

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 21 February 2024



Meeting opened at:

The Principal welcomed everyone present at the Board Meeting.

(1.0) ADMINISTRATION

(1.1) Present: Adam Cels (Principal), Olivia Mead (Staff Rep), Kellie Watkinson, Jane Knobloch, Rob Greer and Phil Collins.

In attendance (with speaking rights): Molly Fletcher (Deputy Principal)

In attendance (without speaking rights): Paul Matenga.

(1.2) Apologies: Sam Lee

(1.3) Declarations of Interest: Nil

(1.4) Elect a Presiding Member

Process run by - Adam Cels

Person elected - Kellie Watkinson

Motion - Adam moved that Kellie Watkinson be elected to the position of Presiding Member

Moved: Adam

Seconded: Unanimous

(1.5) Confirmation of Minutes:

Whenuapai School Board Public Minutes dated 06 December 2023.

Motion: *Presiding Member moved that the public minutes dated 06 December 2023 are accepted as a true and correct record.*

Moved: Kellie

Seconded: Phil

Carried: Unanimous

(1.6) Action Items, Amendments, Acceptance

- Nil

(1.7) Speaking Rights

Motion - *Principal moves that Molly Fletcher (Deputy Principal) and staff are given speaking rights for the duration of the meeting.*

Moved: Kellie

Seconded: Adam

Carried: Unanimous

(1.8) Co-option of new Board Member

Motion - *Paul Matenga is co-opted to the Whenuapai School Board until the end of the current board term to assist with Strategic Planning and Finances.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(2.0) Principal's Report

(2.1) 2023 Annual Report

The discussion was focussed on the assessment tools and how we are thinking about the government requirements that might be yet to come. We are confident that e-asTTle will be used and we are ensuring we have already begun work around using this. Our WSL are supporting teachers with the HERO goals and timely assessment.

Paul asked if we are able to find how we compare to other schools within NZ, however this is not possible right now like it is in high schools.

(2.2) Policy Review

(2.2.1) Te Tiriti o Waitangi

- Paul is going to explore options that the Navy may offer, Jess will follow up with Paul to see how we can begin.

(2.2.2) New Government Initiatives - Business as Usual

(2.2.3) Cell Phone Policy

(2.2.4) One Hour a Day

(2.2.4a) Timetable and Planning Examples

Motion - *The board accepts the Te Tiriti o Waitangi policy review and the suggested wording change.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

Motion - *The board accepts the Cellphone policy and procedures.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

Motion - *The board acknowledges and accepts the schools current practice for meeting the 1 hour a day requirement for Reading, Writing and Mathematics.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(2.3) Year 7/8 Camp Out at School

Motion - *The Year 7 / 8 campout on the 29th of February is approved.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

Motion - *That the Principal's Report is accepted.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(3.0) BOT DECISIONS

(3.1) Board Member Delegations for 2024

(3.1.1) 2024 Delegations List

(3.1.2) Delegation Principles

Motion - *Sam and Phil and Kellie are appointed to the Disciplinary Committee for 2024.*

Moved: Adam

Seconded: Rob

Carried: Unanimous

Motion - *Paul is appointed to the finance committee for 2024.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

Motion - *Appointed a property committee for 2024.*

Moved:

Seconded:

Carried:

Note: as the property works on the Home Site have been canceled we do not need this committee.

(3.2) Principal Job Description

Motion: *That the Principal's job description is accepted for 2024.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(3.3) Board Meeting Fees

Motion: *Board sets the Board fees at \$55 for members and \$ 75 for the Presiding Member for 2024.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(3.4) 2024 Board Work Plan

Motion: *The Board accepts the Work Plan for 2024.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(3.5) Reminders - Read Only and Sign

(3.5.1) Board Code of Conduct

(3.5.2) Board Responsibilities

(4.0) BOT DISCUSSION

(4.1) Combined BOT meeting - Discussion

Kahui Ako - Whiria Te Tangata

21st March 2024

[What is Kahui Ako](#)

Lead Principal Heather Atkinson, Daniel Birch

(5.0) STRATEGIC PLANNING

(5.1) 2024 Strategic Planning

- Community Version
- Detailed Version for Board and MoE

Motion: *The board accepts the 2024-2029 Strategic Plan.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(5.2) 2024 Annual Implementation Plan

Motion: *The board accepts the 2024 Annual Implementation Plan.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(5.3) Health and PE Community Survey

We need to survey the community every two years. It is due this year. The survey from 2021 is attached. Are we happy with the wording?

Motion: *The board accepts the health survey and agrees to survey the community over Term 1.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(6.0) MONITORING

(6.1) School Finances

(6.1) Draft 2023 Final Accounts

- (6.1.1) 2024 Budget Comments
- (6.1.2) 2024 Budget Spreadsheet
- (6.1.3) Asset Register
- (6.1.4) Useful Life of Assets

Motion: *The past month's spending is accepted and ratified.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

Motion: *The 2024 budget is accepted and approved.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

Motion: *The board accepts the Asset Register and the disposal of items.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

Molly suggested that we start a “wedding register” for our families to build our non-fiction library. Families would “sponsor” a book and have a *This book is sponsored by...* sticker on the inside. Helen will set this up.

Motion: *The board agrees and accepts the Useful life of Assets 2023.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(6.2) Property Report

- (6.2.1) Signed 5YA Agreement
- (6.2.2) Cyclical Maintenance Plan
- (6.2.3) Shade Sail Replacement
- (6.2.4) Shade Sail Information

Motion: *The board accepts the Cyclical Maintenance Plan.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

Motion: *The board agrees to spend \$30000 on repainting the Old Dental building and Rooms 19-22*

Moved: Adam

Seconded: Phil

Carried: Unanimous

Motion: The board agrees to spend \$10,051 on a replacement shade sail. Funding to come from Friends of Whenuapai.

Moved: Adam

Seconded:

Carried:

Decision to come via email based on alternative quotes from Adam.

(6.3) Medical Room

(6.3.1) Medical Room Report

- Read - no further questions

(6.3.2) Sick Bay Data

- Read - no further questions

(6.4) School Roll Growth

(6.4.1) School Growth Report

- Read - no further questions

(6.5) Attendance Report

(6.5.1) Attendance Report

- Read - no further questions

(6.5.2) Attendance Data from HERO

- Read - no further questions

(7.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Uploaded.

(7.2) Outward Correspondence: Nil.

Public meeting closed at: 8:28

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 21 February 2024.

Signed: _____

Kellie Watkinson - Presiding Member
Whenuapai School Board

Dated: _____

BOARD ACTION ITEMS

| ACTION ITEM | DATE TO BE ACTIONED | PERSON TO ACTION | STATUS |
|--|---------------------|------------------|--------|
| Next meeting is to be held at the Senior Campus. | | | |
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2024 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

| DATE | TIME | EVENT |
|------|------|-------|
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