

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **21 Sep 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Whakarewarewa School
<b>Date:</b>	Wednesday, 24 August 2022
<b>Time:</b>	5:00 pm to 8:35 pm
<b>Location:</b>	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
<b>Board Members:</b>	Michele Hawe (Chair), Jackie Meha
<b>Attendees:</b>	Arihi Harvey, Boxer Smith, Dallas Te Aonui, Lynette Walmsley, Pam Takiwa

### 1. Opening Meeting

#### 1.1 Interests Register

#### 1.2 Confirm Minutes

**Board Meeting 22 Jun 2022**, the minutes were confirmed as presented.

#### Matters Arising Previous Minutes

1. Property - see property report
2. Uniform review - see principals report
3. Staff wellbeing - JM reported a Suicide/Self-Harm Policy is needed. Mental/Wellbeing Policy was raised at last board meeting to be developed.
4. School Docs - JM suggested the board consider School Docs where policies are monitored, updated in response to changes in legislation, allows boards, parents and staff to comment on policies and procedures online. Sign-up cost is \$1.4k for our roll. The cost was not supported, copies of policies are in classrooms and front office.
5. Rumaki - numbers are increasing
  - o Te Horo - 19 students,
  - o Pohutu - 36 with another due early September, another 10 students pre enrolled for Pohutu
  - o The board did not support the previous cost presented by JM of \$40k at June meeting and asked her to review this cost. JM requested \$30k which was not supported, board agreed \$25k and position ceases on 14 Dec 2022.
  - o Kaaterama Kaiarahi I te reo for both classes
6. Security System - JM procured NUTECH to quote installation, total cost for cameras, cabling/monitoring \$22,684.92, and warranty.

7. Barrier Arm Installation - MH procured HeliResources to quote, cost of \$5.5k to install at school bridge. Jackie received a quote from Farmlands to install a farm gate, cost of \$500. This was not supported, farm gate would not stop intruders.
8. Credit Card - Principal credit card has finally been received last week. The limit is \$5k.
9. Personnel - CP 15 hour per week, Fixed term ends term 3. Has one on one with students and helps with driving.
10. Technology(Manual Training) - Attending Rotorua Intermediate will cease at the end of this term. Option of providing technology for the students at Whakarewarewa School and process for applying through the Ministry to provide technology at this Kura is quite easy.



### **Fixed term teacher for Rumaki**

The board supported and approved to fund a fixed term teacher for the Y3-Y4 Rumaki class, budget for this position \$25k.

**Decision Date:** 24 Aug 2022  
**Mover:** Jackie Meha  
**Seconder:** Arihi Harvey  
**Outcome:** Approved



### **Security Barrier Arm**

The board accepted and approved the quote from HeliResources for a Pipe Gate barrier arm at the cost of \$5.5k

**Decision Date:** 24 Aug 2022  
**Mover:** Michele Hawe  
**Seconder:** Jackie Meha  
**Outcome:** Approved



### **Self-Harm and Suicide Policy**

Dallas and Jackie to develop and present at next board meeting

**Due Date:** 21 Sep 2022  
**Owner:** Dallas Te Aonui



### **Mental and Wellbeing Policy**

Lynette to develop and present at next meeting

**Due Date:** 21 Sep 2022  
**Owner:** Lynette Walmsley

## **2. Major Decisions and Discussions**

### **2.1 Property Project Update**

- STRG Classroom - RLC have issued the BC to move classroom. A local contractor has been procured to commence the work. A logistics site meeting with all parties involved is planned for 1st September.
- JM presented a quote to level side of bank, supply soil, cut higher retaining wall to lower level and remove all existing concrete and soil from M & M Services of \$2680.



### **Painting Maintenance**

The board declined the quote by Renovators to paint school buildings.

**Decision Date:** 24 Aug 2022

**Mover:** Michele Hawe  
**Seconder:** Lynette Walmsley  
**Outcome:** Approved



### **Lawn Mower**

The board moved to accept the quote given by STIHL Lakelands to supply a CUB CADET RIDE ON ZERO TURN 46" at a cost of \$9599.46, less the offer of a trade in for the school Walker of \$5k

**Decision Date:** 24 Aug 2022  
**Mover:** Jackie Meha  
**Seconder:** Arihi Harvey  
**Outcome:** Approved



### **Bank Area Works**

The board accepted and approved the quote from M & M Services Paving and Concrete Placers, to remove/clear debris and build a retaining wall at bank area to make secure and safe at a cost of \$2680

**Decision Date:** 24 Aug 2022  
**Mover:** Jackie Meha  
**Seconder:** Dallas Te Aonui  
**Outcome:** Approved

## **2.2 Hall Hire Charge Review**

### **Review of Charges**

- Jackie asked that all hall bookings are suspended until the new classroom has been installed.
- Charges were discussed and reviewed:
  1. Bond charges no change
  2. Daily costs - Half day \$150, Full day \$250
  3. Hire costs - Overnight \$350 per night(incl; mattresses, sheets and pillow cases), Laundry \$100, Per day for kitchen full use \$100
  4. Hatu Patu - Half day \$100, Full day \$150



### **Current Hall Bookings**

The board moved that all hall bookings prior to December be cancelled until the hall is no longer used as a learning space except for the booking in December as the school will be closed from 14 Dec for the xmas period.

**Decision Date:** 24 Aug 2022  
**Mover:** Michele Hawe  
**Seconder:** Lynette Walmsley  
**Outcome:** Approved



### **Review of Hall Hire costs**

The board approved the review of hall hire charges and Hatu Patu hire.

**Decision Date:** 24 Aug 2022  
**Mover:** Michele Hawe  
**Seconder:** Boxer Smith  
**Outcome:** Approved

## 2.3 Additional Visa Credit Cards

The motion to apply for multiple credit cards for each staff was not supported by JM and BS

## 3. Board Annual Work Plan

### 3.1 2022 Budget Review

Budget review was not presented, Lynette suggested we meet with Jackie on 29th August to review budget.



#### 2022 Budget Review

To meet with MH and JM

**Due Date:** 29 Aug 2022

**Owner:** Lynette Walmsley

## 4. Actions

### 4.1 Action List

Due Date	Action Title	Owner
22 Sep 2021	Funding Applications - Purchase Puipui <b>Status:</b> Not Started	Hinei Taute
31 Mar 2022	EOY Event & Committee <b>Status:</b> Not Started	Dallas Te Aonui
25 May 2022	Skoolloop <b>Status:</b> Completed on 1 Aug 2022	Jackie Meha
25 May 2022	Fundraising <b>Status:</b> Completed on 1 Aug 2022	Dallas Te Aonui
22 Jun 2022	Painting Maintenance <b>Status:</b> Completed on 1 Aug 2022	Arihi Harvey
22 Jun 2022	Uniform Survey Feedback from Parents <b>Status:</b> Completed on 8 Sep 2022	Jackie Meha
22 Jun 2022	Security System <b>Status:</b> Completed on 8 Sep 2022	Jackie Meha
22 Jun 2022	Fixed Term Teacher - Rumaki <b>Status:</b> Completed on 8 Sep 2022	Jackie Meha
22 Jun 2022	BC 71818 <b>Status:</b> In Progress	Michele Hawe
22 Jun 2022	Bonus Bonds <b>Status:</b> Completed on 1 Aug 2022	Michele Hawe
30 Jun 2022	Letter of Resolution <b>Status:</b> Completed on 24 Aug 2022	Pam Takiwa
27 Jul 2022	Teacher only days <b>Status:</b> Completed on 8 Sep 2022	Jackie Meha
27 Jul 2022	Alarm Security Panel <b>Status:</b> Completed on 8 Sep 2022	Jackie Meha
27 Jul 2022	Items of Significance <b>Status:</b> Completed on 8 Sep 2022	Jackie Meha
24 Aug 2022	Installation - Barrier at bridge <b>Status:</b> Completed on 8 Sep 2022	Jackie Meha

## 5. Management Reports

### 5.1 CEO Report

#### Rumaki

- Progress report will be completed by end of term

#### LSC mid year report

- submitted a report to the Board and to Jackie

#### School Roll

- 158, we have had increase of enrolments during this term.

#### D Blk

- Limited space in this area

#### Health & Safety

- ERO would like to receive monthly documentation from the Board regarding H&S issues that the school has checked and made safe

#### COL Minutes

##### Emergency housing transport

- Whakarewarewa School has withdrawn from this service as the practice of dropping off our tamariki at an unsafe area at the main road is unsafe
- Visions/WACT will not be providing vans to pick up any children.

#### New Van

- Not available until the end of the year



#### **Uniform Review**

As a result of the survey the following changes were supported by our whanau:

##### Girls Uniform

- Girls Skorts: Black
- Polo Shirts: White
- Red Cardigan: No change
- Winter: Long black dress pants

##### Boys Uniform

- No change

Sweat Shirts: Limited as sports uniform

Students with skin allergies will be offered an fleece sweat shirt as an option

The board approved uniform changes presented.

<b>Decision Date:</b>	24 Aug 2022
<b>Mover:</b>	Jackie Meha
<b>Second:</b>	Lynette Walmsley
<b>Outcome:</b>	Approved

### 5.2 Monthly Financial Report

1. July reported not presented
2. June items of significance - there are items coded to codes without a budget.

## 6. Other Business

### 6.1 Correspondence



#### Postgraduate/Master in Education

Letter was tabled for discussion from BS seeking approval from the board to take one year study leave to undertake a Postgraduate/Masters in Education through Canterbury University in 2023 in Maori medium education.

The board accepted and granted one year study leave to undertake a Postgraduate/Masters in Education through Canterbury University in 2023.

**Decision Date:** 24 Aug 2022  
**Mover:** Michele Hawe  
**Seconder:** Lynette Walmsley  
**Outcome:** Approved

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** Board Meeting - 21 Sep 2022, 5:00 pm

#### Approved decisions made between meetings



#### Quote from Central Grinding Ltd

Motion to accept the quote from Central Grinding Ltd to grind 1 large and 4 smaller stumps at a cost of \$1601.00

**5 Supported:** Arihi Harvey , Boxer Smith , Jackie Meha , Lynette Walmsley , Michele Hawe

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 18 Aug 2022  
**Outcome:** Approved

#### New Actions raised in this meeting

Item	Action Title	Owner
1.2	Self-Harm and Suicide Policy <b>Due Date:</b> 21 Sep 2022	Dallas Te Aonui
1.2	Mental and Wellbeing Policy <b>Due Date:</b> 21 Sep 2022	Lynette Walmsley
3.1	2022 Budget Review <b>Due Date:</b> 29 Aug 2022	Lynette Walmsley

Signature: \_\_\_\_\_

Date: \_\_\_\_\_