

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 06 November 2024



Meeting opened at: 5:59pm

The Presiding Member welcomed everyone present at the Board Meeting.

(1.0) ADMINISTRATION

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

In attendance (with speaking rights): Molly Fletcher

In attendance (without speaking rights): Jeanette McMonagle

(1.2) Apologies: Kellie Watkinson and Sam Lee

Motion:

1. *The board approves Kellie Watkinson's leave from the Board for the following meetings: November, December 2024 and the 1st meeting of 2025.*
2. *The board approves Sam Lee's leave from the Board meeting on 6th November 2024.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

(1.3) Declarations of Interest: Nil

(1.4) Confirmation of Minutes:

Whenuapai School Board Public Minutes dated 11 September 2024.

Motion: *The Presiding Member moved that the public minutes dated 11 September 2024 are accepted as a true and correct record.*

Moved: Adam

Seconded: Rob

Carried: Unanimous

(1.5) Action Items, Amendments, Acceptance

- Nil

(1.6) Election of Presiding Member

Kellie Watkinson has stepped down from her presiding member role.

Motion: Paul Matenga is elected as the presiding member of the Whenuapai School Board.

Moved: Adam

Seconded: Phil

Carried: Unanimous

(1.7) Speaking Rights

Motion - *Principal moves that Molly Fletcher (DP), Teachers present and our guest speaker is given speaking rights for the duration of the meeting.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(6.2) Property Report

Adam informed the board that the testing is complete. We tested particle testing, indoor, outdoor and a controlled room for the odour. This was conducted with 2 machines and we also did a capture test which was analysed in Australia - see report.

Outcome: Particles were too small, or were safe in all indoor captures. Outside sampling was done over the weekend when the plant next door was still in operation. Inside samples were collected from 4pm and more particles were present overnight. MOE has not got a response at this stage. At this stage however there is no identified risk. They recommend ventilation and screening people who are not sensitive to the smell. None of our cleaning products are the cause of the smell. Another suggestion was that it was a child who had urinated there and it was not cleaned sufficiently therefore lingering. Carpet cleaners are booked for the next holidays and cleaners have been asked to check all cleaning products.

Jeanette McMonagle acknowledged that we have done a thorough job investigating but she doesn't believe that the smell is a urination situation, and would not want any child or teacher working in these classes. Jane, Phil and Paul also acknowledged that their children are in these rooms and they can smell it especially in their hair. They are however reassured that it is not anything that is unsafe.

Actions from here:

1. Vent pipes on the sewerage system to be checked.
2. Cleaners to concentrate on the carpets in the holidays.
3. Test the septic lines

Motions:

1. The the board selects Speedy Signs to complete the required signage at the Senior Campus.

Moved: Adam

Seconded: Paul

Carried: Unanimous

2. Motion to accept Cedar Solutions quote \$7880 (after GST) to paint the admin building.

Moved: Adam

Seconded: Phil

Carried: Unanimous

(2.0) Principal's Report

(2.1) Enviro School

- Presented with no further questions.

(2.2) Kahui Ako Report

- Presented with no further questions.

(2.3) Student Transition

- Presented with no further questions.

(2.4) PD Impact Report

- Presented with no further questions.

(2.5) Inquiry Update

- Presented with no further questions.

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

Moved: Adam

Seconded: Jane

Carried: Unanimous

(3.0) BOT DISCUSSION

(3.1) International Students

Motion: The Board supports the continued investigation of fee paying international students in school. Molly will attempt to complete the signatory of the code to allow us to.

Moved: Adam

Seconded: Paul

Carried: Unanimous

(4.0) BOT DECISIONS

(4.1) Staffing and School Organisation 2025

Motions:

1. *The Board approves Jessica Matiaha's Maternity Leave from 3 March to 6 October 2025.*

Moved: Adam

Seconded: Jane

Carried: Unanimous

2. *The Board accepts Charlotte Goldfinch's resignation*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

3. *The Board accepts Kenna Anderson's resignation.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

4. *The Board appoints Rebecca Archer to the Fixed Term Deputy Principal Position for the Home (Junior) Campus.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

5. *The Board appoints Olivia Mead to the Fixed Term Assistant Principal Position for the Senior Campus.*

Moved: Adam

Seconded: Rob

Carried: Unanimous

6. *The board approves \$200,000 for board-funded teaching staff for 2025.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

7. *The 2025 school organisation is accepted*

Moved: Adam

Seconded: Paul

Carried: Unanimous

(4.2) Senior Campus Resource Consents

Motion: *The board accepts responsibility for the resource consents.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(4.3) School Uniform

Motion: *The board accepts the Argyle proposal for a retail option for the purchase of school uniform.*

Moved: Adam

Seconded: Phil

Carried: Unanimous

(5.0) STRATEGIC PLANNING

(5.1) Annual Plan 2025

(6.0) MONITORING

(6.1) School Finances

6.1.1 Budget Statement of Financial Position 2024

6.1.2 2025 School Donations

Motions:

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

Moved: Adam

Seconded: Olivia

Carried: Unanimous

2. *The Board accepts the Budget Statement of Financial Position 2024.*

Moved: Adam

Seconded: Olivia

Carried: Unanimous

3. The board sets the school donations at \$220 for 2025

Moved: Adam

Seconded: Rob

Carried: Unanimous

(6.2) Property Report

- We are still on track for the new builds. We now have access from the Base. 19-21 will not be transported but they will bring in new transportables for us.
- The playground will be moved for us also and we will add a new playground on the green.

(6.3) Medical Room

(6.3.1) Sick Bay Data

- Read - no further questions

(6.4) School Roll Growth

(6.4.1) School Growth Report - Current 662

- Read - no further questions

(6.5) Attendance Report

(6.5) Attendance Report

(6.5.1) MOE Attendance Report

- Read - no further questions

(8.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Uploaded.

(7.2) Outward Correspondence: Nil

Public meeting closed at: 8:30pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 6 November 2024.

Signed: _____

Paul Matenga- 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