

CONFIRMED MINUTES

BOARD HUI



At the **Board Meeting** on **7 Jun 2023** these minutes were **confirmed as presented**.

Name:	Whakarewarewa School
Date:	Friday, 31 March 2023
Time:	5:30 pm to 7:30 pm (NZDT)
Location:	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
Board Members:	Michele Hawe (Chair), Jackie Meha, Jaylene Tamati, Renaata McGarvey, Warena Morgan, Yvonne Edwards
Attendees:	Pam Takiwa
Apologies:	Ann-Jolena Baker

1. Opening Meeting

1.1 Interests Register

1.2 Confirm Minutes

Board Meeting 22 Feb 2023, the minutes were confirmed as presented.



Confirm previous minutes

"Minutes stand approved as read/distributed"

Decision Date:	31 Mar 2023
Mover:	Michele Hawe
Seconder:	Warena Morgan
Outcome:	Approved

2. Major Decisions and Discussions

2.1 Ka ora Ka ako - Healthy School Lunches Programme

- Jackie supports iwi and hapu social procurement and partnership model.
- Libelle contract ends Term 1.
- Lunches will still be provided by Horizon, the interim provider for lunches in term 2.
- The logistics of delivering the lunches to the kura is yet to be sorted.
- All workshops and training will be provided by MOE. Whoever the provider is can start training to make good use of time.

- Change of government a risk to lunches in school being axed.
- Budget 2023 will be delivered in May. Hopefully programmes continues.
- Michele informed the board that Dee Raukawa and Maude Wano have offered to provide lunches.



Lunches in School

The board approved and accepted the Iwi and Hapu Partnership Model.

Decision Date:	31 Mar 2023
Mover:	Warena Morgan
Secunder:	Jaylene Tamati
Outcome:	Approved

2.2 External Audit Plan Year Ended 31 December 2022

School external audit plan 2022 report is tabled. The report details a summary of findings and recommendations by our auditors of any potential internal control improvements identified during the planning process.

Presiding member advised, the auditors have received our draft financial statements. These are sent to management to view prior to board sign off. These are then sent to OAG by a deadline of 31 May 2023.

3. Board Annual Work Plan

3.1 Student progress and achievement - Learning support needs

Covers:

- Student learning support needs i.e. funding
- School receives ORS Funding each term for those children with high needs.
- In-class support funding
- SEGS (children who don't receive funding)
- Jackie advised item 3.3 should be addressed in the Principals Report which will be addressed at the next board meeting due to the funding applications are in progress.
- Michele informed the board, item 3.3 is included on our board plan for this meeting.



Student Progress and Achievement - Learning Support Report

Jackie to ensure this is included in her report

Due Date:	17 May 2023
Owner:	Jackie Meha

3.2 Professional Growth Cycle - Principal

Warena and Jackie met this month to discuss Jackie 's involvement with two mentoring groups. Aoraki and ?

- High Trust Models PLD (Professional Learning Development)
- Jackie will attend hui with two Peer Groups
- Each group will have an Endorser

- Jackie to provide a copy of her PGC (Professional Growth Cycle)
- Michele asked what PLD she will be undertaking, what are the costs the board need to consider and decide on. Budget of \$8k is tagged. Warena waiting on those costs.

4. Actions from Previous Meetings

4.1 Action List

5. Management Reports

5.1 CEO Report

Year 7 & 8

- Low attendance of a number of students. One student started in week six term 1.
- Year 7&8 Technology Provider is Mokoia Intermediate - 1 hour block of 1 week per term

Emergency Management Plan

- Current plans were last updated in 2020. Copies were placed in each classroom and front office. Board can access these in Boardpro.
- Updated copy will be available when completed, Michele to action



Furniture for Year 7 & 8 Classroom

The board approved a capital expenditure up to \$19,750k on furniture for the Year 7 & 8 students. There is \$10k in our furniture budget and the additional funding from the Furniture and Equipment grant for the classroom of \$9,750k. The board did not agree to the disposal of hall and container furniture as they are all in good condition. Surplus classroom furniture in hall to be moved to container.

Warena suggested a policy i.e. rules and regulations on disposal of the school assets be looked at.

Decision Date: 31 Mar 2023
Mover: Warena Morgan
Seconder: Jaylene Tamati
Outcome: Approved



Cleaning Contractor

The board approved the quote from OCS at a cost of \$25,000 to start term 2. Michele advised hall project works is planned to start July.

Decision Date: 31 Mar 2023
Mover: Warena Morgan
Seconder: Jaylene Tamati
Outcome: Approved



Education Funding Application

The board approved a request to apply for funding for education purposes. A clear description of the project or activities planned was mentioned by Jaylene when applying for funding which most funders will ask for.

Applications to iwi/hapu entities for funding i.e. TTA, Kapenga, Tumunui just to name a few was suggested.

Jaylene and Renaata will source a quote for 40 x Pui Pui.

Decision Date: 31 Mar 2023
Mover: Jackie Meha
Seconded: Jaylene Tamati
Outcome: Approved



Policy for disposal of excess assets

Develop rules and procedures to dispose of school assets.

Due Date: 19 Apr 2023
Owner: Warena Morgan



Chrome Books

Michele suggested Jackie look into leasing the chrome books rather than buying outright. Leasing needs to factor into the budget

Due Date: 19 Apr 2023
Owner: Jackie Meha



Grounds maintenance

Jackie is to source quotes before any work starts.

Due Date: 19 Apr 2023
Owner: Jackie Meha



Puipui

Source a quote for 40

Due Date: 6 Apr 2023
Owner: Jaylene Tamati



Emergency Management Plans

Update and distribution plans when completed.

Due Date: 17 May 2023
Owner: Michele Hawe

5.2 February Finance Report

February Financial Report

Michele went through the February management report which shows what the financial position of the school is at the moment i.e. Income, expenditure, net surplus/deficit and financial position.

The items of significance in the report highlights a budget variance in the expenditure:

- **Code2991** Cyclical Maintenance - painting project.
- **Code3450** Special Needs - ORRS no budget allocated. Income received \$5321, we need to amend this code to show income received.
- **Code3455** Teacher aide - BOT no budget allocated. When the budget was set all teacher aide and Kaiarahi wages were tagged to code3420 at \$119k. Kaiarahi wages is now tagged to code3465 - \$33,264k and Teacher aide wages tagged to 3420 - \$86,491k, we need to amend this and transfer budget from code 3420 to 3455.
- **Code 3445** Breakfast wages - shows no wages has been paid to date. Michele asked why? Principal reported that 19 children are having breakfast and will chase up the wages.

Once codes3450 and code3455 are done, these entries will not appear in items of significance. Principal will contact Education Services to provide training how to read the reports.



Kateerama Breakfast Wages

Check whether this has been actioned

Due Date: 6 Apr 2023

Owner: Pam Takiwa



Financial Reports

Jackie to contact Education Services to provide board training/understanding of financial reports

Due Date: 6 Apr 2023

Owner: Jackie Meha

6. Other Business

6.1 Correspondence

Letter from Holland and Beckett Law was not discussed, work in progress by Presiding Member

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Meeting - 7 Jun 2023, 5:30 pm

Approved decisions made between meetings



Paint School House and Caretakers Sheds

That the board approve the quote from AllRound Property Services to paint School House \$27,900 and Caretakers Sheds \$10,650 all materials and labour are included in their cost.

5 Supported: Ann-Jolena Baker , Jaylene Tamati , Michele Hawe , Renaata McGarvey , Warena Morgan

0 Opposed:

0 Abstained:

Decision Date: 22 Mar 2023

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner
3.1	Student Progress and Achievement - Learning Support Report Due Date: 17 May 2023	Jackie Meha
5.1	Policy for disposal of excess assets Due Date: 19 Apr 2023	Warena Morgan
5.1	Chrome Books Due Date: 19 Apr 2023	Jackie Meha

Item	Action Title	Owner
5.1	Grounds maintenance Due Date: 19 Apr 2023	Jackie Meha
5.1	Puipui Due Date: 6 Apr 2023	Jaylene Tamati
5.1	Emergency Management Plans Due Date: 17 May 2023	Michele Hawe
5.2	Kateerama Breakfast Wages Due Date: 6 Apr 2023	Pam Takiwa
5.2	Financial Reports Due Date: 6 Apr 2023	Jackie Meha

Signature: _____

Date: _____