

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **25 Oct 2023** these minutes were **confirmed as presented**.

Name:	Whakarewarewa School
Date:	Wednesday, 20 September 2023
Time:	5:30 pm to 7:00 pm (NZST)
Location:	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
Board Members:	Michele Hawe (Chair), Ann-Jolena Baker, Jackie Meha, Renaata McGarvey, Warena Morgan, Yvonne Edwards
Attendees:	Pam Takiwa
Apologies:	Jaylene Tamati

1. Opening Meeting

1.1 Confirm Minutes

Board Meeting 16 Aug 2023, the minutes were confirmed as presented.



Apologies

Apology accepted

Decision Date:	20 Sept 2023
Mover:	Yvonne Edwards
Seconded:	Renaata McGarvey
Outcome:	Approved



Previous minutes

No Matters arising from previous minutes

Decision Date:	20 Sept 2023
Mover:	Michele Hawe
Seconded:	Renaata McGarvey
Outcome:	Approved

1.2 Interests Register

no conflict interests

2. Major Decisions and Discussions
3. Board Annual Work Plan
4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
23 Feb 2023	PGC Report Status: Completed on 16 Sept 2023	Jackie Meha
6 Apr 2023	Financial Reports Status: Completed on 16 Sept 2023	Jackie Meha
19 Apr 2023	Grounds maintenance Status: Not Started	Jackie Meha
17 May 2023	EOY Event & Committee Status: Completed on 20 Sept 2023	Jackie Meha
17 May 2023	Self-Harm and Suicide Policy Status: On Hold	Jackie Meha
17 May 2023	Mental and Wellbeing Policy Status: On Hold	Jackie Meha
17 May 2023	Student Progress and Achievement - Learning Support Report Status: Completed on 16 Aug 2023	Jackie Meha
5 Jul 2023	Wrap advertising - Van Status: On Hold	Jaylene Tamati
5 Jul 2023	Budget Status: Completed on 16 Sept 2023	Jackie Meha
5 Jul 2023	Teacher Aide Codes Status: Completed on 16 Sept 2023	Jackie Meha
5 Jul 2023	Policy Credit Card Use Status: In Progress	Warena Morgan
7 Jul 2023	Staff Wellbeing Status: In Progress	Jaylene Tamati
16 Aug 2023	Independant Advisor Status: In Progress	Jaylene Tamati
16 Aug 2023	Mid-Year Data Status: Completed on 16 Aug 2023	Yvonne Edwards
18 Aug 2023	School Docs Status: Completed on 17 Aug 2023	Michele Hawe
4 Sept 2023	10YPP Zoom Hui Status: Completed on 25 Aug 2023	Michele Hawe
14 Sept 2023	Boiler Replacement Budget Status: Completed on 21 Aug 2023	Michele Hawe
14 Sept 2023	Term Deposits Status: Completed on 8 Sept 2023	Michele Hawe
14 Sept 2023	Transfer of funds from 55 acc to 51 acc Status: Completed on 25 Aug 2023	Michele Hawe
9 Oct 2023	Student Wellbeing Survey Status: Completed on 16 Sept 2023	Jackie Meha

5. Management Reports

5.1 CEO Report

[Item 1 Student Wellbeing](#)

- MOE released a tool to help in this area
- A survey was developed with input from tamariki and staff
- 10 questions asked
- Class teachers collated student answers

Item 2 RTLB/SENCO

- RTLB referral forms and their location in school were shared with the staff
- Angelique Curtis is SENCO

Item 3 Health & Safety

- Recommend more information collected when reporting playground incidents

Item 4 Attendance Report

- No attendance report was attached.
- The principal and DP visited the homes of students who were not attending school
- Michele informed the board, Term 1 data presented at last board meeting showed the highest attending group was year 1 at 60% and the lowest attending group was our year 5 at 25%. With no Term 2 data, the board was not able to compare data or consider any interventions.

Item 5 Finance Report

Items of significance

- Income - NWEET not received?
- Expenditure - Michele pointed out that expenditure codes are overspent and some entries have no budget against them. Adjustments to these entries are to be made.
- Code 2495 Security - an overspend of **\$6590**. Michele asked for an explanation given the budget is **\$1500**. Jackie explained that the budget was set for admin fees.
- Michele explained in the report that \$2.3k was an unexpected cost to replace barrels/keys/padlocks, the previous provider was CHUBB which are located in Auckland. A local provider was sought(Key Accessories), and new keys were issued to teachers/security/cleaners. Master keys held by Principal/Office/Caretaker/Presiding Member. The monthly monitoring cost of \$436 and security callout of \$74.75(at times more than one callout in one night) should be factored into the budget. If the Principal/Caretaker are not available to attend, Nutech will respond and an extra charge will be generated.
- All entries in **red are overspends and budget is not adjusted.**

Item 6 Property

- Removal of the wet area in classroom space - 10YPP assessment
- Large window in Principal office - 10YPP assessment
- Door in Korotiotio including a door into staff room - contact a chippy
- Floor Electrical sockets in classrooms - contact the electrician

Item 7 Teacher Only Days

- Term 4 Teacher-only days are 16 and 17 November - Curriculum refresh
- The last day of school is 14 Dec 2023

Item 8 Principal Wellbeing fund

- Michele informed the board that \$6k was paid on 5 September under " Principal Professional Coaching and Wellbeing Support"
- Entitlement to be used in that year i.e. 2023, 2024

- Jackie is to make an annual declaration to the board regarding her uptake and use of the funds
- Declaration to be made to the board no later than the last day of Term 4 each year.
- Jackie asked if these funds could be transferred to 2024. Before a decision is made to transfer to 2024 year Jackie to inform the board of what these funds will be used.



Meeting Report Health & Safety

Playground, Medical, First Aid/Incident reporting and investigation

Due Date: 4 Oct 2023
Owner: Jackie Meha



Staff Incidents Report

Reporting on staff injuries and what this looks like

Due Date: 4 Oct 2023
Owner: Jackie Meha



CEO Report

Jackie moved her CEO Report be accepted

Decision Date: 20 Sept 2023
Mover: Jackie Meha
Seconder: Yvonne Edwards
Outcome: Approved

5.2 August Finance Report

[Finance report covered in Item 5 of CEO Report](#)

5.3 Health & Safety Review



Health & Safety Report

- **Incident Report request**
- **Near miss reports**

Due Date: 4 Oct 2023
Owner: Jackie Meha

6. Other Business

6.1 Correspondence

[Rates Assessment 2023-2024 Year](#)

- Include figures in the 2024 budget

N3

- Pam explained that the school is part of a Buying Group of which n3 is the umbrella company. Purchases made through companies aligned with n3 are generously discounted

6.2 In/Our Committee

In Committee 0630

Out Committee 0645

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Meeting - 25 Oct 2023, 5:30 pm

Approved decisions made between meetings



Boxer Smith - Study Leave 2024

That the board approve Study Leave for Boxer Smith to complete his masters degree in Maori Education at University of Canterbury from Monday 29 January 2024 to Friday 13 December 2024.

3 Supported: Renaata McGarvey , Warena Morgan , Yvonne Edwards

1 Opposed: Ann-Jolena Baker

0 Abstained:

Decision Date: 3 Sept 2023

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner
5.1	Meeting Report Health & Safety Due Date: 4 Oct 2023	Jackie Meha
5.1	Staff Incidents Report Due Date: 4 Oct 2023	Jackie Meha
5.3	Health & Safety Report Due Date: 4 Oct 2023	Jackie Meha

Agenda for next meeting 18 Oct 2023

1. Provisional staffing and Operational Funding 2024
2. 5YP/10YPP update
3. Hall Remediation work update

Signature: _____

Date: _____