

MINUTES (in Review)

BOARD MEETING



Name:	Whakarewarewa School
Date:	Wednesday, 6 March 2024
Time:	5:30 am to 7:30 am (NZDT)
Location:	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
Board Members:	Michele Hawe (Chair), Renaata McGarvey, Yvonne Edwards, Jackie Meha, Warena Morgan
Attendees:	Pam Takiwa
Apologies:	Jaylene Tamati, Ann-Jolena Baker

1. Opening Meeting

1.1 Karakia/Mihi

Meeting opened with a Karakia

1.2 Apologies



Apologies

The board accepted and approved apologies.

Decision Date:	6 Mar 2024
Mover:	Warena Morgan
Seconder:	Yvonne Edwards
Outcome:	Approved

1.3 Interests Register

1.4 Review Previous Actions

Due Date	Action Title	Owner
5 Jul 2023	Wrap advertising - Van Status: In Progress	Jaylene Tamati
13 Dec 2023	School Roll Status: Completed on 6 Mar 2024	Jackie Meha
18 Dec 2023	Physical Restraint Policy Status: Completed on 6 Mar 2024	Jackie Meha
25 Jan 2024	Strategic Plan Survey Status: Completed on 1 Feb 2024	Michele Hawe
29 Jan 2024	Occupancy certificate D Blk Status: Completed on 7 Feb 2024	Pam Takiwa
30 Jan 2024	AOV Status: Completed on 6 Mar 2024	Jackie Meha

Due Date	Action Title	Owner
30 Jan 2024	Insurance Payments to Gallagher Status: Completed on 4 Mar 2024	Jackie Meha
30 Jan 2024	Website manager Status: Completed on 7 Feb 2024	Jaylene Tamati
30 Jan 2024	D Block Project Surplus funds Status: Completed on 2 Feb 2024	Michele Hawe
10 Apr 2024	Principal Professional Coaching and Wellbeing Support Fund Status: Completed on 7 May 2024	Jackie Meha
10 Apr 2024	Funding Application Status: In Progress	Jackie Meha

1.5 Review and Confirm Minutes

Board Meeting 24 Jan 2024, the minutes were confirmed as presented.



Previous Meeting 24 February 2024

The board accepted previous minutes with no matters arising

Decision Date: 6 Mar 2024
Mover: Michele Hawe
Secunder: Warena Morgan
Outcome: Approved

2. Management Reports

2.1 CEO/Principals Report

Jackie presented her report, discussed the strategic and annual plan including a new format in terms of her report to cover the components of the Strategic plan. The components of the plan has not changed for the past two years, the format of reporting has changed. The Treaty of Waitangi statements have been included, an obligation by the board must be included in the plan. Once the plan has been approved Jackie will upload to MOE online

Presiding member opened the floor for discussion on the Strategic and Annual Plan before it is accepted.

Item 1 Strategic and Annual Plan

Goal 3 Reporting

Falling roll

- Michele asked what strategies have been considered apart from using our digital platforms i.e. Facebook, newsletters, attendance data at end of each term, to fix the falling roll. She suggested we need to find out what influenced parents decision to choose another school and what concerns they felt were primary factors in their choice. Whatever their reasons are, we should look at addressing these to make a positive change.
- Eruera's passing contributed to the removal of some students from the Snr Rumaki class. Parents dissatisfied with the lack of stability in the class

Staff Report

- Year 7 & 8 initiative program
- Classroom Facebook pages (positive parent response)

Website Management

- Kaaterama will manage the school input

- Class Teachers will input their own information

Item 3 Personnel

Kaiako/New Teacher Appointment

- A proposal was presented to recruit a teacher for Years 3(6) & 4(9) mainstream, to be funded by the board. The position will be fixed term till end of term 4.
- CRT Teacher would need to be fluent in Te Reo to cover this class
- Renata asked if a further decline in the school roll have an affect on the proposed new teacher? NO
- Anna May - Fixed term Rumaki Years 5 & 6 her mentor is Lisa Reweti

Item 4 Legislation

Health & Physical Education Curriculum Survey

- Consultation on the school health curriculum, and what we should prioritise
- Data collected will be used to form strategic goals and learning programs
- Teacher Aides and School Councillors have completed the survey
- Data to be provided to the board on completion

Initiative

- Presenting Certificates to students acknowledging their attendance

Other

Item 1 Finances

- January report presented for discussion
- Aroha to be reimbursed for the cost of hiring a skip bin to remove the build up of rubbish between SCION and school house boundary fencing
- February report was not available, submission of schedule timeline was discussed
- Code 2495 Security budget has been over spent by \$983, monthly charges plus call out fees not accurately accounted for
- School house repairs, cost of \$2.313K insurance is tagged under school house maintenance should have its own code under insurance

2024 draft budget was presented for discussion.

- Budget figures reflective of 2023 budget
- Code 1150 BOT Development, increase to \$8K
- Transfer Consultant Fees of \$1.2K under code 1150 to new code
- Jackie explained, school insurance was invoiced separately for school, house and vehicles which are coded individually. It was suggested we consolidate all school insurances under one code and one invoice.
- A budgeted deficit of -\$61K

Item 2 Property

Hall Remediation Weather-tightness Reports

- Jackie will forward these as they come

Grounds Maintenance upkeep

- Red skip bin and cage now emptied monthly. Removal costs not yet available as no invoice has yet been received
- Smaller bins removed from school grounds.

- All food containers taken away by lunch in school provider.
- Classroom rubbish is the responsibility of the class teacher to dispose of.



Board Funded fixed-term 1 FTTE Teacher

The Board approved to fund a full-time teacher from the operational grant fixed term from Term 2 at a cost of \$53,184.58.

Decision Date: 6 Mar 2024
Mover: Jackie Meha
Seconder: Michele Hawe
Outcome: Approved



Strategic & Annual Plan 2024-2025

The board accepted and approved the 2024-2025 Strategic and Annual Plans.

Decision Date: 6 Mar 2024
Mover: Yvonne Edwards
Seconder: Renaata McGarvey
Outcome: Approved



School House Insurance

Follow up School House Insurance and separate from School Maintenance

Due Date: 10 Apr 2024
Owner: Jackie Meha



TTA Van Hire

Memorandum of Understanding for van hire with TTA. Do we have a current hire agreement with TTA

Due Date: 10 Apr 2024
Owner: Jackie Meha



2024 Draft Budget

The board approved the 2024 Budget with a budgeted deficit of -\$61K

Decision Date: 6 Mar 2024
Mover: Jackie Meha
Seconder: Renaata McGarvey
Outcome: Approved



2024 Budget

Warena will forward the approved budget to Jackie

Due Date: 28 Mar 2024
Owner: Warena Morgan



Amended Budget Codes

Jackie to forward amended Codes to Education Service

Due Date: 10 Apr 2024
Owner: Jackie Meha



CEO Report

The board accepted and approved CEO report.

Decision Date: 6 Mar 2024

Mover: Jackie Meha
Seconder: Warena Morgan
Outcome: Approved

3. Policy Review

3.1 Review Policy and Procedure

Policies and Procedures

- Jackie informed the board that she has reviewed topics under review as per the 3-Year Review Schedule for Term 1 2024. The review is open to the whole school community(board, staff, students, parents, caregivers etc.)
- No changes made

4. General Business

4.1 Delegation of Committees

Delegation/Sub Committee

Student Suspension Committee: [Warena Morgan](#), [Michele Hawe](#), [Jaylene Tamati](#)

Finance Committee: [Michele Hawe](#), [Jaylene Tamati](#), [Renaata McGarvey](#)

Property Committee: [Renaata McGarvey](#), [Warena Morgan](#), [Michele Hawe](#) (1st of July Principal will assume full responsibility for Property portfolio)

Warena Morgan, Jackie Meha (Default Members)



Sub Committees

The board approved the changes to Delegation of Committees for Student Suspensions, Finance and Property.

Decision Date: 6 Mar 2024
Mover: Warena Morgan
Seconder: Michele Hawe
Outcome: Approved

4.2 General Business Round the room

2022 Annual Audit Financial Report

- Michele asked for an update on our 2022 report and board was informed it would be available Dec 2023.
- Jackie will contact our auditor for an update

Asset Register

Audit Chromebooks

- 98 chromebooks are listed on the register
- 14 chromebooks unaccounted when audited at 31 December 2023
- 1 teachers leased MacBook damaged now missing
- Michele handed a hard copy to Jackie

Chromebooks

One Foundation Grant Application

- In 2023 Michele presented quotes for the purchase of 25 Chromebooks at the cost of \$17K, an application to One Foundation was made and was successful Feb 2024. The amount granted was \$10K.
- The Board would absorb the difference of \$7K for the Chromebooks already purchased
- The Board discussed the purchase of a further 25 Chromebooks, Michele to source quotes.

Timberlands Trees

- Tree from lower field - branch fell off and landed on one of Timberlands vehicles causing damage
- These trees are on school property therefore school responsibility
- Timberlands suggested the removal of a group of tree's bordering the school property line at the bottom car park

School Van

- Consider replacing EQQ201 as this is the oldest of the vans and is showing a lot of wear
- Jackie to apply for funding

Staff Wellbeing

A dance group is currently performing in Rotorua. Depicting through dance the story of Hatu Patu and Kurunaituku . It was suggested this would be something the staff may like to attend. The board were in overall agreement



Timberlands

Trees cut. Logs will be removed soon. We can use these as a fundraiser.

Timberlands have asked if we wanted the douglas fir trees, that surround the boundary area, cut. This would be at no cost to us.

Due Date: 11 Apr 2024

Owner: Jackie Meha



School Van

- Proposal for the purchase of a new van
- Warena to forward information to Yvonne

Due Date: 10 Apr 2024

Owner: Yvonne Edwards



2022 Annual Financial Report

Jackie to follow up the delay in receiving the report

Due Date: 10 Apr 2024

Owner: Jackie Meha



Audit Chromebooks

Audit completed. List attached in Principals Report.

Due Date: 10 Apr 2024

Owner: Jackie Meha



Chromebook quotes

Michele to provide x 2 quotes of \$10K for chromebooks

See below quote from Harvey Normans

Due Date: 11 Apr 2024
Owner: Michele Hawe



2022 Financial Audit Report

BDO came in. Met with Michele, Pam and I. Pam informed BDO documents were missing. Pam and Michele tried to find them

Jackie & Michele (as previous presiding member signed one necessary form. Was told that both the 2022 and 2023 reports will be completed at the same time.

All draft reports were due in by the 31st March.

Financial reports are due into MoE by the 31st May.

I have informed MoE that our financial reports are not ready and could not be uploaded to the Secure Data Portal.

Due Date: 11 Apr 2024
Owner: Jackie Meha



Purchase of Chromebooks

The board approved the grant from One Foundation of \$10K be used to purchase chromebooks

Decision Date: 6 Mar 2024
Mover: Warena Morgan
Seconder: Yvonne Edwards
Outcome: Approved

4.3 Review New Actions

4.4 Meeting Scorecard

5. Close Meeting

5.1 Close the meeting

Next meeting: Board Meeting - 9 Apr 2024, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.1	School House Insurance Due Date: 10 Apr 2024	Jackie Meha
2.1	TTA Van Hire Due Date: 10 Apr 2024	Jackie Meha
2.1	2024 Budget Due Date: 28 Mar 2024	Warena Morgan
2.1	Amended Budget Codes Due Date: 10 Apr 2024	Jackie Meha
4.2	Timberlands Due Date: 11 Apr 2024	Jackie Meha

Item	Action Title	Owner
4.2	School Van Due Date: 10 Apr 2024	Yvonne Edwards
4.2	2022 Annual Financial Report Due Date: 10 Apr 2024	Jackie Meha
4.2	Audit Chromebooks Due Date: 10 Apr 2024	Jackie Meha
4.2	Chromebook quotes Due Date: 11 Apr 2024	Michele Hawe
4.2	2022 Financial Audit Report Due Date: 11 Apr 2024	Jackie Meha

Signature: _____

Date: _____