

CONFIRMED MINUTES

BOARD HUI



At the **Board Meeting** on **25 May 2022** these minutes were **confirmed as presented**.

Name:	Whakarewarewa School
Date:	Wednesday, 13 April 2022
Time:	5:00 pm to 8:30 pm
Location:	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
Board Members:	Michele Hawe (Chair), Dallas Te Aonui, Jackie Meha, Lynette Walmsley
Attendees:	Pam Takiwa
Apologies:	Arihi Harvey, Boxer Smith

1. Opening Meeting

1.1 Interests Register

1.2 Confirm Minutes

Board Hui 23 Feb 2022, the minutes were confirmed as presented.

Matters Arising From Previous Minutes

Digital Devices

- Mark Smith IT has disabled missing devices
- Jackie will source funding for the purchase of 100 devices which will be a mix of ipads for the juniors and touch screen chrome books for the senior school



Van lease

- On the 23 February 2022 the board approved to lease a 12 seater Mercedes 2022 model at \$1094 + GST per month from Driveline Finance.
- Resolved, that the board hereby authorise and approve Principal, Jackie Meha to sign all documents from Driveline Finance to act on behalf of Whakarewarewa School Board of Trustees

Decision Date:	13 Apr 2022
Mover:	Dallas Te Aonui
Seconder:	Lynette Walmsley
Outcome:	Approved



Previous Minutes

The board accepted and moved the minutes as true and correct.

Decision Date: 13 Apr 2022
Mover: Dallas Te Aonui
Seconded: Jackie Meha
Outcome: Approved

2. Major Decisions and Discussions

2.1 Vote

- Dallas expressed the unexpectedness of Ngarepo's resignation



Vote

The resignation of Ngarepo Eparaima from the Board of Trustees of Whakarewarewa School is hereby accepted with effect 22 March 2022 and recorded his appreciation and guidance provided during his tenure as a Board Member of Whakarewarewa School

6 Supported: Arihi Harvey , Boxer Smith , Dallas Te Aonui , Jackie Meha , Lynette Walmsley , Michele Hawe

0 Opposed:

0 Abstained:

Decision Date: 13 Apr 2022
Mover: Michele Hawe
Outcome: Approved

2.2 Vote

- The Board wishes Whaiatua her all the best in her new position at Owhatiura/Lymore Primary School.



Vote

That the resignation of Whaiatua Eparaima from Whakarewarewa School is hereby accepted with effect 14 April 2022 and recorded the Board's appreciation and contribution to our school and tamariki during her tenure at Whakarewarewa School

6 Supported: Arihi Harvey , Boxer Smith , Dallas Te Aonui , Jackie Meha , Lynette Walmsley , Michele Hawe

0 Opposed:

0 Abstained:

Decision Date: 13 Apr 2022
Mover: Michele Hawe
Outcome: Approved

2.3 Vote

The Board wishes Josena all the very best for the future.



Vote

THAT the resignation of Josena Broughton from Whakarewarewa School be is hereby accepted with effect 1 May 2022 and recorded her appreciation and contribution to our school and tamariki during her tenure at Whakarewarewa School.

6 Supported: Arihi Harvey , Boxer Smith , Dallas Te Aonui , Jackie Meha , Lynette Walmsley , Michele Hawe

0 Opposed:

0 Abstained:

Decision Date: 13 Apr 2022
Mover: Michele Hawe
Outcome: Approved

2.4 Vote

Michele outlines the reasons for the variation of costs from the initial service agreement

- Is there a contingency plan in place where the Ministry covers the variation costs
- We have no building insurance to cover these costs
- Jackie will contact Sale, property MOE with these concerns



Vote

That the variation fee to Frequency service agreement, following an increase in construction works periods on site, a total additional fee in this variation of \$4,203.24 + GST

6 Supported: Arihi Harvey , Boxer Smith , Dallas Te Aonui , Jackie Meha , Lynette Walmsley , Michele Hawe

0 Opposed:

0 Abstained:

Decision Date: 13 Apr 2022
Mover: Michele Hawe
Outcome: Approved

2.5 Casual Vacancy



Casual Vacancy

RESOLVED: The upcoming 2022 triennial elections in September are due the Board approved not to fill the vacancy.

Decision Date: 13 Apr 2022
Mover: Michele Hawe
Seconder: Dallas Te Aonui
Outcome: Approved

Lynette will be away for the month of May and returns in June. She will be available via zoom if needed

3. Board Annual Work Plan

3.1 Review Principal Responsibilities Policy

To be added to the Policy

- Equity across the school in both Maori medium and English medium classes due to the dual status of the kura

PD Maori Medium

- Jackie will lead the Rumaki PD
- 100 hours provided for Rumaki staff
- COL have provided 1 Leadership unit for Maori medium. Requirement is reporting back to the COL on their journey and the support provided
- Mike Manuel to provide maths PD 2 days a week

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
13 Apr 2022	Leasing of Van's Status: Completed on 19 May 2022	Jackie Meha

5. Management Reports

5.1 CEO Report

Kapa Haka

Regionals

- Tamariki are not yet ready to perform at the current level of expertise of performance the other schools are performing at
- The kura will create a celebration for Matariki where the tamariki will perform

Uniforms

- Boxer and Lisa to put an action plan in place and have this ready by term 2
- Plan will be displayed in the staff room
- Plan outlines responsibilities of staff involved in producing these uniforms i.e taiaha, poi, puihui

Storage for Uniforms

- Once we have uniforms, storage containers will be purchased to make transportation easier

Fundraising

- Forestry group have asked the school to provide food for their Matariki celebration

Tamaiti Ora (wrap around programme for students)

- Employing a Facilitator to interact with tamariki with behavioural problems so that a high engagement in Learning is achieved
- This is a Teacher Aide position

- Looking for a strong male due to the age and gender of the troubled tamariki
- Position will require the TA to work with in the class as well as outside the class
- Also looking for someone who will bring skills that could be incorporated into the position i.e carving, carpentry. Anything hands on and or creative
- Hours approximately 9am to 3pm possibly 5 days per week. These hours are to be confirmed
- Expected cost approximately \$30,000 per annum

Social Worker in School

- Limited results due to lack of parental consent

Scale A Teacher Positions x 2

- Closes tomorrow 14 April
- Large number of applicants
- Jackie and Yvonne to go through and short list applicants
- Position will be re-advertised if needed

Security

- 3 break in's this term
- Watchdog is our current provider
- Have been informed that the security pad in the office at is at the end of its life. There are no parts available for repairs. We will look into this statement
- Security pad was replaced last year as sulphur affected the performance

Monitoring Quotes will be provided by:

- Nutech Security
- Independent Security

Beginning of the year data report

- although this is mid term testing, it will be start of year data
- Student data to be re tested
- This data should be available by Mid May

Property

- D Block final inspection 28th April
- Furniture to be moved in after that date
- Karakia for D block 6 May 9am
- Speaker system installed and connected to A Block
- Possibly new toilet, sink and shower unit for the toilets
- Rexina and Elaine to relocate from Hatu Patu to the break out space in D block



CEO Report

Jackie moved her report accepted

Decision Date: 13 Apr 2022
Mover: Jackie Meha
Seconder: Lynette Walmsley
Outcome: Approved

5.2 Finance - February and March Report

Items of Significance

- Code1555 Minor Equip Purchase increase budget by \$946
- Code1586 Staff Wellbeing add budget \$1045
- Code3420 Teacher Aide - MOE move \$13048 to Code3455
- Code8920 School House Repairs & Mtce increase budget by \$1432

Fundraising

- Dallas Te Aonui is interested in leading this project
- Panui to be sent out to whanau to see how much interest
- Matariki disco suggested
- Venue to be sourced for this activity

School Loop

- Jackie will contact School Loop in the new term



Financial

The Board accepted and approved the financial report.

Decision Date: 13 Apr 2022
Mover: Lynette Walmsley
Seconder: Dallas Te Aonui
Outcome: Approved



Expenditure items - March 2022

Action Expenditure Items of significance.

Due Date: 25 May 2022
Owner: Pam Takiwa



Skoolloop

Jackie to contact Skoolloop

Due Date: 25 May 2022
Owner: Jackie Meha



Fundraising

To start fundraising process

Due Date: 25 May 2022
Owner: Dallas Te Aonui

5.3 Staff Representative

- Staff Representative bi-election was held.
- Multiple nominations for one staff member was received
- Boxer Smith was dully elected to the position of Staff Rep

6. Other Business

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Meeting - 25 May 2022, 5:00 pm

Approved decisions made between meetings



Aroha Rapana

During the month of 19 December 21 and 28 January 22, Aroha was contracted out to do maintenance work at the school. Total hours worked 236, 49hrs have been lodged through nova pay and rest of the hours 101hrs will be paid to her directly. Her role as teacher aide/van driver ceased as at 10 Dec 2021 and her new role as Caretaker started 2 Feb 2022

A motion to approve the payment to Aroha Rapana of \$4072.86 for work carried out over the Christmas close down period.

5 Supported: Arihi Harvey , Dallas Te Aonui , Michele Hawe , Jackie Meha - Email from Jackie confirming payment , Lynette Walmsley - Thank you for providing breakdown of work and hours. As this is a contract, Aroha is responsible for any taxes incurred.

0 Opposed:

0 Abstained:

Decision Date: 31 Mar 2022

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner
5.2	Expenditure items - March 2022 Due Date: 25 May 2022	Pam Takiwa
5.2	Skoolloop Due Date: 25 May 2022	Jackie Meha
5.2	Fundraising Due Date: 25 May 2022	Dallas Te Aonui

Signature: _____

Date: _____