

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **24 Nov 2022** these minutes were **confirmed as presented**.

Name:	Whakarewarewa School
Date:	Wednesday, 21 September 2022
Time:	5:00 pm to 7:00 pm (NZST)
Location:	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
Board Members:	Michele Hawe (Chair), Jackie Meha
Attendees:	Arihi Harvey, Boxer Smith, Dallas Te Aonui, Lynette Walmsley, Pam Takiwa
Guests/Notes:	Sandra Hemopo - new staff representative

1. Opening Meeting

1.1 Interests Register

1.2 Confirm Minutes

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

Matters Arising from previous minutes

- Barrier arm to be installed during the school holidays
- Security system will be installed week 1 of the school holidays

New Van

- New signage on the van
- Bumper damaged day two of possession. Waiting for Bumper replacement
- Minor damages to be repaired on the other vans
- All vehicle inspections in place to be carried by drivers. All drivers are to ensure details of each trip are recoded in vehicle log book.

Uniforms

- Skort samples from School Uniforms were not a preferred design, JM will check other uniform providers for skorts designs.

Painting of the School

- MH meeting GM Painters from Taupo to quote to paint school.

Self Harm and Suicide Policy

- LW presented some policy's she sourced on-line from different government agencies. Work in progress

- School Docs Software raised for discussion again to be considered when new board takes office. Cost of School Doc per year approximately \$1500.



Previous Minutes

The board accepted and approved previous minutes

Decision Date: 21 Sep 2022
Mover: Lynette Walmsley
Seconder: Dallas Te Aonui
Outcome: Approved

2. Major Decisions and Discussions

2.1 Property Project Update

2.2 Risk Management Scheme Levy

The presiding member presented an offer from MOE for comprehensive contents, public liability and cyber insurance. A recommendation the board consider looking into MOE offer. The cost to join the scheme's insurance is 10.50 pp per annum, and increase to \$15.00 pp per annum from 1 Jan 2023 with a increase in our OPS Grant, and deducted quarterly.

It was suggested we do a comparison with our current provider Crombie and Lockwood and report back to the board.



MOE Risk Management Scheme

JM to do a comparison of what our current insurance provider with MOE offer.

Due Date: 16 Nov 2022
Owner: Jackie Meha

3. Board Annual Work Plan

3.1 Review Credit Card Policy

Credit Card Policy Review

- LW questioned the approval process for the credit card. Use of the credit card is to be approved by Principal
- Reconciliation of transactions made by Principal is to be checked by finance committee delegate and office manager.



Credit Card Policy

The board approved the review of school credit card policy.

Decision Date: 21 Sep 2022
Mover: Lynette Walmsley
Seconder: Dallas Te Aonui
Outcome: Approved

3.2 Gifted and Talented Students

The board discussed whether we had children with natural abilities at a high level. Children can be gifted and talented in many areas, including sport, art, music, or are extremely bright. This

means that these children will need support and giving them opportunities for development is crucial. For example: some children are gifted at playing certain sports. They often have athletic physique and stand out compared to other children their age.

Do we have programs so that teachers can support those children identified gifted and talented?

- The principal advised that there were no children identified as gifted and talented at the kura.

3.3 Provisional staffing entitlement and funding

Operations Notice & Staffing Entitlement

- Twice each year, in March and July, school completes a roll return for MOE based on the number of students enrolled.
- Accurate, and timely completion and submission of our roll data is used to fund and staff our school by way of OPS Grant SE. Roll submitted at 1 July 2022 - 146 Students. Notification is usually sent out at end of Term 3 by MOE which provides the board with an assured min level of staff entitlement for the following year.
- If our notice identifies a reduction in staffing, then the board is faced with a surplus staffing situation.
- Principal has overall responsibility for our schools roll return.
- OPS notice to all schools is available on 30 Sep
- Our 2023 Equity Index funding notice is available on 22 September 2022, will be used to distribute socioeconomic based funding in place of the school decile system. Our EQI number is 550, Isolation Index 0.33

4. Actions

4.1 Action List

Due Date	Action Title	Owner
22 Jun 2022	Uniform Survey Feedback from Parents Status: Completed on 8 Sep 2022	Jackie Meha
22 Jun 2022	Security System Status: Completed on 8 Sep 2022	Jackie Meha
22 Jun 2022	Fixed Term Teacher - Rumaki Status: Completed on 8 Sep 2022	Jackie Meha
30 Jun 2022	Letter of Resolution Status: Completed on 24 Aug 2022	Pam Takiwa
27 Jul 2022	Teacher only days Status: Completed on 8 Sep 2022	Jackie Meha
27 Jul 2022	Alarm Security Panel Status: Completed on 8 Sep 2022	Jackie Meha
27 Jul 2022	Items of Significance Status: Completed on 8 Sep 2022	Jackie Meha
24 Aug 2022	Installation - Barrier at bridge Status: Completed on 8 Sep 2022	Jackie Meha

5. Management Reports

5.1 CEO Report

ERO Report has been signed

- Report attached.
- ERO will be in contact with Jackie intermittently for documentation required to be forwarded to them.

ICS and ORRS funding

- Each child is funded for an average of five hours per week.

Taa Taa Program

- Kaiarahi i te Reo delivers this program in Rumaki.
- LSC supports class.

Dyslexia

- PD is now available for teachers and aides to deliver these programs
- Parents will be advised once a program has been put in place

Attendance Report

Data attached

Parent trespassed from school grounds

- A parent has been trespassed from school grounds due to disorderly conduct
- A student due to behavioural issues will attend only 1 hour a day at school and will be given work to complete at home
- This student will not attend regular classes due to this behaviour



CEO REport

Board approved the CEO Report

Decision Date: 21 Sep 2022
Mover: Lynette Walmsley
Seconded: Dallas Te Aonui
Outcome: Approved

5.2 August Financial Report

Items of Significance

Income:

- Codes 0143, 0181 expected income not received
- Code 0181 CYFS code will be removed
- Code 0272 Libelle Rent income expected Oct or Nov

Expenditure:

- All expenditure codes show a significant budget overspend with risks of our budget deficit end of December 2022 alot higher.
- The chair explained the purpose of having a budget helps create financial stability, by tracking where our money is going, and where there's room to spend less. Therefore, if you don't follow a budget, there is a risk of losing track of our spending which will lead to making poor decisions. Having a budget puts us on a stronger financial footing for both day to day and long term.

- Reporting any financial variance against the budget is the responsibility of the principal to the board
- The chair also mentioned a new board is likely and is important new trustees are well prepared and understand our reports to make good decisions.

Personnel

- Teacher Aide hours will be reduced due to overstaffing
- Due to equity agreement Kaiarahi i te Reo wages to rise and funding will be received from the Ministry

Professional Growth Cycle

- PD for Principals

Code List

Some codes have been deleted and new codes added



Financial Report

The board accepted and approved Principals report.

Decision Date: 21 Sep 2022

Mover: Jackie Meha

Outcome: Approved

6. Other Business

6.1 Correspondence

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Meeting - 24 Nov 2022, 5:30 am

New Actions raised in this meeting

Item	Action Title	Owner
2.2	MOE Risk Management Scheme Due Date: 16 Nov 2022	Jackie Meha

Signature: _____

Date: _____