

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **22 Jun 2022** these minutes were **confirmed as presented**.

Name:	Whakarewarewa School
Date:	Wednesday, 25 May 2022
Time:	5:00 pm to 8:00 pm
Location:	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
Board Members:	Michele Hawe (Chair), Arihi Harvey, Boxer Smith, Jackie Meha
Attendees:	Pam Takiwa
Apologies:	Dallas Te Aonui, Lynette Walmsley

1. Opening Meeting

1.1 Interests Register

1.2 Confirm Minutes

Board Hui 13 Apr 2022, the minutes were confirmed as presented.

Lease Mercedes Van

- Approximate delivery period for van is 8 wks due to a back log of compliance checks
- A 14 seater van was offered as an alternate and is available immediately. A 14 seater would require the driver to hold a P licence
- Documentation has been submitted for the 12 seater van
- Jackie to apply for an extension of current van rental for a further 3 months with Rent A Dent

Support Staff

- List all staff members responsibility and expectations in their job description

2. Major Decisions and Discussions

2.1 Vote - Removal of the Beech Tree



Vote - Removal of the Beech Tree

The large beech tree near the school house is 70-80 years old, is showing vertical cracks, seams, dead branches and internal decay where water is seeping down the trunk and a major risk if the tree falls during school hours. Removal of this tree is warranted. Two quotes have been obtained for board consideration and approval.

That the board approve the quote of \$6,900.00 from Ashby Tree Services Ltd to remove the large beech tree.

4 Supported

0 Opposed

2 Abstained

Decision Date: 25 May 2022
Mover: Michele Hawe
Outcome: Approved

2.2 Property Project Report

Carpet and Boiler Replacement

- 5YA budget - A: Floor Carpet replacement of \$25,400k, this project is to replace carpet through the entirety in A Block(classroom/admin/resourcing/Hatupatu/office). The board agreed to transfer this work to wall carpet in classrooms.

A Block Roofing

- October start date

Hall Weathertightness Remediation

- Roof and gutters to be raised and replaced
- Top windows in the hall will be removed to allow roof & gutters to be raised

Painting Maintenance

- The board will procure suitable painting contractor quotes x 3 to paint the exterior of the school building and roof.
- No internal painting required as walls will be carpeted.



Painting Maintenance

Arihi to contact painting contractors for quotes to paint school buildings and roof.

Due Date: 22 Jun 2022
Owner: Arihi Harvey

2.3 Uniform Review

Change of school Uniform

- Things the board would need to consider in regards to uniform choice. Comfort, affordability and durability
- The boys uniform will remain as it is currently.

1. Black jersey with logo

2. Red embroidered polo shirt
3. Solid black tracks or shorts
4. Black socks and shoes
 - Girls grey pinafore for junior girls Years 0-6, and grey skirt for senior girls Years 7 & 8 with white polo shirt, red cardigan, black tights and black shoes. This uniform is suitable as both summer and winter wear.
 - Cost and quality of girls summer pinafore expensive and quality is not good.

Uniform Sock Levels

- mixed size range of girls summer pinafore available
- larger sizes of boys polo shirts available. Minimum smaller sizes
- mixed sizes of girls winter pinafore and skirts in stock
- assorted sizes of pre ordered boys embroidered polo shirts held by the manufacturer in their warehouse. These polo shirts not yet paid for
- Boxer introduced a hoody into the discussion to consider as an option as a sports uniform. It was suggested a survey be sent home for parent feedback regards the removal of the girls summer uniform.



Uniform Survey Feedback from Parents

Jackie to survey parents on introducing the hoody as a sports uniform and girls grey pinafore and skirt to be worn winter/summer

Due Date: 22 Jun 2022
Owner: Jackie Meha

3. Board Annual Work Plan

3.1 Staff Wellbeing Survey

The chair presented the Staff Wellbeing Survey which has been sent out to all teachers, support staff and principal, 3 responses have been received. Data will be reported at next board meeting.



Staff Wellbeing Survey

Report survey data

Due Date: 22 Jun 2022
Owner: Michele Hawe

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
22 Sep 2021	Funding Applications - Purchase Puipui Status: On Hold	Hinei Taute
31 Mar 2022	EOY Event & Committee Status: Not Started	Dallas Te Aonui
13 Apr 2022	Leasing of Van's Status: Completed on 19 May 2022	Jackie Meha
25 May 2022	Expenditure items - March 2022 Status: Completed on 27 Apr 2022	Pam Takiwa

Due Date	Action Title	Owner
25 May 2022	Skoolloop Status: Not Started	Jackie Meha
25 May 2022	Fundraising Status: Not Started	Dallas Te Aonui

5. Management Reports

5.1 CEO Report

National Education and Learning Priorities

- These priorities are to improve outcomes for our students and sets the direction for the board.
- Priorities will be included in our 2022 charter and stratplan.
- Our school charter will be replaced with a 3 year strategic plan and annual plan beginning 2023
- NEGS and NAGS will no longer be used

Rumaki

- Rumaki - 120 PLD hours allocated to the Kaiako for the year
- Numbers are growing in this class: - 20 students with no reo, 15 students years 3&4 with little to no reo.
- Limit numbers to 50 students until the end of term 2
- TATA program to be introduced by Kaiawhina.

A proposal for the board to fund another Kaiako for terms 3 and 4 - option of fixed term to EOY. Jackie to provide a job description, hours of work and who will fill the role. Additionally employing someone with a Limited Authority to Teach with specialist skills was tabled for consideration but not supported by the principal. The Chair tabled that a full board is to be in attendance to approve the proposal presented.

School Camps

- Senior school camp - Spirits Bay Cape Reinga, itinerary to be presented at the next board meeting.
- Years 1-4 Tui Ridge 4 days 3 nights
- Cost \$50k
- Fundraising ideas are welcome
- Application for funding assistance was supported by the board.

Security Systems

The boards preferred provider was discussed,

- Independent Security proposal was accepted with some options not required i.e alarm servicing & maintenance, patrol checks & monitoring and guard response. Number of cameras fitted reduced to 4. Before proceeding, the board is seeking a revised quote to the changes discussed. Not included in this proposal is the installation of the barrier arm at the bridge to be installed by the school.

Principal Growth Cycle

- \$10,000 Grant from Reco
- Jackie attended a conference in Tauranga with the Matawhaura Cluster

LSC Position

- Michele requested COL meeting minutes be provided and presented at future board meetings.
- Michele also raised her concerns regarding the LSC's health and wellbeing. LSC has indicated she is experiencing high levels of stress which is affecting her ability to work at Otonga School, due to work demands, limited resources and no support. The LSC role was discussed at length highlighting the role as a non-teaching permanent position.
- As the employing board, has a duty of care and responsibility to minimise job related stress.



Security System

Revised quote from Independent Security.

Due Date: 22 Jun 2022
Owner: Jackie Meha



Fixed Term Teacher - Rumaki

A job description including hours, and candidates to fill this role.

Due Date: 22 Jun 2022
Owner: Jackie Meha



Installation - Barrier at bridge

School to organise installation of the barrier arm at school bridge

Due Date: 24 Aug 2022
Owner: Jackie Meha

5.2 Finance Report

April financial report not available

6. Other Business

6.1 Correspondence



BC 71818

Michele to address outstanding consent issues

Due Date: 22 Jun 2022
Owner: Michele Hawe



Bonus Bonds

MH to contact bank

Due Date: 22 Jun 2022
Owner: Michele Hawe

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Meeting - 22 Jun 2022, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.2	Painting Maintenance Due Date: 22 Jun 2022	Arihi Harvey
2.3	Uniform Survey Feedback from Parents Due Date: 22 Jun 2022	Jackie Meha
3.1	Staff Wellbeing Survey Due Date: 22 Jun 2022	Michele Hawe
5.1	Security System Due Date: 22 Jun 2022	Jackie Meha
5.1	Fixed Term Teacher - Rumaki Due Date: 22 Jun 2022	Jackie Meha
5.1	Installation - Barrier at bridge Due Date: 24 Aug 2022	Jackie Meha
6.1	BC 71818 Due Date: 22 Jun 2022	Michele Hawe
6.1	Bonus Bonds Due Date: 22 Jun 2022	Michele Hawe
	1. Mid-Year Data	
	2. Strategic Plan 2022	
	3. Annual Plan 2022	
	4. Triennial Election Planning - Set date	

Signature: _____

Date: _____