

CONFIRMED MINUTES

BOARD HUI



At the **Board Hui** on **13 Apr 2022** these minutes were **confirmed as presented**.

Name:	Whakarewarewa School
Date:	Wednesday, 23 February 2022
Time:	5:00 pm to 7:00 pm
Location:	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
Board Members:	Michele Hawe (Chair), Jackie Meha, Arihi Harvey, Dallas Te Aonui, Lynette Walmsley
Attendees:	Ngarepo Eparaima, Pam Takiwa
Guests:	Boxer Smith
Notes:	Ngarepo attendance via zoom

1. Opening Meeting

1.1 Interests Register

1.2 Confirm Minutes

Board Hui 8 Dec 2021, the minutes were confirmed as presented.

Matters Arising

Stock take

- 40 digital devices on the asset register have not been accounted for. These devices have not been logged on since October 2021.
- 14 identified hopefully misplaced, possibly stolen. All these devices have been disabled.

COL Hui Report

Jackie to ensure minutes are available by next meeting



Previous minutes

The board accepted and approved minutes.

Decision Date:	23 Feb 2022
Mover:	Michele Hawe
Seconder:	Arihi Harvey
Outcome:	Approved

2. Major Decisions and Discussions

2.1 Leasing of Vans Proposal

Vans

Decision to either lease or purchase a new van

- Ministry of Social Development vans are currently being used to transport motel student
- Long term investments funds of \$150,000 available to use for the purchase of a van
- Also the option hiring an extra van
- Further discussions to lease a new Mercedes 12 seater van with a monthly lease of \$1094.50 +gst from "Drive Line Leasing and Finance" based in North Harbour was supported and review at end of the year to lease a second van.



Lease of Van from Drive Line Leasing and Finance

The board approved the leasing of a Mercedes 12 seater van from Drive Line Leasing and Finance at a monthly cost to lease of \$1094.50 + GST subject to confirmation of all details outlined in the quote.

Decision Date: 23 Feb 2022
Mover: Ngarepo Eparaima
Second: Lynette Walmsley
Outcome: Approved



Leasing of Van's

Ngarepo to report back to the board on the options in their quote

Due Date: 13 Apr 2022
Owner: Jackie Meha

2.2 2020 Annual Audit Report

- Audit Completion Report which details the processes, findings and recommendations year ended 31 December 2020, not yet provided.
- The school operated a surplus of \$94,615



2020 Annual Report

The board accepted and approved 2020 Annual Audit Report.

Decision Date: 23 Feb 2022
Mover: Lynette Walmsley
Second: Arihi Harvey
Outcome: Approved

3. Board Annual Work Plan

3.1 Review and Election of Presiding Member

2022 Board Elections

- Set for September 2022
- Presiding Member Election

- Code of Ethics that the board members will need to be sign
- Delegation to the Principal-reviewed and modified as appropriately
- Strategic Plan
- Board Plan
- Charter & Analysis of Variance submitted to the Auditors
- Annual Plan due
- See attachment

3.2 Principals Professional Growth Cycle

- PGC is a learning focussed process that has replaced performance appraisal process.
- Principal can develop a PGC that works for her in her own setting.
- Sets her own goals and expectations.
- Tony Pope will provide the support within the group.

3.3 Strategic Plan 2022 - 2024

Jackie reported that COVID has changed a lot for all of us and it's requiring us to be more flexible and do things differently. That includes our 2022 - 2024 Strategic Plan. A focus on the issues at hand related to the pandemic has meant our 2022 Strategic Plan has been delayed. She has informed MOE of the delay and submission.

3.4 Board Plan 2022 including Principal Reporting format and timing

Jackie explained setting a benchmark at start of the year is to measure something against a standard. Difference between the benchmark and data against it is measured is the variance at end of year. Student data will be reported at next board meeting.

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
8 Dec 2021	Col Hui Report Status: Completed on 2 Jan 2022	Yvonne Edwards
23 Feb 2022	2021 Asset Inventory Check Status: Completed on 22 Feb 2022	Dallas Te Aonui
23 Feb 2022	Lease of Vans Status: Completed on 22 Feb 2022	Ngarepo Eparaima

- Inclusion of whanau in end of year functions
- local businesses interested

5. Management Reports

5.1 CEO Report

Student Achievement

- Identify any disparities of age groups and what support these students needs and alsoteacher support

House groups

- Names of 4 Tuhourangi Lakes initiated
- All hapu, maunga, awa to be inclusive

Tu Te Ata

- Scion supporting the students with mini programs

Learning Pou

- Tuhourangi taniko pattern to be integrated to the kura taniko on our headbands, bodices and piupui
- If the school were to perform with Tuhourangi at any time the tamariki will merge right in



CEO Report

Report approved

Decision Date: 23 Feb 2022
Mover: Dallas Te Aonui
Seconder: Lynette Walmsley
Outcome: Approved

5.2 Property Report

A property report was tabled for discussion:

A Block

- Completion by 1 April 2022

POD

- Rails now installed
- Concrete due to be laid.
- Once inspection is completed, documentation to close project will then be submitted to MOE.

New Classroom

- Geo Tech Report and Fire Report in progress
- Karakia for breaking the ground for new classroom 7.30am Monday 28th February

ERO Report Rumaki Pilot Program

- Jackie to re write the school Profile by the end of the term
- Action Plan for Rumaki
- Rumaki Teachers have not received PDL since 2020 and have had no support. Upskilling needed
- LSC is able to deliver in Maori medium
- Professional learning hours have been applied for which closes this Friday.
- Rumaki teachers Boxer and Lisa have had input in the reporting

School Roll

- 133 Students

- 89 Mainstream
- 44 Rumaki

5.3 December Finance Report 2021

- Surplus \$30,412
- COL funds of \$35k transferred to lead school. Both Glenholme and Otongo share lead school role.



December 2021 Finance Report

The board accepted and approved December 2021 finance report.

Decision Date: 23 Feb 2022
Mover: Arihi Harvey
Seconder: Lynette Walmsley
Outcome: Approved

5.4 Approve 2022 Budget

The budget was tabled for discussion. Income from other sources not yet available from MOE. A Surplus of \$1,795 in the budget. Board funded contribution to Support Staff Wages \$116K.



2022 Budget

The board accepted and approved the 2022 Budget.

Decision Date: 23 Feb 2022
Mover: Arihi Harvey
Seconder: Dallas Te Aonui
Outcome: Approved

5.5 Health & Safety 2022

Risk Analysis and Management

- Identify and analyse the risks
- Evaluation the risk
- Treating the risk
- Monitor the risk

Prior to all class trips away from school the above steps are taken by the Teacher in charge of the excursion to identify, minimise and/or eliminate all risks. All copies of the analysis is handed to the Principal to sign off and kept in the office

6. Other Business

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Hui - 13 Apr 2022, 5:00 pm

Signature: _____

Date: _____