

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **29 Nov 2023** these minutes were **confirmed as presented**.

|                       |   |
|-----------------------|---|
| <b>Name:</b>          | Whakarewarewa School  |
| <b>Date:</b>          | Wednesday, 25 October 2023  |
| <b>Time:</b>          | 5:30 pm to 6:56 pm (NZDT)   |
| <b>Location:</b>      | Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua  |
| <b>Board Members:</b> | Michele Hawe (Chair), Anna-Jolena Baker, Jackie Meha, Jaylene Tamati, Renaata McGarvey, Warena Morgan, Yvonne Edwards |
| <b>Apologies:</b>     | Pam Takiwa  |

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**Board Meeting 20 Sept 2023**, the minutes were confirmed as presented.

#### Matters from previous minutes

##### Item 7

- Teacher only days 16-17 Nov
- Teacher only day taken 18 Oct, attend tangi of Eruera Barlow
- Michele asked whether last day of school will be 15 Dec 2023, given the extra TOD.



#### Teacher Only Days

**Contact MOE regarding the extra TOD taken on 18 Oct to attend the tangihanga of a teacher and to report back to the board**

**Due Date:** 29 Nov 2023  
**Owner:** Jackie Meha



#### Apologies

**The board approved the apology received from Pam Takiwa**

**Decision Date:** 25 Oct 2023  
**Mover:** Yvonne Edwards  
**Seconder:** Michele Hawe  
**Outcome:** Approved



**The board approved and accepted the previous minutes as true and ...**

**The board approved and accepted the previous minutes as true and accurate.**

**Decision Date:** 25 Oct 2023  
**Mover:** Michele Hawe  
**Seconder:** Renaata McGarvey  
**Outcome:** Approved

## 1.2 Interests Register

There were no personal interest in any matter that may raise a conflict.

## 2. Major Decisions and Discussions

### 2.1 School Planning and Reporting

- Under the new School Planning and Reporting regulations 2023 boards must engage with our school community, iwi/hapu and wider community when developing the school Strategic Plan.
- Must be in place by 1 January 2024
- Board discussed to form a group to start the process of consulting with our community to gather information/views regarding our strategic plan. The following board members were selected Michele, Warena, Jackie, Renaata and Jaylene.



**Photographer for 12 December 2023**

**Organise a photographer to take photos at school production at the Howard Morrison Centre.**

**Due Date:** 13 Dec 2023  
**Owner:** Jaylene Tamati

### 2.2 Provisional Staffing and Entitlement Funding

Will be discussed under Principal report

### 2.3 Term 3 Attendance Report

Will be discussed under Principal report

## 3. Actions from Previous Meetings

### 3.1 Action List

| <b>Due Date</b> | <b>Action Title</b>                                  | <b>Owner</b>   |
|-----------------|--|----------------|
| 5 Jul 2023      | Wrap advertising - Van<br><b>Status:</b> In Progress | Jaylene Tamati |
| 7 Jul 2023      | Staff Wellbeing<br><b>Status:</b> In Progress        | Jaylene Tamati |
| 4 Oct 2023      | Health & Safety Report<br><b>Status:</b> In Progress | Warena Morgan  |

## 4. Management Reports

### 4.1 CEO Report

#### Item 1 - Term 3 Attendance

- AJ asked for an explanation on the data provided.

#### Item 2 - Finances

- No September report was available for discussion.
- Jackie informed the board the September schedules were filed late to EdServices and September report will be available end of this week. October report won't be done until after the 31 October.
- Warena - do we pay them to complete our reports? Michele responded that we pay a monthly fee. Warena - so we should be telling them we want our reports by this date.
- AJ - why are we filing late? what needs to happen so that we can make sure it's filed on time? and what is the process
- Jackie - will speak to Pam about the lateness. A schedule timeline is sent out at the beginning of year when we require the reports, a schedule of all invoices for payment are signed off by her for checking.
- Warena - we need a plan around that process of filing the information on time, so that it gives the board confidence that it gets done on time.
- Michele - what is the budget for school camp? i.e breakdown of cost (transport, accommodation, no. students, adults etc). Fundraising account shows \$11.3k has been raised, will this pool be shared across the school.
- Jackie - gave a brief summary, total budget \$18,250. A further \$7k is needed. Per student \$300 to pay

#### Review of Policies

- Warena - the board need to formally minute that we adopt the SchoolDoc Policies and decommission our current policies. At our next board meeting we need to review our policies as per the review schedule and board assurance actions are done.



#### School Camp - Budget

**Jackie to provide a breakdown of the budget for the school camps.**

**Due Date:** 27 Oct 2023  
**Owner:** Jackie Meha



#### School Docs

**Resolution: The board adopt SchoolDocs Policies and decommission our current school policies.**

**Decision Date:** 25 Oct 2023  
**Mover:** Warena Morgan  
**Second:** Anna-Jolena Baker  
**Outcome:** Approved

## 5. Other Business

### 5.1 In/Out Committee

In Committee 0629pm

Out Committee 0656pm

## 6. Close Meeting

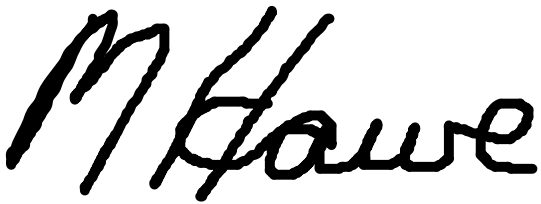
### 6.1 Close the meeting

**Next meeting:** Board Meeting - 29 Nov 2023, 5:30 pm

#### New Actions raised in this meeting

| Item | Action Title  | Owner          |
|------|---|----------------|
| 1.1  | Teacher Only Days<br><b>Due Date:</b> 29 Nov 2023                 | Jackie Meha    |
| 2.1  | Photographer for 12 December 2023<br><b>Due Date:</b> 13 Dec 2023 | Jaylene Tamati |
| 4.1  | School Camp - Budget<br><b>Due Date:</b> 27 Oct 2023              | Jackie Meha    |

- Draft 2024 Budget
- Student Transition



Michele Hawe  
30 Nov 2023