

# CONFIRMED MINUTES

## BOARD HUI



At the **Board Hui** on **22 Sep 2021** these minutes were **confirmed as presented**.

<b>Name:</b>	Whakarewarewa School
<b>Date:</b>	Wednesday, 25 August 2021
<b>Time:</b>	3:00 pm to 6:30 pm
<b>Location:</b>	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
<b>Board Members:</b>	Michele Hawe (Chair), Arihi Harvey, Dallas Te Aonui, Lynette Walmsley, Ngarepo Eparaima, Hope Morrison
<b>Attendees:</b>	Hinei Taute, Pam Takiwa
<b>Guests:</b>	Yvonne Edwards
<b>Notes:</b>	<b>Meeting was scheduled for the 18 Aug 2021, due to COVID-19 level 4 lockdown meeting rescheduled to 25 Aug 2021 via zoom</b>

### 1. Opening Meeting

#### 1.1 Interests Register

no conflict of interest declared

#### 1.2 Confirm Minutes

**Board Hui 23 Jun 2021**, the minutes were confirmed as presented.



**The board accepted and approved previous minutes as correct**

The board accepted and approved previous minutes as correct

**Decision Date:** 25 Aug 2021  
**Mover:** Arihi Harvey  
**Seconder:** Lynette Walmsley  
**Outcome:** Approved

#### 1.3 Matters Arising from Previous Minutes

##### Principals Recruitment Process

- Advertised in the Education Gazette @ cost \$644 and free online advertising
- Close 17th September
- Consultant Tony Pope will shortlist applicants
- Committee to meet to compile interview questions for shortlisted applicants

- Successful applicant will be appointed and notified as soon as appointment made

### **COL Income -Codes 8823, 8825 & 8829 Kahui Ako**

- COL income will be transferred end of term 3
- COL lead school to be confirmed soon



#### **Motion: Outstanding Hall Hire Invoice # 760683 Elizah Ward**

The board approved the amendment of the Invoice #760683 from a four day of \$900 hire to a one day hire \$300

**Decision Date:** 25 Aug 2021  
**Mover:** Hinei Taute  
**Seconder:** Ngarepo Eparaima  
**Outcome:** Approved



#### **Resolution: Outstanding Invoices 760682, 760652, 760683**

The board approved the amendment of these invoices to charge 25% of hall hire costs

Inv#760682: Boxer Smith \$500 to \$125

Inv#760652: Boxer Smith \$200 to \$50

Inv#760683: Elizah Ward \$300 to \$75

**Decision Date:** 25 Aug 2021  
**Mover:** Lynette Walmsley  
**Seconder:** Hinei Taute  
**Outcome:** Approved

## 2. Board Annual Work Plan

### 2.1 Student Mid-Year Data Report

#### **Covid 19 Level 4 Lockdown**

- Student education packs and Chrome books delivered by teachers Friday 20 August

#### **Rumaki**

- Student year levels and expected reading and writing levels for those years
- What are their specific levels of learning and what this looks like
- Is PLD available for both Lisa and Boxer and how does it compare to Rumaki PDL in other schools?
- Kahui Ako support
- Achievement data from Malfroy School

#### **Mainstream (Auraki)**

- Levels are tracking well
- Analysis: Who's its working for, why is it working, when is it working and what is working
- Each class teacher has gone through each student data and analysed these
- Based on the achievement data it seems everything is working and tracking well
- This data is then broken down to see what the actual levels are

#### **Y7 & Y8 Progression Data**

- Some students are not progressing as expected

- Expected progression is 41 points between levels
- There is intervention for students who are not achieving expected progress

### **3 ORRS Students**

- LSC Amy Garrood is working well with these students.
- The Holistic approach to learning for some students is more beneficial than reading and writing
- ***Ngarepo: When students enjoy learning their progression will be obvious***

## 3. Actions from Previous Meetings

### 3.1 Action List

## 4. Management Reports

### 4.1 CEO Report

#### **Staffing Term 4**

- Yvonne Edwards Acting Principal and floating teacher
- Access support from collegial principals to provide mentorship for Yvonne in term 4
- 7 classroom teachers
- LSC x 2 days a week



#### **Principal Report**

The board accepted and approved Principal report

<b>Decision Date:</b>	18 Aug 2021
<b>Mover:</b>	Hinei Taute
<b>Seconded:</b>	Lynette Walmsley
<b>Outcome:</b>	Approved

#### **LSC Podular**

Arrived Tuesday 16 August

Decking in process of being added to the building

#### **Removable Learning Space**

- Sale and Rhonda from the ministry to organise a Project Manager
- Size of the building not yet known
- Pitch of the roof of the building is being changed
- Colour of building is the same as the schools
- Currently has a heat pump
- Projected time frame for its installation is between 6-8 weeks
- Siting of the building has yet to be decided

#### **D Block Repairs**

Repairs to D Block will begin before the hall renovation is started

- Emergency housing vans are funded until the end of term 4
- Auditors in last week
- All documents will be processed and filed in the office in line with current office procedure
- Online payments will be made by the Principal and authorised by either Michele or Lynette
- All invoices to be paid by creditors



## CEO Report

Hinei moved that her report be accepted

**Decision Date:** 25 Aug 2021  
**Mover:** Hinei Taute  
**Seconder:** Lynette Walmsley  
**Outcome:** Approved

## 5. Finance Report

### 5.1 June & July Finance Report

#### Items of Significance July Report

- Code 0129 Salary Support Grants to be adjusted
- Code 0143 Staff banking wash up to be adjusted
- Code 0173 LSC Travel & Networking to be adjusted
- Code 0191 Interest
- Code 0192 Dividends - check shares have been paid
- Code 0272 Libelle Rent - Hinei to contact provider
- Code 1150 Board Development variance to be transferred to code 1185
- Code 2895 Contractors & Consultants - increase budget to \$1084
- Code 0454 Hall Hire adjust budget to \$1441
- Code 2430 School Hall - cost to install roller door \$5k to go into school surplus. Hall works to start 2022.

#### Dividend Payments

- TLT shares dividend payment received \$99.87
- Trust Power dividend payment received \$355.32
- Hinei to check dividends received

Hinei informed the board

- approval of invoices/receipts for payment are to be processed through principal. Every Monday a creditor schedule is created which is then submitted to Education Services for payment.
- credit card schedule payments are sited by a member of the finance committee.
- Online bank payments are initiated by the principal and authorised by a member of the finance committee. (note: only urgent payments are processed via online)



## Financial Report

The board approved June/July Financial reports

**Decision Date:** 25 Aug 2021  
**Mover:** Hinei Taute  
**Seconded:** Ngarepo Eparaima  
**Outcome:** Approved

6. Other Business

6.1 Correspondence

7. Close Meeting

7.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

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

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