

CONFIRMED MINUTES

BOARD MEETING



At the **Board Hui** on **31 Mar 2023** these minutes were **confirmed as presented**.

Name:	Whakarewarewa School
Date:	Wednesday, 22 February 2023
Time:	5:30 am to 7:30 am (NZDT)
Location:	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
Board Members:	Michele Hawe (Chair), Jackie Meha, Renaata McGarvey, Warena Morgan
Attendees:	Pam Takiwa
Apologies:	Jaylene Tamati, Ann-Jolena Baker

1. Opening Meeting

1.1 Appoint Presiding Member(Board Chair)

The meeting floor is open for board members to nominate a board member for the position of presiding member. Pam called for nominations to stand for the position. There was only one nomination received. Michele accepted the role of Presiding Member and was duly appointed.

1.2 Interests Register

2. Major Decisions and Discussions

2.1 Bi-Election Staff Representative

Presiding member opened the floor to appoint a Returning Officer for Staff Representative Bi-election. The timeframe for staff elections is 31 days. Pam who has undertaken this role previously, was nominated. Pam accepted the role as Returning Officer.



Returning Officer

The board moved and accepted Pam as Returnng Officer for upcoming staff bi-election. The board agreed to hold the bi-election on 24 March 2023.

Decision Date:	22 Feb 2023
Mover:	Michele Hawe
Seconder:	Warena Morgan
Outcome:	Approved

Event	Date
Select Returning Officer by	Tuesday, 21st February 2023

Close Main Roll	Tuesday, 28th February 2023
Call for Nominations by	Thursday, 2nd March 2023
Close Supplementary Roll	Tuesday, 7th March 2023
Nominations Close (at 12pm)	Wednesday, 8th March 2023
Voting Papers Issued by	Tuesday, 14th March 2023
Election Day	
Close Poll	4pm on election day
Count Votes by	Thursday, 30th March 2023
Board Takes Office	Friday, 31st March 2023

3. Board Annual Work Plan

3.1 Review Board's Code of Conduct

Board's Code of Conduct Policy was distributed to all board members to update, any issues identified and whether the policy is achieving the intended purpose.

- There were no questions or issues
- Policy endorsed by the Board 22 Feb 2023

3.2 Review Board's Conflicts of Interest

Board's Conflict of Interest Policy was distributed to all board members to update, any issues identified and whether the policy is achieving the intended purpose.

- There were no questions or issues
- Policy endorsed by the Board 22 Feb 2023

3.3 Review Board Delegations

The current Board Delegation of Officers schedule to remain the same.

The Presiding Member tabled that we consider a Deputy Chair, to be groomed for the position over the term. A nomination was called, as there was only one nomination received, Warena Morgan accepted the role of Deputy Presiding Member was duly appointed.



Deputy Presiding Member

The board moved that Warena Morgan be delegated to the position of Deputy Presiding Member.

Decision Date:	22 Feb 2023
Mover:	Michele Hawe
Seconder:	Renaata McGarvey
Outcome:	Approved

3.4 Review Board's Work Plan

There were no changes to the board's 2023 annual work plan. Board meeting dates to be confirmed and sent out to members.



Board Meeting Dates 2023

Send out 2023 meeting dates to board members

Due Date: 28 Feb 2023
Owner: Michele Hawe

3.5 Principal Professional Growth Cycle

Jackie's professional development began last year term 3

2023 Goals

- building teacher capability
- leadership focus as opposed to management

Endorser

- To come from within the network cluster that is used.

Professional Network Cluster(who will support her professional growth)

- Rotorua Central COL
- Maori Principals Federation

Professional Growth Cycle for Staff

- Monitored every term
- Course application for external PLD held in their job description
- Maori medium recognition being supported via PLD for staff
- Structured literacy PLD for Auraki as well with providers coming into the school



Principals Professional Growth Cycle

The Board delegated Warena Morgan to work alongside Jackie to support her professional growth

Decision Date: 22 Feb 2023
Mover: Michele Hawe
Seconder: Renaata McGarvey
Outcome: Approved



PGC

Jackie to setup meeting dates and times with Warena. Report to board her endorser and group network

Due Date: 31 Mar 2023
Owner: Jackie Meha

3.6 Confirm Minutes

Board Meeting 14 Dec 2022, the minutes were confirmed as presented.



Previous minutes

The board accepted and approved minutes

Decision Date: 22 Feb 2023
Mover: Warena Morgan
Seconder: Renaata McGarvey
Outcome: Approved

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
29 Aug 2022	2022 Budget Review Status: Completed on 19 Feb 2023	Lynette Walmsley
16 Dec 2022	Exit interview Status: Completed on 9 Feb 2023	Jaylene Tamati
8 Feb 2023	NZSTA advice Status: Completed on 16 Dec 2022	Michele Hawe
22 Feb 2023	School Uniforms Status: Completed on 10 Mar 2023	Warena Morgan
22 Feb 2023	Jackets Status: Completed on 19 Feb 2023	Pam Takiwa
22 Feb 2023	Finance Committee Status: Completed on 22 Feb 2023	Jackie Meha
22 Feb 2023	Draft Budget Status: Completed on 18 Feb 2023	Jackie Meha
22 Feb 2023	2023 Annual Implementation Plan Status: Completed on 18 Feb 2023	Jackie Meha
22 Feb 2023	AOV Status: Completed on 18 Feb 2023	Jackie Meha
22 Feb 2023	End of Year Data Status: Completed on 18 Feb 2023	Jackie Meha
31 Mar 2023	BC 71818 Status: Completed on 29 Mar 2023	Michele Hawe

5. Management Reports

5.1 CEO Report

Item 1 - Roll 124

- 2023 ops funding is based on 143 students.
- Roll return is due 1 March
- A drop in roll can cause a range of problems, not least of which is that our school funding drops affecting our students learning and staff entitlement is reduced. A potential downward spiral can get more serious for our school.
- Michele asked Jackie if and what strategy will work to increase roll

Item 2 -End of Year Data 2022

English Medium

- Reading data 58% well below/below
- Writing data 62% well below/below
- Maths data 69% well below/below

Rumaki

- Panui 26% well below/below
- Tuhituhi 23% well below/below
- Pangarau 42% well below/below
- Mid-year report to be included in principal report.

Item 3 - Health and Safety

- Michele reported a submission has been submitted to the RLC by the community on Sala Street to remove trees along the Puarenga Stream as a result of Cyclone Gabrielle numerous trees fell on Sala Street causing power outage and closure of the school for the day.
- Michele informed the board she supported the submission on behalf of the school

Item 5 - 2023 Charter/Targets

- Charter work in progress
- Targets - English Medium
 - 3 year groups targetted(Year 4/5/7)
 - Learning area - Writing
- Targets - Rumaki
 - Year 4
 - Learning area - Panui
- Principal to report on targets once a term
- What support does our teachers need to achieve these targets? Report feedback.

Item 6 - Finances

- Cleaner Commercial Contract - the board did not support the quote from Clean Space. Crest clean and OCS quotes were similar in their pricing. The board supported the quote from Crest Clean.
- Jackie to contact unsuccessful providers.
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Cleaner Contract

The board approved that Crest Clean is the successful contractor to clean the school at a cost of \$25.7k per year.

Decision Date: 22 Feb 2023
Mover: Jackie Meha
Seconder: Warena Morgan
Outcome: Approved



Unsuccessful Quotes

Principal to contact the unsuccessful providers who quoted to Clean School

Due Date: 28 Feb 2023
Owner: Jackie Meha

Item 7 2023 Year 7&8 Programme

Spanish Language Introduction

- Year 7 & 8 students
- One year duration

Technology

- Change from Rotorua Intermediate to Mokoia Intermediate
- One week per term Wks 6

Library Skills

- Kaupapa based
- Research skills

Character Development

Team Building

- 2 days - term 1 & 4
- \$20 per session

Boxing - Golds Gym

- Wed 1hr - term 2 & 3
- \$2.00 per session

Kura Responsibilities

- Office Duty
- Sports Monitors
- House Group Leaders
- Fruit in Schools

Conferences

- Grip Leadership
- Conference - Events Centre Rotorua

Careers

Engagements/Expo

- 1 day per term

Teacher Aide Hrs

- Reduced 1hr per day
- ORRs funding currently .2
- **Question asked about support for students in need during the hour the teacher aide is not available when the class teacher is distracted with the rest of the class**

Breakfast in the School Programme

- Started Term 1

Caretaker Duties

Compliance

- Training of pool maintenance
- One other person to attend training with Caretaker
- Pool allowance to be paid to the Caretaker
- Boiler allowance also to be paid to the Caretaker
- Both these to be actioned after the receipt of compliance registration
- Maintenance
 - Pool has a slow leak
 - Repairs be included in the next 5YA



CEO Report

That the principal report is accepted and approved.

Decision Date: 22 Feb 2023
Mover: Jackie Meha
Seconded: Warena Morgan

Outcome: Approved

5.2 2023 Draft Budget

Sensory Playground

- A budget for a sensory playground set at \$40k
- The junior playground to undergo an inspection to ensure compliance, any equipment repairs, replacements etc
- Jackie will apply for funding for Sensory playground



Junior Playground Inspection

Organise an inspection for junior playground

Due Date: 31 Mar 2023

Owner: Michele Hawe



2023 Budget

That the budget for the year ending year 31 December 2023 be approved with a deficit of (\$34K)

Decision Date: 22 Feb 2023

Mover: Renaata McGarvey

Seconder: Michele Hawe

Outcome: Approved

5.3 Charter/Strategic and Annual Plan

See notes in item 5.1 CEO Report re: 2023 Strategic Plan
Annual Report 2022 was presented

5.4 Finance Report



Libelle Rent

Confirm the rent for 2022 has been paid

Due Date: 28 Feb 2023

Owner: Pam Takiwa



Petrol consumption

breakdown of petrol for vehicles and mower

Due Date: 28 Feb 2023

Owner: Pam Takiwa

6. Other Business

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Hui - 31 Mar 2023, 5:30 pm

Approved decisions made between meetings



Paint School

An approach to the market to seek quotes of potential suppliers to paint school buildings. Potential suppliers were identified based on their capability (skills & expertise) and capacity (available resources). We received 4 potential quotes, these were presented for discussion and a breakdown cost for each school building at the meeting held on 24 Nov. The property committee had met prior to discuss the quotes with a recommendation of the preferred provider. Further discussion were had to paint school buildings in stages, starting with A and D block over the Christmas period. Of the 4 quotes 2 were shortlisted, they were GM Painters and AllRound Property Services. A recommendation by the property committee that the preferred supplier to paint A and D Block was AllRound Property Services

That the board approve the quote from AllRound Property Services to paint A block \$66,900 and D block 41,590 all materials and labour are included in their cost.

7 Supported: Ann-Jolena Baker , Jackie Meha , Jaylene Tamati , Michele Hawe , Renaata McGarvey , Sandra Hemopo , Warena Morgan

0 Opposed:

0 Abstained:

Decision Date: 15 Dec 2022

Outcome: Approved

Signature: _____

Date: _____