

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **22 Feb 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Whakarewarewa School
<b>Date:</b>	Wednesday, 14 December 2022
<b>Time:</b>	5:30 pm to 7:30 pm (NZDT)
<b>Location:</b>	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
<b>Board Members:</b>	Michele Hawe (Chair), Renaata McGarvey, Jackie Meha, Ann-Jolena Baker, Jaylene Tamati, Warena Morgan
<b>Attendees:</b>	Pam Takiwa
<b>Apologies:</b>	Sandra Hemopo

### 1. Opening Meeting

#### 1.1 Interests Register

### 2. Major Decisions and Discussions

#### 2.1 Confirm Minutes

**Board Meeting 24 Nov 2022**, the minutes were confirmed as presented.

#### 2.1 Uniforms

A proposal from NZ Uniforms was submitted to the board prior to the meeting. Price comparisons was discussed and board to consider or decide on the proposal from NZ Uniforms or remain with current supplier.

There were a number of considerations put forward for the board to make:

- the school will no longer hold uniforms on site
- no money transactions made through the school
- uniform shop will provide all current uniforms
  - boys polo shirt with the kowhaiwhai pattern
  - girls and boys cardigans/jerseys will remain the same
  - a cargo pants option was suggested for winter
  - black jackets also an option
  - accessories also available
  - online ordering is available

1. The view of the board is NZ Uniforms price is too high and affordability for some of our whanau would be costly for them.
2. The Option of changing the charcoal skirt was discussed. Jaylene mentioned that her girls at Girls High chose the skirts over any other option presented to them. Also the Quality of the cardigans over sweat shirt was high.
3. Jaylene asked that Kids Can is contacted about the jackets for the school
4. **The board asked Jackie to negotiate the price and aim for a 20% price reduction with NZ Uniform supplier.**



### Uniforms

Resolution: to change supplier to NZ Uniforms subject to negotiation and aim for 20% price reduction. If supplier is not open to reducing their costs then we retain our current suppliers.

**Decision Date:** 14 Dec 2022  
**Mover:** Warena Morgan  
**Seconded:** Ann-Jolena Baker  
**Outcome:** Approved



### Jackets

Contact Kids Can to supply more jackets

**Due Date:** 22 Feb 2023  
**Owner:** Pam Takiwa

## 3.4 Student Wellbeing

Jackie's reasons for not providing the kickstart breakfast programme was parent anxiety regarding COVID and staff working overtime or going over their allotted start time.

An offer by the caretaker to deliver the programme was discussed by the board and supported. The board reviewed her hours to deliver the program was also supported i.e 0800-0900am breakfast programme. Noted that many of our children are picked up by 0730am.

A review of caretaker work hours was discussed and supported to change from 40 week to 52 week.



### Breakfast in Schools

The board approved the caretaker deliver the kiwi start breakfast program in 2023, hours 0800-0900.

**Decision Date:** 14 Dec 2022  
**Mover:** Jaylene Tamati  
**Seconded:** Ann-Jolena Baker  
**Outcome:** Approved



### Caretakers hours extended from 40 weeks to 52 weeks per year

The board approved caretakers hours are extended from 40 week to 52 week caretaker

**Decision Date:** 14 Dec 2022  
**Mover:** Jaylene Tamati  
**Seconded:** Warena Morgan  
**Outcome:** Approved

## Lunches in the School

The chair asked Jackie for an update on Lunches in the school programme. The current contract with Libelle ends term 1 2023. Two options were provided to deliver this programme. They are:

- Option 1 do it ourselves: using current staff preparing the lunches
- Option 2 Iwi model, involving local marae
- The preferred option is 2, preparation of lunches will be done off-site.

## 5.1

### Item 4 Cleaning Contract

- Proposal on hold until draft 2023 budget is known

### Item 9 MOE Insurance Offer

- Warena reported he did a comparison of Crombie & Lockwood and MoE offer and found that Crombie and Lockwood offered a better deal.

## 5.2

The chair asked Jackie the reasons for the over-spend and actions taken to address these in the October report. What alternative sources of income could be used to cover the over-spend. Monitoring of school expenditure is not being managed effectively and efficiently.

**Response: Once budget is completed issues will be addressed.**

The chair asked if she wanted help with preparing the 2023 budget, NO.



### **Finance Committee**

Once the draft budget has been completed the finance committee committee will go work through the budget with Jackie

**Due Date:** 22 Feb 2023

**Owner:** Jackie Meha



### **Previous Minutes**

The accepted and approved minutes dated 24 November 2022.

**Decision Date:** 14 Dec 2022

**Mover:** Michele Hawe

**Seconder:** Warena Morgan

**Outcome:** Approved

## **2.2 Letter of resignation**

The chair tabled, resignation letter. Concerns were raised by the board:

- Loss of an experienced principal/teacher and the third teacher to resign this year
- AJ asked if there is a process regarding the teachers resignation. The chair responded, termination of employment notice is not less than two months unless a short period is mutually agreed.
- No formal notice to the board was made until 5 Dec.
- Jaylene asked what has happened to warrant her resignation. She also felt there was some internal animosity within the school and would like to have an exit interview
- Renaata wanted answers as well and supported a exit interview

### Questions posed to Jackie:

1. Did you do an interview with her? Jackie, response no.
2. Why not? Jackie was waiting to set time/day to meet her.

3. If, the resignation is withdrawn, would you be happy to have her back? Jackie no.
4. Why not? Jackie's response was that the teacher was incompetent, and her role as SENCO. The board was shocked by her response and asked so your saying she is incompetent? Jackie responded "no I didn't say that". AJ then said to Jackie "you just said she was incompetent".
5. Jaylene asked whether in class release and support was available? Jackie responded "yes, teacher-aide support was available"
6. Jaylene to setup a exit interview
7. AJ opted not to accept her resignation until an exit interview happens
8. Jaylene and Renaata opted not to accept her resignation



### **Resignation letter**

The motion was not accepted by the board.

**Decision Date:** 14 Dec 2022  
**Mover:** Ann-Jolena Baker  
**Second:** Jaylene Tamati  
**Outcome:** Not Approved



### **NZSTA advice**

Michele will contact NZSTA regarding the process of the resignation

**Due Date:** 8 Feb 2023  
**Owner:** Michele Hawe



### **Exit interview**

Jaylene to setup an exit interview.

**Due Date:** 16 Dec 2022  
**Owner:** Jaylene Tamati

## **2.3 Hall bookings 2022/2023**

### **2022 - 2023 Bookings:**

- Akatu Masters 24-27 December 2022
- Morehu Basketball 22-29 January 2023
- Te Kura o Porirua 27-31 April 2023

Update on Hall project from - DLA technician advised the roof will be replaced completely, frontage will be re-designed and some internal work i.e flooring, ceiling, upgrade of fire system. Tenders for this work will start early Jan 2023 and planned to start this project is early March.

## **3. Board Annual Work Plan**

### **3.1 Draft budget 2023**

2023 budget was not available. The chair reminded Jackie, preparation of the budget should be done prior to the start of the fiscal year and board approval must be adopted before expenditures are made.



### **Draft Budget**

JM to provide budget by next board meeting in February 2023.

**Due Date:** 22 Feb 2023

**Owner:** Jackie Meha

## **3.2 Draft annual implementation plan**

Draft annual implementation plan was not available. JM will have this completed by next board meeting in February 2023.



### **2023 Annual Implementation Plan**

Jackie to provide plan

**Due Date:** 22 Feb 2023

**Owner:** Jackie Meha

## **3.3 Analysis of Variance report**

### **Rumaki**

- PD for Rumaki teachers but due to lack of staffing the PD was not completed
- Trust for Rotoiti helped with PD
- Class roll is now 60. Kura are being more selective of the student enrolled due to a large number of students who have now knowledge of the reo
- The Analysis of Variance will be forwarded to the Auditors with the 2022 Audit report. The A is tested annually
- AJ has asked for the data to be presented in the graph form
- Michele asked for a monthly progress report for the movement of these students
- It was suggested Jackie look for what support is available from the start of the year and not halfway through the year



### **AOV**

Jackie to provide AOV in a graph form and provide data of the movements of our tamariki at each meeting

**Due Date:** 22 Feb 2023

**Owner:** Jackie Meha

## **3.4 End of year data**

**End of year data not available.** Jackie will have this completed by next board meeting in February 2023.



### **End of Year Data**

Jackie to provide 2022 EOY data

**Due Date:** 22 Feb 2023

**Owner:** Jackie Meha

## **3.5 Principal professional growth cycle report**

PGC is the learning focussed process that has replaced performance appraisals. Jackie is part of a network with Para Meha, Principal of Rotoiti and Lorraine Northey, Principal of Whangamarino. Tony Pope who supports the professional growth of the group, provides feedback as well. Jackie

advised PGC feedback will be available end of term 1.



## PGC Report

Jackie to contact Tony Pope for feedback

**Due Date:** 22 Feb 2023

**Owner:** Jackie Meha

## 4. Actions

### 4.1 Action List

Due Date	Action Title	Owner
31 Mar 2022	EOY Event & Committee <b>Status:</b> On Hold	Jackie Meha
22 Jun 2022	BC 71818 <b>Status:</b> In Progress	Michele Hawe
21 Sep 2022	Self-Harm and Suicide Policy <b>Status:</b> Not Started	Dallas Te Aonui
21 Sep 2022	Mental and Wellbeing Policy <b>Status:</b> Not Started	Lynette Walmsley
22 Feb 2023	School Uniforms <b>Status:</b> In Progress	Warena Morgan

## 5. Management Reports

### 5.1 CEO Report

Michele queried Jackie one page report, Jackie confirmed her report.

#### **2023 Staffing**

- Anaru Ratapu will be offered permanent position in Waikorohihi in 2023, he is currently fixed term.
- Fixed term position will be offered to Parekatene whilst Boxer Smith is away at Canterbury University.

#### **Interviews for Year 7&8 teacher position**

- Interviews will take place in January 2023
- Interview panel are Michele, Jaylene, Jackie and Yvonne

### 5.2 November financial report

Warena asked Jackie to go through the financial report so the board can follow the report.

#### **Items of Significance**

##### **Income**

- Code 0272 Libelle rent not received, Jackie to follow-up

##### **Expenditure**

- Code 1170 BOT hospitality over spend \$688 new board dinner
- Code 1320 and 1330 Photocopy charge and Stationery over spend \$2.7k due to roll growth
- Code 1460 Office Manager over spend due to pay equity increase (\$25.88 to \$32.88 p/h)
- Code 3465 Kaiarahi I te reo \$7.2k over spend due to pay equity increase (\$38p/h)
  - Both these codes(1460 & 3465) were back dated for the previous year
- Code 2320 and 2410 Grounds and Repairs maintenance over spend \$7477k unexpected work i.e. tree felling, barrier arm, new mower etc
- All other over spends, explanation not provided. Monitoring of expenditure to make adjustments have not been done over the past months.

### **School camp**

- Cost: \$25k senior camp, \$4k junior camp Total \$29k.
- Fundraising account \$19.9k a shortfall of \$10k.
- Michele asked what income source would be used to cover the shortfall. There was no response from Jackie.

Copies of school accounts was requested, on page 8 of Nov report is list of our accounts

## **6. Other Business**

### **6.1 Audit completion report 2021**

## **7. Close Meeting**

### **7.1 Close the meeting**

**Next meeting:** No date for the next meeting has been set.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_