

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **24 Jan 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Whakarewarewa School
<b>Date:</b>	Wednesday, 13 December 2023
<b>Time:</b>	5:30 am to 7:30 am (NZDT)
<b>Location:</b>	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
<b>Board Members:</b>	Michele Hawe (Chair), Anna-Jolena Baker, Jackie Meha, Jaylene Tamati, Renaata McGarvey, Warena Morgan, Yvonne Edwards
<b>Attendees:</b>	Pam Takiwa
<b>Guests/Notes:</b>	Education Services Rep - Michelle Judd

### 1. Opening Meeting

#### 1.1 Karakia/Mihi

Warena opened meeting with karakia

#### 1.2 Apologies

All board members present

#### 1.3 Interests Register

#### 1.4 Review Previous Actions

Due Date	Action Title	Owner
5 Jul 2023	Wrap advertising - Van <b>Status:</b> In Progress	Jaylene Tamati
13 Dec 2023	School Roll <b>Status:</b> Not Started	Jackie Meha
18 Dec 2023	Physical Restraint Policy <b>Status:</b> In Progress	Jackie Meha



#### Strategic Plan Survey

Create questionnaire to survey to our community their feedback to develop the school strategic plan

**Due Date:** 25 Jan 2024  
**Owner:** Michele Hawe



## Insurance Payment

The board approved the payment to Gallagher Insurance of \$14K for 2023 and 2024 payment to be paid quarterly

**Decision Date:** 13 Dec 2023  
**Mover:** Jackie Meha  
**Seconded:** Warena Morgan  
**Outcome:** Approved

## 1.5 Review and Confirm Minutes

**Board Meeting 29 Nov 2023**, the minutes were confirmed as presented.



## Previous Minutes

No matter arising from previous minutes

**Decision Date:** 13 Dec 2023  
**Mover:** Jackie Meha  
**Seconded:** Renaata McGarvey  
**Outcome:** Approved

## 2. Management Reports

### 2.1 CEO/Principals Report

#### Item 2 School Successes

Out of all the school successes what was the highest accolade that was attained by student

- Students wanting to redo projects/tasks that they have previously enjoyed
- Raising the Academic Profile of the school

#### Item 3 Principal Professional Coaching and Wellbeing Support Fund

- Michele provided the board with information covering the use of the funds.
- Any external person can be employed such as a mentor/coach to support Jackie's professional role with accredited skills or qualifications and experience relating to her goals of her PGC and wellbeing.
- Jackie provided a letter of declaration to the uptake and use of the funds i.e incidental expenses to attend a conference in Singapore and Workshops in Christchurch.
- A question raised whether the board could justify this expenditure as these funds are public funds and the board has ultimate accountability for how this money is spent.
- Jackie to report back to the board to justify the expenditure.

#### Item 4 EOY Data

English Medium 60 Students

- Maths 38 WB/B, 24 AT
- Writing 28 WB/B, 30 AT, 7 ABOVE
- Reading 30 WB/B, 23 AT, 10 ABOVE

Rumaki 45 Students

- Panui 23 Taki/Aki, 16 Ora, Toa 5
- Pangarau 19 Taki/Aki, 19 Ora, Toa 2

- Tuhituhi 24 Taki/Aki, 18 Ora, Toa 1

### **Item 6 AOV**

#### Rumaki

- Tamariki are making good progress within levels but not enough to shift to next level. Major reason for this is the tamariki entered the class with minimal to none reo Maori and no reo spoken at home. A major and significant barrier for second language learners.

#### English Medium

- Some tamariki have presented as being neuro diverse and have high behavioural needs, which have hindered progress with some children.

### **Item 7 Target Groups for 2024**

#### Rumaki

- Panui - Years 2, 5, 6
- Pangarau - Years 3, 4, 7

#### English Medium

- Maths - Years 3, 4, 8
- Reading - Years 3, 6

#### Insurance



### **Principal Professional Coaching and Wellbeing Support Fund**

**Report back to the board to explain reasons for the need of the spending.**

**Due Date:** 30 Jan 2024

**Owner:** Jackie Meha



### **AOV**

**Forward AOV to MOE**

**Due Date:** 30 Jan 2024

**Owner:** Jackie Meha

### **2024 Budget**

- Jackie stated that the budget she provided was incorrect and a new one will be presented in the new year.
- Board consideration to purchase: Piupiu, 4 x Gazebos, Outdoor tables, 40 x tables and chairs and sport uniforms was discussed.
- Purchase of table and chairs was raised at our 5 July hui, the request was declined by the board because of falling roll, surplus furniture in stock and our financial position was not known because of lateness of the reports. The board will review this purchase in the new year.
- The board supported the purchase of piupiu, 4 x gazebos, sports uniforms and replace outdoor tables via funding providers. Jackie to action

### **2022 Audit**

- Finalising the 2022 audit by end of the year
- Credit card expenditure is checked by Presiding member or delegated finance board member.
- Michele reported that no receipts have been provided to support credit card purchases e.g. accommodation booking of \$2k made in error, unfortunately funds were not refunded which

was reported at last board meeting. All purchases over \$50 a receipt to be provided. This practice can delay our audit report which has been raised previously by auditor.

- Cash advances are not permitted as per our school policy.



### **Purchase of 4 Gazebos**

**The board approved to apply for funding for the purchase of 4 gazebos with school labels through One Foundation.**

**Decision Date:** 13 Dec 2023  
**Mover:** Jackie Meha  
**Seconder:** Jaylene Tamati  
**Outcome:** Approved



### **Purchase of 12 Aluminum Outdoor Tables**

**The board approved to apply for funding through NZCT for the purchase of 12 Outdoor aluminium tables,**

**Decision Date:** 13 Dec 2023  
**Mover:** Jaylene Tamati  
**Seconder:** Renaata McGarvey  
**Outcome:** Approved



### **Purchase of Sports Uniforms**

**The board approved to apply for funding through Charitable Trust to purchase sports uniform.**

**Decision Date:** 13 Dec 2023  
**Mover:** Michele Hawe  
**Seconder:** Jackie Meha  
**Outcome:** Approved



### **2023/2024 Insurance Payment**

**The board approved the premium payment for period 2023/2024 of \$14,942.00 to Gallagher Insurance.**

**Decision Date:** 13 Dec 2023  
**Mover:** Jaylene Tamati  
**Seconder:** Yvonne Edwards  
**Outcome:** Approved



### **CEO Report**

**The board accepted Jackie report**

**Decision Date:** 13 Dec 2023  
**Mover:** Jackie Meha  
**Seconder:** Jaylene Tamati  
**Outcome:** Approved



### **Insurance Payments to Gallagher**

Jackie to contact Gallagher Insurance about a payment plan  
Insurance payment for the remaining two months of 2023 and 2024 payment paid in full tt

**Due Date:** 30 Jan 2024  
**Owner:** Jackie Meha



## Funding

**Jackie to apply for funding through NZCT (Outdoor tables), Charitable Trust (Sports Uniforms), One Foundation (4 Gazebos)**

**Due Date:** 30 Jan 2024  
**Owner:** Jackie Meha

## 2.2 Financial Report

### Financial Reporting

Michelle Judd from Education Services was in attendance invited by Jackie to provide the board on understanding our monthly reports.

- Principal purchasing limit is \$2500 as per board policy
- Principal credit card limit is \$5000
- Cloud access gives the board instant access to our data and financial position
- Michelle provided information on our financial position from 2019-2023 i.e. roll data, available funds, net surplus(deficit), revenue, expenditure, other outgoings, payroll, administration, property and learning resources, spending comparisons of 2022 and 2023 budget.
- Asset inventory check to be done before EOY. Michele will assist.

### November Report

#### Ministry Funded Projects

- Michele queried the 2 codes for the hall project (D07 and D10). No budget was set for hall project only Consultant fees (DLA Architects and Frequency) which were coded to D07 and all invoices were paid by the school. MOE have reimbursed the school for \$80,260.50+GST and funds has been coded to D10. Michelle will look into it. Once hall project starts all invoices will be paid directly to the contractor from MOE.
- Michelle queried Code D06 - A&D Block Project showing unspent funds of \$36K. To close this project off the unspent funds should be reimbursed to the school. Michele to action
- Michelle asked for a copy of the Occupancy Certificate for D Block, Pam to action

#### Support Staff Wages

- Taken from Bulk Grant
- Teachers salary's are Ministry funded and paid via Teachers Salary
- Banking staffing is over used by 10.4(\$33,400) at PP22 balance should be a nil balance- Jackie to seek help with managing outstanding over-use



## Occupancy certificate D Blk

**Pam to check on the Occupancy Certificate for D blk to enable the closure of the project**

### **D Block Occupancy**

- Signed copy has been forwarded onto Michelle Judd from Education Services

**Due Date:** 29 Jan 2024  
**Owner:** Pam Takiwa



## D Block Project Surplus funds

**Michele to contact our property advisor**

**Due Date:** 31 Jan 2024  
**Owner:** Michele Hawe

### 3. Policy Review

#### 3.1 Term 4 Policy Reviews

### 4. Project Review

#### 4.1 Weathertightness Remediation Project - Block J (Hall)

##### Update

- Project on track to start 8 Jan 2024.
- Waiting on building consent to be issued
- Blessing of carvings planned 18 Dec 2024 @ 10am

### 5. General Business

#### 5.1 Strategic Plan - Roll Decline

##### Roll Growth

Ideas on how to grow the growth of the school roll

- Wrap around advertising on school van
- Perception that we are a kura
- Open day for Kohanga
- Start up kits for students (stationary already funded by the board. Suggestion that uniforms are included in the startup kits
- Ask the other local schools how they support the above start up kits
- Ask for support from the local iwi trusts for support for startup kits if the student aren't able to whakapapa to those trusts
- Open days for whanau and the wider school community
- Marketing of the school online ie facebook, website page which would need to be updated regularly



##### **Website manager**

##### **Jaylene source information**

**Website Manager - Natasha Bol from RGHS provided a quote, can offer different marketing services:**

- School website rebuild - \$2850
- School logo redraw and vectorize for digital marketing use - \$80 per hour, capped at \$600
- Staff handbook or student handbook - \$80 per hour, capped at \$1000
- Prospectus/brochure/marketing material(incl photography) - \$80 per hour capped at \$1200, initial one off cost, any changes to make charged at \$80 per hour

- School yearbook - \$80 per hour, capped at \$1200
- Digital school map - \$80 per hour, capped at \$600
- Email signature setup - \$85 per hour, capped at \$400
- School newsletters - \$80 per hour
- Social media marketing/content \$80 per hour

**Due Date:** 30 Jan 2024  
**Owner:** Jaylene Tamati

## 5.2 Strategic Planning 2024

The board discussed next steps to creating our strategic plan for the next two years.

- Board to create a vision statement for our kura
- Board strategic goals
- Get feedback from our whanau and community, staff.
- Jackie will develop plan for board input



### Strategic Plan

Jackie to share her plan on google docs for all board members input.

**Due Date:** 30 Jan 2024  
**Owner:** Jackie Meha

## 5.3 2022 Audit - Plan of Action to Complete

See Principals report

## 5.4 In/Out Committee

## 5.5 Review New Actions

## 5.6 Meeting Scorecard

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** Board Meeting - 24 Jan 2024, 5:30 pm

### New Actions raised in this meeting

Item	Action Title	Owner
1.4	Strategic Plan Survey <b>Due Date:</b> 25 Jan 2024	Michele Hawe
2.1	Principal Professional Coaching and Wellbeing Support Fund <b>Due Date:</b> 30 Jan 2024	Jackie Meha
2.1	AOV <b>Due Date:</b> 30 Jan 2024	Jackie Meha
2.1	Insurance Payments to Gallagher <b>Due Date:</b> 30 Jan 2024	Jackie Meha
2.1	Funding <b>Due Date:</b> 30 Jan 2024	Jackie Meha

<b>Item</b>	<b>Action Title</b>	<b>Owner</b>
2.2	Occupancy certificate D Blk <b>Due Date:</b> 29 Jan 2024	Pam Takiwa
2.2	D Block Project Surplus funds <b>Due Date:</b> 31 Jan 2024	Michele Hawe
5.1	Website manager <b>Due Date:</b> 30 Jan 2024	Jaylene Tamati
5.2	Strategic Plan <b>Due Date:</b> 30 Jan 2024	Jackie Meha

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

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