

CONFIRMED MINUTES

BOARD HUI



At the **Board Hui** on **17 Mar 2021** these minutes were **confirmed as presented**.

Name:	Whakarewarewa School
Date:	Wednesday, 17 February 2021
Time:	5:00 pm to 7:00 pm
Location:	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
Board Members:	Michele Hawe (Chair), Arihi Harvey, Dallas Te Aonui, Hinei Taute, Janice Simeon, Lynette Walmsley
Attendees:	Pam Takiwa

1. Opening Meeting

1.1 Elect presiding member



Appointing of Presiding Member 2021

The process to appoint a presiding member was handed over to Lynette who called for nominations.

- Arihi Harvey nominated Michele Hawe
- Janice seconded the nomination.
- Michele accepted the nomination

As there was only one nomination Michele is duly appointed Presiding Member for the 2021 term.

Decision Date:	17 Feb 2021
Mover:	Arihi Harvey
Seconder:	Janice Simeon
Outcome:	Approved

Delegation List

The board agreed that Lynette is delegated authority to be a member of the boards Property Committee.

1.2 Interests Register

1.3 Confirm Minutes

Board Meeting 7 Dec 2020, the minutes were confirmed as presented.



Previous Minutes

Previous minutes were presented and accepted as a true record

Decision Date: 17 Feb 2021
Mover: Hinei Taute
Seconded: Arihi Harvey
Outcome: Approved

1.4 Matters Arising

- How is the change in student data recognised between English Medium and Rumaki
- Lunches in schools provider is Libelle

2. Major Decisions and Discussions

2.1 Property Updates

A & D Block

- DLA working with tenders
- Asbestos removal came over budget, waiting on a further update
- Questions were raised regarding A Block works, PM working through these
- Building consent has been submitted to council
- All of the above should be completed by Tuesday, MOE forms to be raised
- Date for start of construction 29 March 2021
- Completion period proposed is 6 to 8 weeks

School House

- Preparation of footpath works has started and will be completed on Friday 19th February.
- Cost of work \$3450 + GST

SIP Project

- Completed
- Documentation to release contingency of \$11k has been submitted to MOE and close project.

LSC Project

- Waiting on further advice from RLC re: consent
- Janice is working from school house

The chair informed the board, the fees agreed for these projects are set below and fees paid to date are outlined in the report.

- Frequency fees \$29,008.82
- DLA fees \$57,309.00 for A & D Block.
- DLA fees \$17,550.00 for hall.

New Parking

- Positive comments on the new carpark. More user friendly
- The new passing bay is monitored because some parents are still using the oval to overtake.



New Footpath at School House

The board approved the new footpath work at the school house, cost of \$3450.00

Decision Date: 17 Feb 2021
Mover: Hinei Taute
Seconder: Arihi Harvey
Outcome: Approved

3. Board Annual Review Plan

3.1 Board Responsibilities Policy



Board Roles and Responsibilities Policy

The review of this policy was presented and accepted. Next review 2022

Decision Date: 17 Feb 2021
Mover: Arihi Harvey
Seconder: Lynette Walmsley
Outcome: Approved

3.2 Board Code of Conduct Policy



Review board Code of Conduct Policy

Review of the this policy was presented and accepted. Next review 2022

Decision Date: 17 Feb 2021
Mover: Hinei Taute
Seconder: Dallas Te Aonui
Outcome: Approved

3.3 Triennial review programme

Strategic Plan

- Current strategic plan is in its final year
- Strategic planning with NZSTA is scheduled for 19 April 2021 after the Conference. Venue will be at TTA office.

Student progress and achievement

- Change to Indigenous student focus

Inclusion and wellbeing

- Change Collective staff/student wellbeing report
- Change Collective wellbeing assessment

HR

- PPA - Lynette/Hinei to meet to start agreement process

Curriculum

- Change English to Literacy
- Change The Arts to localised curriculum

Budget

- Remove Update/review 5YA/10YPP
- Remove Induction of new board and student rep election
- Budget to be reviewed at end of each term

A copy will be re-distributed to board members once changes have been done.

3.4 Finalise and approve 2021 budget

Budget items discussed

- Painting maintenance work plan and budget is due for consideration. Programmed maintenance services provider to carry out necessary work an option.
- Fundraising opportunity was presented and offered to the school to provide breakfast for attendees on Anzac Day, 25 April 2021 for 150 people.
- Office stationery budget increased
- Depreciation increased due to purchase of new furniture. Asset inventory has been completed, some items to be removed from the the register will reduce depreciation. Chairs red/blue have been given to the kohanga. Quantity not known, total recorded on register to be changed.
- Duffy Books in School - budget overspend last year.
- Teaching Salaries
 - \$40,000 budgeted for the extra teacher.
 - banked staffing will cover \$30k.
 - student roll currently at 153 students and two high need ORRS students this brings our roll to 157 students
- Laptop Lease - new non subsidised will need to be procured for a teacher.



Finalise and Approve Budget

The board adopted and approved the 2021 budget

Decision Date: 17 Feb 2021
Mover: Hinei Taute
Seconder: Janice Simeon
Outcome: Approved

4. Actions from Previous Meetings

4.1 Action Item List

Due Date	Action Title	Owner
7 Dec 2020	Energy Sustainability Status: Not Started	Hinei Taute
17 Mar 2021	Funding Applications - Purchase Puipui Status: On Hold	Hinei Taute
17 Mar 2021	EOY Event & Committee Status: Not Started	Dallas Te Aonui

5. Management Reports

5.1 CEO Report

RCC/KA

- Otonga Primary has joined RCC

NAG4

- The Board will revisit the purchase of another van at the end of term 1 after March return.



CEO Report

The board approved and accepted principal's report

Decision Date: 17 Feb 2021
Mover: Hinei Taute
Seconder: Lynette Walmsley
Outcome: Approved

5.2 December 2020 - January 2021 Reports

Financial Report 31 Dec 2020

- Net surplus end of Dec \$90,126k

Financial Report 31 Jan 2021

- 2021 budget has been adopted and approved. Feb report will reflect new budget
- Code 1160 STA annual membership has been paid twice, overpayment will be reimbursed
- Code 1560 Insurance - total to be queried \$5502k



December 2020 & January 2021 Financial Report

Financial Reports were accepted

Decision Date: 17 Feb 2021
Mover: Hinei Taute
Seconder: Arihi Harvey
Outcome: Approved



Code 1160 and 1560

Pam to query why insurance is high and NZSTA membership reimbursement

Due Date: 17 Mar 2021
Owner: Pam Takiwa

6. Other Business

6.1 Correspondence

Scion

An invitation by Scion for our students to be involved in the opening of the building on 5 March opening

Covid

- The kura went into level 2
- Sufficient hygiene product available at the school
- Covid level goes to Level 1 tomorrow

School Values

- Dallas complimented the teaching staff on the teaching of the school values to the students as they knew what these were when asked

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Hui - 17 Mar 2021, 5:00 pm

Signature: _____

Date: _____