

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 22 May 2024



Meeting opened at: 6:01pm

The Presiding Member welcomed everyone present at the Board Meeting.

(1.0) ADMINISTRATION

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

Jane Knobloch arrived at the meeting - 6.10pm

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

In attendance (without speaking rights): Nil.

(1.2) Apologies: Nil

(1.3) Declarations of Interest: Kellie's husband (Aaron) had provided the quote for the audio equipment for video conferencing.

(1.4) Confirmation of Minutes:

Whenuapai School Board Public Minutes dated 27 March 2024.

Motion: *Presiding Member moved that the public minutes dated 27 March 2024 are accepted as a true and correct record.*

Moved: Kellie

Seconded: Phil

Carried: Unanimous

(1.5) Action Items, Amendments, Acceptance

- Nil

(1.6) 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

(1.7) Leave for Board Member

Motion: *The board approves board member Jane Knobloch's prior leave for the dates of May 22, June 19 and August 14 2024.*

Moved: Kellie

Seconded: Phil

Carried: Unanimous

(2.0) Principal's Report

(2.1) Year 3 and 4 Report

Paul asked if we have enough time in the year to accelerate the progress to meet the standard. Olivia believes it is and has mapped out the units that need to be taught. The team is now learning more about acceleration and what this looks like and how we can do more of it.

(2.2) Kahui Ako

Charlotte and Steff gave an insight into their roles as WSL. Building ownership and embedding goal driven learning. Embedding sustainable assessment for learning. They have held a support day to help Staff across the school. They are now adopting a more individualised approach. Document developed to support 2IC's to help support them as team leaders. Next steps are to take the mentor/Mentee approach and set up workshops. Steff looks after those at the Home site, and Charlotte at the Senior campus.

They have set up a few more systems in place, should they leave or new people come into the school then they have a point of contact to keep the momentum going. Building leadership through the 2IC's. Regular patterns are being identified so that they are embedded, not "extra". We have developed systems to identify slow progress more quickly.

(2.3) One Hour a Day

Adam presented to assure the board that we are covering the one hour a day.

(2.4) Health and PE Survey Report

Adam suggested that we feedback from the report and let the community know that we will work on over the next 2 years using the possible recommendations.

(2.5) Staff Wellbeing Survey

We are investigating to see why feedback is being given and how we can change.

(2.6) Policy Review

- 2.6.0 Employer Responsibility Policy
- 2.6.1 Classroom Release Time
- 2.6.2 Police Vetting

Motions:

1. *That the Employer Responsibility Policy is accepted*
2. *That the Classroom Release Policy is accepted*
3. *That the Police Vetting Policy is accepted*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(2.7) Cohort Tracking Achievement Data

(2.8) Structured Literacy - Discussion

- Beehive Release
- PD Funding
- Liz Kane Interruption of PD Model

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

Moved: Adam

Seconded: Kellie

Carried: Unanimous

(3.0) BOT DECISIONS

(3.1) Authority to Restrain

Motion: *The board authorises Jess Wells to use restraint as a last resort as per Ministry of Education guidelines.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

Motion: *The board authorises Anita Hassett to use restraint as a last resort as per Ministry of Education guidelines.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

Motion: *The board authorises Jen Nairn to use restraint as a last resort as per Ministry of Education guidelines.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

Motion: *The board approves \$4640.00 for Jill Mackenzie to be trained as a restraint trainer.*

Moved: Adam

Seconded: Not moved

Carried: No moved

(3.2) AIMS Games Fundraiser

Motion: The board approves the NZAIMS Quiz night fundraiser which includes the sale of alcohol.

Moved: Adam

Seconded: Phil

Carried: Unanimous

(4.0) BOT DISCUSSION

(4.1) Education Review Office Review

1. School Improvement Framework - SLT Team grading of Kura
2. Board Assurance Statement
3. Supporting Documents to provide evidence for School Improvement Framework.
4. ERO Evidence Suggestions

Motion: *The Board accepts and approves the ERO review documentation.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(5.0) STRATEGIC PLANNING

(5.1) Strategic Planning Report - Goals 3 & 4.

(6.0) MONITORING

(6.1) School Finances

(6.1.1) April 2024 Accounts

(6.1.2) Budget Balance Statement December 2024

(6.1.3) Budget Variation - Conference Equipment

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

Moved: Adam

Seconded: Kellie

Carried: Unanimous

Motion: *The 2024 Budgeted Balance Statement is accepted.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

Motion: *The board approves \$ 5000 to purchase video conferencing equipment for both sites*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(6.2) Property Report

Motion: *The board approves \$2559.06 to allow the smoke sensors to be changed for heat sensors in the food tech room.*

Moved: Adam

Seconded: Kellie

Carried: Unanimous

Motion: *The property report is accepted.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

(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 601

(6.4.2) Staffing Roll Request

(6.5) Attendance Report

(6.5.1) Attendance Report

- Read - no further questions

(6.5.2) MOE Attendance Report Term 4 2023

- Read - no further questions

(6.6) Board Meeting Evaluation Results

(7.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Uploaded.

(7.2) Outward Correspondence: Nil.

Public meeting closed at:8:32pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 22 May 2024.

Signed: _____

Kellie Watkinson - Presiding Member
Whenuapai School Board

Dated: _____

BOARD ACTION ITEMS

ACTION ITEM	DATE TO BE ACTIONED	PERSON TO ACTION	STATUS

2024 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT