

CONFIRMED MINUTES

BOARD HUI



At the **Board Hui** on **8 Dec 2021** these minutes were **confirmed as presented**.

Name:	Whakarewarewa School
Date:	Wednesday, 17 November 2021
Time:	5:00 pm to 7:00 pm
Location:	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
Board Members:	Michele Hawe (Chair), Arihi Harvey, Dallas Te Aonui, Lynette Walmsley, Ngarepo Eparaima
Attendees:	Hope Morrison, Pam Takiwa, Yvonne Edwards
Guests/Notes:	Justin Roberts - MOE Project Manager

1. Opening Meeting

1.1 Interests Register

1.2 Confirm Minutes

Board Hui 22 Sep 2021, the minutes were confirmed as presented.

- Hall Hire has been paid
- LSC Pod, locksmith in to replace lock on pod. Railing and footpath still to be completed before final inspection
- BDO proposal accepted and signed.

2. Major Decisions and Discussions

2.1 Letter - Request Discretionary Leave with pay



Request Discretionary Leave with Pay

The board accepted and approved Desma's request for discretionary leave with pay for the period of 4 weeks.

Decision Date:	17 Nov 2021
Mover:	Ngarepo Eparaima
Seconder:	Lynette Walmsley
Outcome:	Approved

2.2 Caretaker Position - Letter of Resignation

- Sought advise from NZSTA, caretakers role can be advertised internally.
- Interview panel Yvonne, Colin and Lynette
- CV and referees required



Resignation of Colin Peterson

The Board accepted and approved letter of resignation from Colin Pedersen and his final date is 10 December 2021

Decision Date: 17 Nov 2021
Mover: Arihi Harvey
Seconder: Hope Morrison
Outcome: Approved

2.3 Appointment of Learning Support Coordinator

- 3 applicants were interviewed for the position
- Selection panel - Jackie Meha, Belinda Connely, Yvonne Edwards and Principal Otonga Primary
- Rea Martin was the successful applicant and accepted the position of LSC

2.4 Quote - Instal HRV system in School House

School House

- Panel heaters x 3 in passage way and 2 bedrooms including extractor fan over shower area
- HRV unit to be installed to remove moisture in the school house during winter months
- Insulation installed Floor and ceiling
- Under Healthy Homes regulations a range hood to be installed as well, no existing extractor fan.



School house heating installation

The board approved the quote Of \$4120.00 from Kiwi Homes to install a HRV unit, 3 wall heaters and extractor fan to help reduce moisture, especially during the winter months.

Decision Date: 17 Nov 2021
Mover: Lynette Walmsley
Seconder: Ngarepo Eparaima
Outcome: Approved

3. Board Annual Work Plan

3.1 Draft 2022 Budget

- 2022 draft budget was presented
- Income from MOE, ORRS, SEGS, RTLB not known att
- Remove COL codes, lead school split between Otonga & Glenholme. Funds held until all expenses are cleared before transferred to fund holder.

- Cost of painting school is due - need quotes

3.2 Annual Asset Inventory Check



2021 Asset Inventory Check

Dallas and Arihi volunteered to do Asset inventory

Due Date: 23 Feb 2022

Owner: Dallas Te Aonui

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

5. Management Reports

5.1 CEO Report

Central Kahui Ako

- Governance hui minutes to be provided at our meetings

NAG 3 Personnel

- Lisa Hohepa has accepted a DP role at Lynmore Primary
- Elizah Ward has accepted a Senior Teacher role at Lynmore Primary
- Yvonne will advertise senior teacher position to start term 1 2022
- 2022 staff call dates in January are 25, 26, and 27

NAG 4 Property

- D Block & AMS Roofing - Karakia 7am, Ariel Marcello will lead this project. Greg Ward will continue oversight on the works.
- Hall Remediation - another site estimate visit to investigate key areas that require further investigations that were highlighted in the report conducted last year. MOE has approved this work. Facilitate timing for visit is yet to be confirmed. The Design Weathertightness team suggested an interim solution to repair roof to mitigate leaks to put a bandaid on the area affected. Agreement of \$65k being the board portion has not changed, any additional costs will not be met by the board. Long term solution will be in the design and weather tightness, hopefully work starts term 2 maybe.
- Additional Classroom - Building coming from Hamilton. The architect has given a general agreement the building can be converted and moved onsite. Detailed inspection will be done next week and documentation prepared for tender.

School Vans

- RCKA vans support ends 2021, a submission to renew is supported
- Ngarepo suggested we consider leasing vans for 2022, he will source costing
- An on call relief driver is needed
- Defence drivers course to be considered

School Break in

- Break in occurred over the weekend Sunday 14
- Police report made and the police attended, no finger prints found

Mart Tiedt

- Yvonne presented a framed coin collection that Mark collected on school grounds using a metal detector

ERO School Evaluation for Improvement Plan



Lease of Vans

Ngarepo will source quotes to lease vans for the school for 2022

Due Date: 23 Feb 2022
Owner: Ngarepo Eparaima



Col Hui Report

Yvonne to request hui reports from Kahui Ako

Due Date: 8 Dec 2021
Owner: Yvonne Edwards



CEO Report

The Board accepted and approved Principal report.

Decision Date: 17 Nov 2021
Mover: Yvonne Edwards
Seconder: Hope Morrison
Outcome: Approved

5.2 September/October Finance Reports



The board approved September and October financial reports.

The board approved September and October financial reports.

Decision Date: 17 Nov 2021
Mover: Michele Hawe
Seconder: Lynette Walmsley
Outcome: Approved

6. Other Business

6.1 Correspondence

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Hui - 8 Dec 2021, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
3.2	2021 Asset Inventory Check Due Date: 23 Feb 2022	Dallas Te Aonui
5.1	Lease of Vans Due Date: 23 Feb 2022	Ngarepo Eparaima
5.1	Col Hui Report Due Date: 8 Dec 2021	Yvonne Edwards

- End of Year Data
- Draft AOV
- Board report to community

Signature:_____

Date:_____