

**WHENUAPAI SCHOOL**  
**Board of Trustees Meeting Minutes**  
**Wednesday 27 March 2024**



**Meeting opened at: 6.02pm**

The Presiding Member welcomed everyone present at the Board Meeting.

**(1.0) ADMINISTRATION**

**(1.1) Present:** Kellie Watkinson (Presiding Member), Adam Cels (Principal), Olivia Mead (Staff Rep), Jane Knobloch, Rob Greer, Phil Collins, Sam Lee and Paul Matenga.

**In attendance (with speaking rights):** Rebecca Archer (Assistant Principal)

**In attendance (without speaking rights):** Nil.

**(1.2) Apologies:** Nil.

**(1.3) Declarations of Interest:** Nil

**(1.4) Confirmation of Minutes:**

Whenuapai School Board Public Minutes dated 21 February 2024.

**Motion:** *Presiding Member moved that the public minutes dated 21 February 2024 are accepted as a true and correct record.*

**Moved:** Kellie

**Seconded:** Rob

**Carried:** Unanimous

**(1.5) Action Items, Amendments, Acceptance**

- Nil

**(1.6) Speaking Rights**

**Motion** - *Principal moves that Rebecca Archer (Assistant Principal) and staff are given speaking rights for the duration of the meeting.*

**Moved:** Adam

**Seconded:** Kellie

**Carried:** Unanimous

**(2.0) Principal's Report**

(2.1) Year 1 and 2 Update

(2.2) Restorative Practice PB4L

(2.3) ESOL - English for Speakers of Other Languages

(2.4) Professional Growth Cycle

## (2.5) Policy Review

- 2.5.1.1 Report to Parent on Student Progress and Achievement
- 2.5.1.2 School Planning and Reporting - No notes
- 2.5.1.3 Documentation and Self- Review
- 2.5.1.4 Community Conduct Expectations - No notes
- 2.5.1.5 Communicating with Parents - No notes
- 2.5.1.6 Board Responsibility - No notes
- 2.5.1.7 Governance Documents
- 2.5.1.8 Parent Involvement - No notes

The policies with 'no notes' require no further explanation because we follow the guidelines and directives as recorded in the policy.

### **Motions:**

*The Reporting to Parents on Student Progress and Achievement Policy is accepted.*

*The School Planning and Reporting Policy is accepted.*

*The Document and Self-Review Policy is accepted.*

*The Community Code Expectations Policy is accepted.*

*The Communicating with Parents Policy is accepted.*

*The Board Responsibilities Policy is accepted.*

*The Governance Documents Policy is accepted.*

*The Parent Involvement Policy is accepted.*

**Moved:** Adam

**Seconded:** Kellie

**Carried:** Unanimous

## (2.6) Board Assurance Statement - Term 1 2024

**Motion** - *The Board accepts the Principal Assurance statements*

**Moved:** Adam

**Seconded:** Phil

**Carried:** Unanimous

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

**Moved:** Adam

**Seconded:** Olivia

**Carried:** Unanimous

## **(3.0) BOT DECISIONS**

(3.1) Teachers Only Day - Curriculum Refresh

(3.1.1) Notes from combined Kahui Ako Board meeting on Curriculum Refresh

Attach to King's Birthday and Labour Day weekends?

Discussion: needs to be taken in June and October. Taking them for a day on either side of an existing long weekend.

**Motion:** *The Board agrees to the Curriculum Refresh TOD days as 4 June and 25th October 2024.*

**Moved:** Adam

**Seconded:** Phil

**Carried:** Unanimous

### (3.2) Financial Documents Disposal

**Motion:** *The Board approves the destruction of the school's finance records in accordance with the Ministry of Education guidelines, which stipulate a retention period of 7 years for routine accounting records, routine budgeting and financial reporting, as well as routine audit administration.*

**Moved:** Adam

**Seconded:** Kellie

**Carried:** Unanimous

## (4.0) BOT DISCUSSION

### (4.1) Education Review Office Review

- 18th and 19th June

## (5.0) STRATEGIC PLANNING

### (5.1) Strategic Planning Report - Goals 1 & 2

- Cultural Responsiveness: upcoming whānau hui and kapa haka up and running.

## (6.0) MONITORING

### (6.1) School Finances

#### (6.1) February 2024 Accounts

#### (6.1.2) Draft 2023 Annual Accounts

#### (6.1.3) Annual Financial Statement Notes and Comments

Auditors onsite 10 April 2024.

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

**Moved:** Adam

**Seconded:** Kellie

**Carried:** Unanimous

**Motion:** *That the 2023 draft accounts are accepted*

**Moved:** Adam

**Seconded:** Kellie

**Carried:** Unanimous

### (6.2) Property Report

**Motion:** *The Board agrees to purchase the sandpit shade sail for Sunguard for \$5151.00 and the funds are to come from the Friends of Whenuapai Account.*

**Moved:** Adam

**Seconded:** Jane

**Carried:** Unanimous

**Motion:** *The Board supports the Property Modification Application.*

**Moved:** Adam

**Seconded:** Phil

**Carried:** Unanimous

**Motion:** *The Board agrees to install an electronic lock on the administrative internal door for \$2448.95*

- *Supported by BOT to revisit in the future following more quotes and information.*

**(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 - Current 585, Funding 568

(6.4.2) March Roll Return

**(6.5) Attendance Report**

(6.5.1) Attendance Report

- Read - no further questions

(6.5.2) Attendance Data from HERO

- Read - no further questions

(6.6) Filming for SKids

- Constraints required - Jason will be asked to notify parents, and school is not to be identifiable or mentioned.

(6.7) Year 7&8 Uniform Top

- Colour of the top is no longer produced. Progress, with slightly different blue.

**(7.0) ADMINISTRATION/CORRESPONDENCE**

**(7.1) Inward Correspondence:** Uploaded.

**(7.2) Outward Correspondence:** Uploaded.

**Public meeting closed at: 8:21pm**

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These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 27 March 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.			
Adam to talk to schools in Kahui Ako re:Sports Programmes			

## 2024 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT