wall and uneven concrete | 17 June 2020 | Raewyn | Pending |
| DP to work with LSC to find local support to help with funding | 17 June 2020 | Molly | Pending |
| Zoning - Consultation with families | 17 June 2020 | Raewyn | Pending |
| BOT Meeting dates to be updated on website | ASAP | Raewyn | Pending |
| Provide additional information on the Sick Bay report. | 19 August 2020 | Raewyn | Pending |
| Information provided on HERO. | 19 August 2020 | Raewyn/Molly | Pending |
| Work on Terms of Reference for Policy Framework | 19 August 2020 | Chair/James | Pending |
| BOT communication to families to support Covid-19 Alert Level information | ASAP | Chair | Completed |
| Follow up on temperature of hot water facilities in the classroom | 17 June 2020 | Raewyn | Completed |
| Access the Property Risk Register and ensure this is up to date | 17 June 2020 | Raewyn | Completed |
| Develop guidelines for defining an 'unwell' student | 17 June 2020 | Raewyn/Molly | Completed |
| Follow up on funding lunches in school | 17 June 2020 | Molly | Completed |
| Letter to Community - Statutory Intervention, Covid-19 Update and Playground | 17 June 2020 | Raewyn | Completed |

2020 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

| DATE | TIME | TERM |
|------|------|------|
| | | |
| | | |