

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **20 Sept 2023** these minutes were **confirmed as presented**.

Name:	Whakarewarewa School
Date:	Wednesday, 16 August 2023
Time:	5:30 pm to 7:30 pm (NZST)
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

None were declared.

1.2 Confirm Minutes

Board Meeting 5 Jul 2023, the minutes were confirmed with the following changes:

Mid year data amend action by Yvonne to follow

Board Meeting 24 Jul 2023, the minutes were confirmed as presented.

Meeting was opened by Warena Morgan who assumed the role of Presiding Member. Michele assumed minute taker role until Pam return.



Apology

An apology was received from Ana-Jolene Baker.

Decision Date:	16 Aug 2023
Mover:	Jackie Meha
Seconder:	Renaata McGarvey
Outcome:	Approved



Minutes 5 July 2023

The board accepted and approved minutes with an amendment to 2.1 Provide Mid-Year data Owner: Yvonne to Jackie

Decision Date:	16 Aug 2023
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Mover: Yvonne Edwards
Seconder: Michele Hawe
Outcome: Approved



Minutes 24 July 2023

The board accepted and approved minutes.

Decision Date: 16 Aug 2023
Mover: Jackie Meha
Seconder: Renaata McGarvey
Outcome: Approved



School Docs

Michele advised our School Docs website has been built, feedback/changes from board is required. Once changes have been updated our site is ready to be signed off. Michele to provide log in details to board members.

Due Date: 18 Aug 2023
Owner: Michele Hawe

2. Major Decisions and Discussions

3. Board Annual Work Plan

3.1 Student Wellbeing Survey

The board asked that Jackie undertake a survey to gauge from our students their perspective about their wellbeing.



Student Wellbeing Survey

Jackie to report back to the board the data.

Due Date: 9 Oct 2023
Owner: Jackie Meha

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
19 Apr 2023	Grounds maintenance Status: In Progress	Jackie Meha
17 May 2023	Self-Harm and Suicide Policy Status: In Progress	Jackie Meha
17 May 2023	Mental and Wellbeing Policy Status: In Progress	Jackie Meha
5 Jul 2023	Wrap advertising - Van Status: In Progress	Jaylene Tamati
5 Jul 2023	Policy Credit Card Use Status: In Progress	Warena Morgan
7 Jul 2023	Staff Wellbeing Status: In Progress	Jaylene Tamati
16 Aug 2023	Independant Advisor Status: In Progress	Jaylene Tamati

5. Management Reports

5.1 CEO Report

Item 3 Attendance Report

- No data provided for term 2
- 2 families have become transient and their children are not enrolled at another school.
- Data does not indicate justified and unjustified absences.
- Michele asked that Jackie report on attendance data to the board every meeting. Attendance will on the board agenda at every meeting.
- Develop an Attendance Policy.

Item 4 Finances

- Items listed 1-8 will show in August report
- Replacement Boiler project - survey conducted earlier this year indicated life of a further 3 years. Original budget was \$125k, a portion of this budget was used for the removal of asbestos in Block D. Remaining balance of \$32k. Michele suggested using this budget to upgrade the disabled toilets in Block D, the project will be school led. She will contact school property advisor before sourcing quotes for the work.
- Wages - amendments will show in August report
- Notes - Michele acknowledged and noted comments made.

Item 5 Personnel

- Resignation letter received from Parekatene.



Boiler Replacement Budget

Michele to contact Property Advisor to discuss boiler budget surplus to upgrade disabled toilets in Block D

Due Date: 14 Sept 2023
Owner: Michele Hawe



Resignation

The board accepted the resignation from Parekatene. Jaylene did not accept her resignation.

Decision Date: 16 Aug 2023
Mover: Jackie Meha
Seconded: Michele Hawe
Outcome: Approved



CEO Report

The board accepted Jackie report

Decision Date: 16 Aug 2023
Mover: Jackie Meha
Seconded: Jaylene Tamati
Outcome: Approved

5.2 Finance Report - July 2023

Items of Significance

- All codes listed to be adjusted and actioned by Jackie

Term Deposit

- Term deposit #72 matures 9 Nov 2023
- Term deposit #73 matured 8 Aug 2023. Michele informed the board that she has negotiated with the bank to reinvest the funds for 12months @negotiated rate of 5.85%.
- Term deposit #74 matures 26 Dec 2023
- Before maturity of #72 and #74 it was suggested we check what other banks are offering.

Fundraising Account

- Account Fundraising #55 current balance \$24k which was raised last year for the EOY trip to Northland. All expenses for this trip was paid from our Operations #00 account. Cost of EOY trip was \$29k an over spend of \$6k.
- Michele recommended the \$24k be transferred to the hall account - #51 as part of the board contribution to the hall project of \$65k.



Term Deposits

Check other banks interest rates

Due Date: 14 Sept 2023
Owner: Michele Hawe



Transfer of funds from 55 acc to 51 acc

Michele to transfer the funds from fundraising #55 acct to the Hall #51 acct

Due Date: 14 Sept 2023
Owner: Michele Hawe

5.3 Property Update

Update

- Building Warrant of Fitness has been issued.
- Backflow Cabinet at main entrance - valve test plugs are extremely corroded making backflow unable to test. These need replacing, work will be undertaken by RLC.
- Pothole - work to be undertaken by RLC
- Fire alarm - Speakers in hall and sickbay have been fitted and level increased to 85 decibels.

10YPP

- Consultant is Kevin Gong from Watershed
- School Evaluation of Physical Environment(SEPE) can be found on the Property Portal to be completed by 27th October 2023. Series of questions to be completed by Jackie.
- On 4th September a intro zoom hui has been setup for a hour and half with consultant, property advisor, the school and board members. Michele will send out invite from 0930am-1100am.

Hall Project

- Contractor tenders will be known by end of September

- Completion of project is planned end of term 1 2024. Timeline to start project is also dependant on the availability of the successful contractor.
- Roofing iron and doors are available for sale by the school. Project manager will inform the successful contractor the school will keep these materials.



10YPP Zoom Hui

Michele to send out zoom link for this hui

Due Date: 4 Sept 2023
Owner: Michele Hawe

6. Other Business

6.1 In/Out Committee

In committee 0720

Out committee 0730

6.2 Correspondence

Michele informed the board the documentation requested by Baia Build has been submitted

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Meeting - 20 Sept 2023, 5:30 pm

Approved decisions made between meetings



Chromebooks

Based on the quotes provided by Harvey Norman and Noel Leemings, the Board may consider recommending the quote from Harvey Norman the preferred supplier of 24 X 14" Chromebooks, 64GB - \$16,758.48 with 3 year warranty.

Noel Leemings quote 25 X 14" Touchscreen Chromebook, 64GB - \$20,343.50 with 2 year warranty.

All comparative quotes are attached for your decision.

Resolution: that the board approve the quote from Harvey Norman to provide 24 x 14" Chromebook units, 64GB with 3 year warranty, total cost of \$16,758.48

6 Supported: Jackie Meha , Jaylene Tamati , Michele Hawe , Renaata McGarvey , Warena Morgan , Yvonne Edwards

0 Opposed:

0 Abstained:

Decision Date: 31 Jul 2023
Outcome: Approved



Paid Discretionary Leave - Parekatene Potaka

That the board grant paid discretionary leave up to 5 days for Parekatene Potaka whilst the board manages this matter.

5 Supported: Ann-Jolena Baker , Michele Hawe , Renaata McGarvey , Warena Morgan , Jaylene Tamati - Your confirmation was emailed to support this

0 Opposed:

0 Abstained:

Decision Date: 2 Aug 2023

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner
1.2	School Docs Due Date: 18 Aug 2023	Michele Hawe
3.1	Student Wellbeing Survey Due Date: 9 Oct 2023	Jackie Meha
5.1	Boiler Replacement Budget Due Date: 14 Sept 2023	Michele Hawe
5.2	Term Deposits Due Date: 14 Sept 2023	Michele Hawe
5.2	Transfer of funds from 55 acc to 51 acc Due Date: 14 Sept 2023	Michele Hawe
5.3	10YPP Zoom Hui Due Date: 4 Sept 2023	Michele Hawe

Signature: _____

Date: _____