

**WHENUAPAI SCHOOL**  
**Board of Trustees Meeting Minutes**  
**Wednesday 19 June 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), Adam Cels (Principal), Rob Greer, Sam Lee, Olivia Mead (Staff Rep).and Paul Matenga.

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

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

**(1.2) Apologies:** Jane Knobloch (Prior Leave Awarded), Phil Collins

**(1.3) Declarations of Interest:**

Adam has added a few things to the agenda

The summary from ERO and the summary of the van accident.

**(1.4) Confirmation of Minutes:**

Whenuapai School Board Public Minutes dated 22 May 2024.

**Motion:** *Presiding Member moved that the public minutes dated 22 May 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 Molly Fletcher (Deputy Principal) and staff presenting are given speaking rights for the duration of the meeting.*

**Moved:** Kellie

**Seconded:** Olivia

**Carried:** Unanimous

**(2.0) Air Monitoring**

(2.1) Quote from Air Matters

**Motion:** *Speaking rights are given to guests for the duration of this topic.*

**Moved:** Adam

**Seconded:** Kellie

**Carried:** Unanimous

The school has communicated with the class parents, and made suggestions for air monitoring. A parent commented last week that the vacuum cleaner smelt the same when it was started. Three separate cleaners clean our space. Cleaners only clean our school, except one lot of cleaners. Adam has spoken to the teachers who have not noticed this. Colin Tucker has met with Adam and had a breakdown of the work that commenced in 2020 - including wall linings, carpets, lino, upgraded to ceilings - all completed in 2021. Colin's suggestion is a sanitary level clean of the carpets. Adam has spoken to a teacher who thinks the smell is not present on the weekends. Her feedback was that the timber yard was not operational on these days. \$3470 for the Air capture tests (stage 1) a detailed analysis would require more costs. The Air Base is not able to do air testing as their equipment is overseas currently. Rm 19, 20, 21, 22, 1-4 are open spaces and we could move students into these spaces if something dangerous is identified. The MOE has been informed and could smell it in some spaces and not others. None had any answers for the irregularities of the classes.

The Grandmother questioned the cleaning of the vacuuming, they did a weekend visit a month ago and did a walkaround. Outside 17 & 18 was ok, it was quite smelly also around 12 outside the cloak bay. She would like the Board to accept that this is there, and no child or teacher should go home smelling like this in their clothes or hair.

Paul would like to follow the proposal of Air matters and see if a difference between weekends and school days is noticed.

Grandmother suggested it maybe the smell from the cloakbay filtering into the classroom. Colin's suggestion of the carpet means this could alter day by day by the weather.

The focus needs to be on identifying the smell.

Rooms 13, 14 and 18 plus one control.

Kellie suggested it must be tested on a day where the timber mill is active.

5 Air capture tests = \$3470

Sam questioned if they had any idea what the smell is - Adam replied that only one person could identify the smell. This is a very different scenario than they have experienced before.

Grandmother commented on the teacher who could smell it on their child - Adam replied that this was 2 years ago. Olivia commented that her partner could smell it, and Olivia had assumed it was cleaning supplies, and he had a sensitive nose. No one else had brought this up before therefore never felt it needed reporting.

This will try to be done in the next 2 weeks. Capture test is 24hrs. Adam will keep us all informed.

**Motion**

*The board accepts Air Matters' proposal and agrees to the extra funding required to cover the investigation cost.*

**Moved:** Adam

**Seconded:** Kellie

**Carried:** Unanimous

### **(3.0) Principal's Report**

#### **(3.1) Year 5/6 Report**

Key points:

- a) Focus on Inquiry of assessment and how we can accelerate them faster.
- b) Upskilling the younger teachers within the team.
- c) Teachers are now selecting the goals - picking goals that they would like to prove
- d) 3 week sections for reading (inquiry, research, Fun)
- e) The Code is being utilised across the team
- f) Writer's Toolbox scope and sequence is making a great difference.

The code for Year 5's makes sense and is easy for them to grasp as they are the first older cohort to have been through little learners (Bec's class was the first cohort to trial Little Learners).

Additions to our school are coming through with many additional needs - especially those who have not experienced our programmes. Massey PD we are receiving is invaluable to share the "Why" message around structured literacy. Bec explained the concept of building on before they receive the book - when they get the book they believe they can read.

Each year we need to be expanding the senior decodables.

Bec asked the board to trust the data, we are working on the progress.

#### **(3.2) Year 7/8 Report**

Key points:

- a) Spaces are a bit smaller, and they are adapting the way they are collaborating
- b) Students are refining how they identify their goals.
- c) Keep the cohort of year 7's as year 8's - this has been really beneficial.
- d) Specialist and Options is bringing the best out our our students.
- e) Pushing students onto the next book has worked wonders on their confidence. HERO goals drive these and they love to prove themselves to their teachers.
- f) We have 2 students on the Nulake year 10, and AWS several students working on level 5, they will then move to Nulake.
- g) Maths projects are used to set contextual understanding also.

#### **(3.3) Culturally Responsive Report**

Key Points:

- a) Supporting our teachers
- b) Te reo Māori workshops as well as teachers outside of the school building their knowledge and using everyday phrases - focussing on in the school
- c) We are using a CRP framework supported by MAC - Brenda supports us.
- d) Te ahu framework is guiding us - currently, we are
- e) NZ Histories is alive across the school this term - there is a huge sense of belonging and we cannot wait to share this.
- f) Kapahaka is alive and a thriving community. We have a junior, senior and a specialist Year 7/8 group.
- g) \$300 was gifted toward the Kapahaka from the Māori health team.

### (3.4) Literacy Writing Report

#### Key Points:

- a) Big focus on Fidelity - teachers sticking to the programme & how we can accelerate those that need it.
- b) PD from the MOE - Claire (soon to be someone else) from Massey - Science of spelling.
- c) Patterns and rules focused for spelling.
- d) Writer's toolbox all of the classrooms - ERO saw this in many classes.
- e) Students are much more engaged in writing
- f) Sentence types are generating better more interesting writing
- g) Reciprocal reading is being used to build comprehension and student agency.
- h) We use opportunities for upskilling teachers within our staff meetings.
- i) HERO goals are driving the learning across all core curriculum areas.

### (3.5) ERO report (Brief summary)

Adam spoke to us about the ERO report, we have done an amazing job working on the fidelity of programmes and our data is exceptional.

She acknowledged the Board as a support network for the school, thank you for driving the school strategic plan. She was amazed at the pace of the learning and spoke very highly of the standard of teaching.

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

**Moved:** Adam

**Seconded:** Kellie

**Carried:** Unanimous

### (4.0) BOT DISCUSSION

(4.1) Students Requiring Support - in committee.

**Motion:** *The board will move into committee to discuss specific students.*

**Moved:** Adam

**Seconded:** Olivia

**Carried:** Unanimous

**Motion:** *Molly Fletcher (DP), Rebecca Archer (AP) and Jill MacKenzie (LSC) are given permission to attend incommittee meeting and are granted speaking rights for the duration of the meeting.*

**Moved:** Adam

**Seconded:** Paul

**Carried:** Unanimous

Actions from in-committee discussions.

**Motion:** *That the Board approves a \$264,511 Learning Support budget*

**Moved:** Adam

**Seconded:** Paul

**Carried:** Unanimous

## **(5.0) BOT DECISIONS**

### **(5.1) Authority to Restrain**

Recording in minutes from email dated 30 May 2024

#### **Motions:**

1. The board authorises Isla Brain to use restraint as a last resort as per Ministry of Education guidelines.
2. The board authorises Simone Turnbull to use restraint as a last resort as per Ministry of Education guidelines.
3. The board authorises Helen Brickman to use restraint as a last resort as per Ministry of Education guidelines.

**New Motion:** The board authorises Mele Vuki to use restraint as a last resort as per Ministry of Education guidelines.

**Moved:** Adam

**Seconded:** Olivia

**Carried:** Unanimous

### **(5.2) Uniform Change and Argle Sale Report**

**Motion:** The board adopts the new polo shirt as our Year 7 / 8 uniform.

**Moved:** Adam

**Seconded:** Kellie

**Carried:** Unanimous

## **(6.0) STRATEGIC PLANNING**

### **(6.1) Strategic Planning Report - Goals 1 & 2.**

## **(7.0) MONITORING**

### **(7.1) School Finances**

#### **(7.1.1) Audited Accounts**

#### **(7.1.2) Relievers Budget**

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

**Moved:** Adam

**Seconded:** Rob

**Carried:** Unanimous

**Motion:** The Audited Accounts are accepted.

**Moved:** Adam

**Seconded:** Olivia

**Carried:** Unanimous

### **(7.2) Property Report**

### **(7.3) Medical Room**

#### **(7.3.1) Medical Room Report**

- Read - no further questions

(7.3.2) Sick Bay Data

- Read - no further questions

**(7.4) School Roll Growth**

(7.4.1) School Growth Report - Current 601

(7.4.2) Staffing Roll Request

**(7.5) Attendance Report**

(7.5.1) Attendance Report

- Read - no further questions

(7.5.2) MOE Attendance Report Term 4 2023

- Read - no further questions

**(8.0) ADMINISTRATION/CORRESPONDENCE**

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

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

**Public meeting closed at: 8:14**

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These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 19 June 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