

# CONFIRMED MINUTES

## BOARD HUI



At the **Board Hui** on **18 Aug 2021** these minutes were **confirmed as presented**.

<b>Name:</b>	Whakarewarewa School
<b>Date:</b>	Wednesday, 23 June 2021
<b>Time:</b>	5:00 pm to 7:00 pm
<b>Location:</b>	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
<b>Board Members:</b>	Michele Hawe (Chair), Arihi Harvey, Dallas Te Aonui, Hinei Taute, Lynette Walmsley, Hope Morrison
<b>Apologies:</b>	Ngarepo Eparaima, Pam Takiwa

### 1. Opening Meeting

#### 1.1 Interests Register

#### 1.2 Confirm Minutes

**Board Hui 19 May 2021**, the minutes were confirmed as presented.



#### **The previous minutes were presented and accepted**

The previous minutes were presented and accepted

<b>Decision Date:</b>	23 Jun 2021
<b>Mover:</b>	Arihi Harvey
<b>Seconder:</b>	Hinei Taute
<b>Outcome:</b>	Approved

### 2. Major Decisions and Discussions

#### 2.1 Letter of Resignation



#### **Board accepted and approved Hinei letter of resignation as Princi...**

Board accepted and approved Hinei letter of resignation as Principal of Whakarewarewa school. She has accepted the Principal role at Lynmore Primary School

<b>Decision Date:</b>	23 Jun 2021
<b>Mover:</b>	Michele Hawe
<b>Seconder:</b>	Hope Morrison
<b>Outcome:</b>	Approved

- Letter went out to whanau 23/6
- Hinei is hopeful that the transition for the new appointment will be smooth and is thankful for the opportunity.
- Staff and tamariki were emotional with mixed feelings
- A culture change is a concern for the staff.

## 2.2 Recruitment Process - Principal

- Composition of a sub-committee to be appointed was discussed, number
- A consultant was appointed to appoint Hinei, this process comes with a cost.
- All board members were delegated with exception of Arihi and Hinei
- Recommendation that the DP - Yvonne Edwards be on the selection panel
- Ngarepo is happy to go with a consultant, Lynette is hopeful that he would be on the panel for his Kura a lwi perspective and expertise.
- Timeframes to be clear for the process by the delegated committee.
- A consultant or advisor can alleviate part of the recruitment process.
- Discussions on new appointment start date DP of whakarewarewa may be able to stand in if appointment hasn't been made.
- Transition process- will there be an opportunity for the incoming to be transitioned under the current principal. Hinei's ideal if this can't be achieved that Yvonne help in the transition process. this will allow for handover to new appointee to settle in.
- Hinei shared her process with Lynmore School.- Run by board and boardchair. DP, chair, reps 5 in total were involved in the process initial visit. then interview process, followed by referee check, followed by offer
- Survey from tamariki, community and values to assist in recruitment process.
- Our kura is connected to the iwi, Hinei highly recommends that the staff rep and Yvonne is involved in the process of new appointment
- Yvonne Edwards will be offered acting principal position wef 18 October 2021 until new appointee to start February 01 2022.
- Timeline for new appointee to start - Start Feb 01 2022 - with two weeks before commencement of the new school year.



### composition of committee for principal appointment

The board delegated Lynette Walmsley, Hope Morrison, Ngarepo Eparaima, Dallas te Aonui and Michele Hawe, with a recommendation that Yvonne be delegated to the committee composition for the principal appointment.

<b>Decision Date:</b>	23 Jun 2021
<b>Mover:</b>	Michele Hawe
<b>Seconder:</b>	Lynette Walmsley
<b>Outcome:</b>	Approved

## 2.3 ERO Self Audit Compliance

- ERO evaluation partner is a designated evaluator who is assigned to work with our school and work through the evaluation process, plan actions and next steps in our school's improvement journey. They also support the school to strengthen our internal performance i.e ensure compliance is in place. Our lwi and whanau will be engaged in this process the opportunity to incorporate what the tamariki need in regards to their learning especially those at risk of not achieving. All facets of education are covered, systems are in place in

the school and both English and Maori mediums are being met. Tammy Simpkins is our evaluator and NZC for Maori medium. Hinei is on the Principals panel to ensure that they are working efficiently together. Where does the board fit? the board will be included.

- 3 year cycles
- Evaluation team - Lynette asked what her role would be? Hinei would like a board member onboard whether it be Lynette or another board member.
- Teacher registration all set up for a google calendar reminder
- Boxers registration has been updated.

### 3. Board Annual Work Plan

#### 3.1 Strategic Plan - 2022 & beyond - Revisiting our Mission Statement

##### Strategic Planning session with Cheryl from NZSTA

- Discussed our vision statement
- Discussions were had with our kuia who remembered the school motto and what it meant to them, they all recalled "**Kia u ki te pai**" encompassing all things that you do in life are good whether its your whanau, hapu/iwi.
- Michele would like our tamariki and whanau to share their perspective.
- Lynette explained the meaning has an essence that means so much to all those past/present students who attended Whakarewarewa school.
- Hinei can see these perspectives could come from the survey, are the decisions based on a revision, reword or rebrand?
- Hope thinks it will benefit the kura if we create it together tamariki, Kaiako, whanau, hapu and iwi.
- The board will include one or two questions in the Principal survey.

### 4. Actions from Previous Meetings

#### 4.1 Action List

### 5. Management Reports

#### 5.1 CEO Report

##### Hinei's report:

- Colin has indicated that he may retire at the end of the year. Does he have any accrued leave - No.
- Tuhourangi Ahurei - a great turn out of our whanau, including those whanau of different ethnicities. Thoroughly enjoyed by all.
- Lynette asked what does that mean for our appraisal process? will continue, with a new appraiser will we get a mid year report? yes
- New LSC start. Hinei showed a presentation of the Amy Garood and tamariki trapping team - the tamariki have built the traps. Amy is communicating with doc to build the traps here with the support of red stag with their timber. These children are nominated by their class, this is allowing the staff to identify their strengths. The children are encouraged by

the kids to learn more of our Maori culture, the kids have taken to her very well. She is also a relieving at Otonga. Amy is the appointed LSC.

- Are their plans for Otonga to have their own? No we share the role tapping into her strengths and what she can bring to the school. Environment, science etc are some of the attributes that are being seen so far. What is she doing, how is this impacting on the children? Hope sees the children positively engaging, with their peers. They are engaging in their work studies as well as in the environment. Hinei hopes this will allow the teachers to recognise the children's strengths. Hope wants this to benefit their ("big idea picture" what the impact of throwing rubbish for example would be)
- Boxer is back on board, Hinei is concerned about his health to date. Was Boxer on sick leave with pay or without. He had outstanding leave.



### **Board accepted and approved Principal report.**

Board accepted and approved Principal report.

**Decision Date:** 23 Jun 2021  
**Mover:** Hope Morrison  
**Seconder:** Lynette Walmsley  
**Outcome:** Approved

## **5.2 May Finance Report**

### **Items of Significance**

- Code 3369 Numeracy - Invoice was from 2020 year. Hinei to follow up to move payment over.

### **Community of learning**

- Michele queried the income/expenditure we hold, will it be transferred to the lead school?- yes. Hinei will get more clarity at what this looks like for Whakarewarewa school. The Ministry will pro-rata the income for three terms as they have paid the year. To be discussed further at next meeting.

### **Local Funds**

- Code 4554 Hall hire
- Michele queried why 2 staff who hired the hall in January 2021, their payments are not shown.
- Morehu Basketball hired the hall end of January, their payment is shown. They also bought 40 mattresses which they koha to the school.
- Hinei was unaware that Eliza and Boxer were invoiced for the hirage of the hall, and believes they should be given the hall free of charge for their services to the school.
- Michele made it clear we are required to follow our own policies and apply them, i.e user pays, our terms and conditions apply. In the past there has been no teachers that have been given the hall free of charge.
- Hinei believes what they give from their own should be reciprocated by the school and charges be waived to show support, manaakitanga as the teachers show manaaki to our tamariki and whanau. Hinei says that the hall was given to them for usage and not hire.
- Hope gave her perspective that teachers are needing to pay out of their own pockets for the children whether this looks like lunch or anything is reciprocated.
- Michele raised a safety issue of a quad bike used on site.
- Lynette feels conflicted as Manaaki is important and reciprocation is relevant and feels Michele brings up a good point that the hall needs to generate income to run such as power etc.

- Arihi and Dallas are also conflicted on this matter.
- Hinei highlighted that the staff are cleaning the hall prior to hirage.
- Look at policy change in regards to hirage
- Hinei to follow up on the outstanding amounts owing.



### May Financial Report

Board accepted and approved May Financial report to date.

**Decision Date:** 23 Jun 2021  
**Mover:** Hinei Taute  
**Seconder:** Arihi Harvey  
**Outcome:** Approved



### Hall Hire Invoices

Hinei to report back with invoices of what's owing by both teachers who hired the hall and any other invoices overdue.

**Due Date:** 18 Aug 2021  
**Owner:** Hinei Taute

## 6. Other Business

### 6.1 Correspondence

No Correspondence

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** Board Hui - 18 Aug 2021, 3:00 pm

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_