

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **6 Mar 2024** these minutes were **confirmed as presented**.

Name:	Whakarewarewa School
Date:	Wednesday, 24 January 2024
Time:	5:30 pm to 7:30 pm (NZDT)
Location:	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
Board Members:	Michele Hawe (Chair), Ann-Jolena Baker, Jaylene Tamati, Warena Morgan
Attendees:	Pam Takiwa
Apologies:	Renaata McGarvey, Yvonne Edwards, Jackie Meha

1. Opening Meeting

1.1 Karakia/Mihi

Warena opens meeting with a karakia

1.2 Apologies

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
7 Jul 2023	Staff Wellbeing Status: Completed on 13 Dec 2023	Jaylene Tamati
4 Oct 2023	Health & Safety Report Status: Completed on 13 Dec 2023	Warena Morgan
13 Dec 2023	Independant Advisor Status: Completed on 13 Dec 2023	Jackie Meha
13 Dec 2023	Photographer for 12 December 2023 Status: Completed on 13 Dec 2023	Jaylene Tamati
13 Dec 2023	School Roll Status: Completed on 6 Mar 2024	Jackie Meha
13 Dec 2023	Insurance Payment Status: Completed on 13 Dec 2023	Jackie Meha
13 Dec 2023	Strategic Plan 2024 Status: Completed on 13 Dec 2023	Warena Morgan

Due Date	Action Title	Owner
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
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	Strategic Plan Status: Completed on 14 Dec 2023	Jackie Meha
30 Jan 2024	D Block Project Surplus funds Status: Completed on 2 Feb 2024	Michele Hawe
10 Apr 2024	Funding Status: In Progress	Jackie Meha
11 Apr 2024	Principal Professional Coaching and Wellbeing Support Fund Status: In Progress	Jackie Meha

1.5 Review and Confirm Minutes

Board Meeting 13 Dec 2023, the minutes were confirmed as presented.



Minutes 13 December 2023

The minutes were confirmed as presented

Decision Date: 24 Jan 2024
Mover: Michele Hawe
Seconder: Jaylene Tamati
Outcome: Approved

No Matters Arising

1.6 Appoint Presiding Member

Michele vacated her seat as Presiding Member, our board minute taker Pam Takiwa opened the meeting calling for nominations for the Presiding Member position. There was only one nomination, Jaylene nominated Warena Morgan for the position. Warena accepted.



Presiding Member

The board appointed Warena Morgan for Presiding Member

Decision Date: 24 Jan 2024
Mover: Ann-Jolena Baker
Seconder: Michele Hawe
Outcome: Approved

2. Management Reports

2.1 CEO/Principals Report

CEO Report was not presented

2.2 December Financial Report

December Financial Report not available.

3. Policy Review

3.1 Term 1 Policy Reviews

To be discussed at the next meeting

4. Project Review

4.1 Weathertightness Remediation Project - Block J (Hall)

Contractors are now on site to setup scaffolding. Completion date for the project is the beginning of term 2 for now.

5. General Business

5.1 Strategic Planning 2024

Board Vision Statement

1. Whanau Survey
2. Send to Parents, Hapu, and Iwi

What is the board vision for the School? Michele presented a draft vision statement for feedback from the board

- Ensuring the education of the Tamariki
- Tamariki should flourish and be grounded in Tuhourangitanga/Te Arawatanga/Maoritanga
- Empower our Tamariki

Board Mission Statement

To embrace diversity....

Once plan is completed, to be posted on the school platforms i.e. Website, Facebook, Newsletters etc platforms

2024 Meeting Dates

Warena asked Pam what the process and timeline of submitting our financial documentation to our service provider so we receive our monthly reports on-time and to determine dates to set our meetings for 2024 year:

- Board meetings held monthly or 2 per term to be discussed further
- Week 1 and 2 all financial documents are prepared
- Week 3 schedules are submitted
- Week 4 reports returned to the board
- The current agenda will remain the same, any items outside the set agenda will be raised and discussed under General Business
- CEO reports are delivered late to the board resulting meetings finishing late.

Board Reviews

Jaylene asked that the board consult with staff to determine their needs in the class through HOD

- Head of department hui with the board
- Repairs needed in classrooms
- Maintenance
- Rumaki (Board support)
- Mainstream English (Board support)
- Caretaker (Board support)

Qualified Teacher Vacancy- Rumaki

- 2 interviews set for above position
- Question raised why the Senior teacher position Mainstream year 7 & 8 has not been advertised?

Board Resignation

AJ informed the board she will be resigning due to the lack of teaching and education in her daughters class Rumaki 7&8 year in 2023. Her investment in the school was because her daughter was attending the kura.

Jaylene informed the board that she plans to move her daughter to a full maori immersion kura

Michele asked AJ to hold her resignation until the end of term one to allow the board time to prepare either a bi-election or co-option.

School Docs

- Review schedule indicates the topics the board should focus on
- Board Assurances are actions the Principal reports through regular board reporting in the CEO Report i.e policies and procedures are up to date and school complies with key legislation

5.2 Review New Actions

5.3 Meeting Scorecard

6. Close Meeting

6.1 Close the meeting

Next meeting: Board Meeting - 6 Mar 2024, 5:30 am

Signature: _____

Date: _____