

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **14 Dec 2022** these minutes were **confirmed as presented**.

Name:	Whakarewarewa School
Date:	Thursday, 24 November 2022
Time:	5:30 am to 7:30 am (NZDT)
Location:	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
Board Members:	Michele Hawe (Chair), Jackie Meha, Renaata McGarvey, Ann-Jolena Baker, Warena Morgan, Sandra Hemopo, Jaylene Tamati
Attendees:	Pam Takiwa

1. Opening Meeting

1.1 Interests Register

1.2 In Committee, Out Committee

In committee 0535pm

Out committee 0604pm

Jackie, Jaylene and AJ left the meeting. A quorum in place, meeting continued.

2. Major Decisions and Discussions

2.1 Confirm Minutes

Special Board Meeting 12 Oct 2022, the minutes were confirmed as presented.

Board Meeting 21 Sep 2022, the minutes were confirmed as presented.

Uniforms - Skorts

- MH asked for an update on the ordering of our school uniforms - black skorts, as the previous board approved the only change was the introduction of the skorts and summer uniform(check pinafore) phased out.
- No stock has been ordered for past 6 months.

Parent Trespass

- Trespass order of a parent will remain in place for 2 years



School Uniforms

Find out what is happening with the purchase of skorts

Due Date: 1 Dec 2022
Owner: Warena Morgan



Previous Minutes

Michele moved the previous minutes as correct

Decision Date: 24 Nov 2022
Mover: Michele Hawe
Outcome: Approved

2.2 Paint the school

Procured quotes

Four quotes were presented for discussion with a breakdown of each of the school buildings and their costs by providers. The property committee had met to discuss the quotes with a recommendation of the preferred provider. GM painters and All-round were shortlisted for consideration and a breakdown of the cost below was asked for and negotiate D block quote given its recent upgrade earlier in the year.

- **A block (to open all painted closed windows) &**
- **D Block (staining of deck).**

3. Board Annual Work Plan

3.1 Presiding Member Role Description

3.2 Strategic Plan Review

Agenda item moved to Dec 14 meeting.

3.3 Localised Curriculum Marau-a-kura

Agenda item moved to Dec 14 meeting

3.4 Student Transition and Wellbeing Survey Report

Student Transition

- Sandra reported that Lakes High came to the school with students of various year levels and gave our year 7 & 8 students an insight of what education and electives are available for our year 9 students.
- Unfortunately students were not able to attend RBHS open day. Sandra will talk to Jaylene to organise a visit or talk about what electives are available at RGHS.

Student Wellbeing

- **Michele asked if the Kickstart breakfast programme is being delivered in our school, response NO. The school has been part of this programme for many years because our tamariki were coming to school on an empty puku affecting their learning. Kickstart breakfast delivers Anchor Milk, Sanitarium Weet Bix, fruit salad. Michele would like to know why we are not providing this programme?**

- It has been a very busy term for the students with regional kapa haka, senior camp to Northland last week, junior camp this week and Ahurei this evening.



Breakfast in School

Follow up with Jackie regarding this

Due Date: 1 Dec 2022

Owner: Renaata McGarvey

3.5 Draft budget 2023

Budget not presented, agenda item moved to 14 Dec meeting

4. Actions

4.1 Action List

Due Date	Action Title	Owner
19 Oct 2022	Set date/time to meet Manager of Education Status: Completed on 13 Oct 2022	Michele Hawe
16 Nov 2022	MOE Risk Management Scheme Status: Completed on 19 Nov 2022	Jackie Meha

5. Management Reports

5.1 CEO Report

Item 3 Teaching Staff

- 2023 notice was not attached, the board was unclear what the original staffing entitlement was.
- The board request JM to clarify this at next board meeting 14 Dec
- As per JM report 2 positions will be advertised for 2023, unclear
- BS on study leave for 2023

Item 4 Crest Cleaning quote

- RM has tendered her resignation as cleaner effective end of term 4
- A proposal from Crest Cleaning is on hold, Jackie to procure one more quote.

Item 5 School Docs Program

- The proposal by JM to change to School Docs program is on hold.

Items 4 and 5 - 2023 draft budget was not available, the board decision to put items 4 & 5 on hold until the school financial position is made clearer.

Item 7 Monthly Financial Report

- The chair presented October financial report.

Item 8 Strategic Plan

- No discussion, to be discussed at next board meeting 14 Dec

Item 9 MOE Insurance Offer

- The board request JM provide a summary or breakdown of what Crombie and Lockwood offer.

Item 10 Property Updates(additional updates)

MH informed the board:

- Barrier arm will be installed week commencing 28 Nov.
- Fencing at school house will also start same week.
- Have spoken to Logan from Arrowsmith Builders the school is planning to paint school over school holidays. Preferred provider not yet decided, will keep him updated.
- Architect for the STRG classroom, have provided colour combinations. Classroom will be completed start of term 1.
- Meeting with school property advisor Sale Fiaola to apply for a ventilation grant.



Cleaning

Jackie to source 1 more quote for the cleaner position

Due Date: 14 Dec 2022
Owner: Warena Morgan



School Insurance

Jackie to provide all the insurance the school currently have with Crombie Lockwood

Due Date: 14 Dec 2022
Owner: Warena Morgan



Resignation letter from Rexina Morgan

The board accepted and approved the resignation from Rexina Morgan.

Decision Date: 24 Nov 2022
Mover: Michele Hawe
Seconded: Renaata McGarvey
Outcome: Approved



CEO Report

CEO report accepted with items be included on next meeting 14 Dec agenda

Decision Date: 24 Nov 2022
Mover: Sandra Hemopo
Seconded: Warena Morgan
Outcome: Approved

5.2 September financial reports

October financial report was received today and presented.

Items of significance

- All expenditure items listed show a overspend, no adjustments have been made over the past months. Reasons for overspend will need an answer by principal.
- At end of October we have spent 81% of what we have budgeted for the year, 19% left
- Our actual net surplus at 31 Oct is \$78,908
- We budgeted a deficit at 31 Dec is (\$22,776)
- Our financial position at 31 Oct are \$551,695

- Code3412 teachers salaries and code4920 school sports, both items show no budget allocated yet shows an overspend.
- MH explained that whilst a net surplus at 31 Oct shows \$78,908, the board position won't be clear until november/december expenditure, wages and any other unexpected expenses is known. Indications show deficit end of 31 Dec will be a lot higher if spending continues as indicated in items of significance.
- WM asked about school painting costs, MH explained our operations funding covers school day to day operations. School painting is cyclical maintenance which the school pays. As indicated our school financial position end of Oct is healthy.



Finance Report

The board accepted and approved September and October reports, items of significance to be discussed at next meeting.

Decision Date: 24 Nov 2022
Mover: Sandra Hemopo
Seconder: Renaata McGarvey
Outcome: Approved

6. Other Business

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Meeting - 14 Dec 2022, 5:30 pm

Approved decisions made between meetings



School House - quote to erect a timber fence

,Property committee met to discuss 2 quotes from Steve Williams Fencing and Viking Brothers to erect a fence at school house. Both quotes were reviewed and deemed fair and a recommendation by the committee, the quote from Steve Williams Fencing are the preferred supplier. Both quotes are attached.

A resolution that the board approve the quote from Steve Williams Fencing to erect, 48.8mtrs of 1.2mtr high paling fence with access gate, all materials supplied and labour at a cost of \$5922.60 gst included.

5 Supported: Michele Hawe , Sandra Hemopo , Warena Morgan , Ana-Jole Baker - provided there is adequate funds, I support , Renaata McGarvey - I agree with the quote we have looked at

0 Opposed:

0 Abstained:

Decision Date: 5 Nov 2022
Outcome: Approved

Signature: _____

Date: _____