

CONFIRMED MINUTES

BOARD HUI



At the **Board Hui** on **17 Nov 2021** these minutes were **confirmed as presented**.

Name:	Whakarewarewa School
Date:	Wednesday, 22 September 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, Hope Morrison, Lynette Walmsley
Attendees:	Hinei Taute, Yvonne Edwards, Pam Takiwa
Apologies:	Ngarepo Eparaima

1. Opening Meeting

1.1 Interests Register

1.2 Confirm Minutes

Board Hui 25 Aug 2021, the minutes were confirmed as presented.



Previous Minutes

The board minutes were accepted and approved

Decision Date: 22 Sep 2021

Mover: Hinei Taute

Seconder: Arihi Harvey

Outcome: Approved

1.3 Matters Arising from previous minutes

4.1

Hall Hire

- Amend Elizah Wards hire to read "4 day hire to 1 day hire \$300"

Staffing Term 4

- Amend to read - Access support from collegial principals to provide mentorship for Yvonne in Term4. Lisa Hohepa to support Yvonne during T4 as well

LSC & Removable Learning Space

- Michele to contact property advisor if an awning, heat pump, inverted internet access and doors/ window frosted laminated can be purchased from the surplus of \$82.4K funding.
- Amend to read Temporary Relocatable Learning Space. MOE project manager is Justin Roberts, Hinei & Yvonne meeting him on Tuesday 28/9 @ 10am.

5.1

June/July Finance Report

- Libelle Rent - provider contacted, \$1800 plus GST will be paid to school.

2. Major Decisions and Discussions

2.1 BDO Fee Proposal For Years 2021, 2022 and 2023

The proposal to conduct the audit of Whakarewarewa School on behalf of the Auditor General for 2021, 2022 and 2023 financial years.

- The proposal is from the school auditors, BDO to carry out the annual audit of the schools financial statements and performance for the years ending 31 December 2021, 2022, and 2023.
- BDO has provided the school the opportunity to consider the proposed fees before recommending for approval by OAG.
- Proposed fees were presented and tabled for discussion.
- 2020 audit remains incomplete, 10 additional audit hours are required to complete the 2019 audit.
- 2021, 2022 and 2023 audit hours remain the same.
- Audit fee increase for the next three years allows specific tasks identified in the OAG school audit brief i.e new standards to meet and additional ministry requirements in the Kiwi Park model financial statements.
- Inflationary increases of 3% per annum
- Border closures which have led to shortage of auditors thus putting pressure on auditor costs.
- Auditor fees are going to be reflective of whoever we have as an auditor
- Board members considered this proposal and have determined that the proposed fee increase are fair and reasonable.



BDO Auditors

The board approved BDO fee proposal to conduct the audit of Whakarewarewa School on behalf of the Auditor-General for the 2021, 2022, and 2023 financial years. A copy of acceptance to be sent to BDO.

Decision Date: 22 Sep 2021
Mover: Lynette Walmsley
Seconded: Hope Morrison
Outcome: Approved

3. Board Annual Work Plan

4. Actions from Previous Meetings

4.1 Action List

5. Management Reports

5.1 CEO Report

School Updates

- Transition with Yvonne regarding Leadership transfer during Level 4 lockdown
- 12 new chrome books purchased for students during lockdown
- The Laptops of two staff members died during lockdown
- Hope shared a video of students attending Jujitsu classes and enjoying themselves

NAG 5

- Have met with whanau
- Opportunity offered to these student to attend LSC program
- Teachers involved with the programs and adjust these to suit



CEO Report

The board accepted and approved the CEO Report

Decision Date:	22 Sep 2021
Mover:	Hinei Taute
Seconder:	Lynette Walmsley
Outcome:	Approved

5.2 Finance Report - August Financials

Items of Significance

- Code 0272 Libelle - see notes in matters arising
- Code 2920 Property disposal - Hinei to check this is correct

C500 Furniture and Fixture code

- Purchase of another TV, approx cost \$7k for senior class

Code 0458 School House repairs

- Add budget of \$1506

Insurance

- Renewal of Insurance due. Increase of premium from \$8k to \$9.9k, house is now rented. Premiums were low because house was insured as a learning space.

Lunches in School

- Extended to 2022



Finances

Board approved the Finances

Decision Date:	22 Sep 2021
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Mover: Hinei Taute
Seconded: Arihi Harvey
Outcome: Approved

6. Other Business

6.1 In/Out Committee - Principals Appraisal Report

In Committee 1849

Out Committee 1906

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Hui - 17 Nov 2021, 5:00 pm
2022 Draft Budget

Signature: _____

Date: _____