

CONFIRMED MINUTES

BOARD MEETING



At the **Board Meeting** on **13 Dec 2023** these minutes were **confirmed as presented**.

Name:	Whakarewarewa School
Date:	Wednesday, 29 November 2023
Time:	5:30 pm to 7:30 pm (NZDT)
Location:	Whakarewarewa School, 63 Sala Street Whakarewarewa Rotorua
Board Members:	Michele Hawe (Chair), Anna-Jolena Baker, Jackie Meha, Jaylene Tamati, Warena Morgan, Yvonne Edwards
Attendees:	Pam Takiwa
Apologies:	Renaata McGarvey

1. Opening Meeting

1.1 Interests Register

1.2 Apologies

1.3 Confirm Minutes

Board Meeting 25 Oct 2023, the minutes were confirmed as presented.

No Matters Arising

2. Major Decisions and Discussions

2.1 Action List

Due Date	Action Title	Owner
5 Jul 2023	Wrap advertising - Van Status: In Progress	Jaylene Tamati
18 Dec 2023	Physical Restraint Policy Status: In Progress	Jackie Meha

Staff Wellbeing

- Jaylene was unable to source an independent Adviser for the staff requiring the service
- Staff have asked when the services of an Adviser would be available to them
- Jackie is to make further inquiries

2.2 CEO Report

Item 1 Attendance Query

- Jackie spoke with Carl Sanders Coordinator of Attendance regarding reporting on student attendance

Item 2 Personnel for 2024

- Teacher for Ngararatuatara: *If a qualified teacher applies for the position they will be considered for appointment although the position has not been advertised*
- Reuben Edwards currently holds a LAT (Limited Authority to Teach) which is valid for 12 months, he will begin his teacher training in 2024. He is currently the classroom teacher for Ngararatuatara
- Makea Iti-White - Second-year teacher in training who has been the teacher in Purerehua this year. Her tutor has advised that Makea will not return to Whakarewarewa School next year. Makea will be completing her third-year placement at another school
- A vacancy for a Rumaki Teacher - has been advertised

Item 3 Curriculum Report

- Snr Camp Poneke - All students enjoyed their week in Wellington with all the activities they participated in
- Jnr Camp - All went well with no incidents

Item 4 School Roll

- The projected roll for term 1 2024 is 109 students.
- Agenda item for next board hui 13 Dec - Strategic plan to increase roll

A - Financials

- **Financial Position** - Actual available funds at 31 October budget is \$590,618
- **Banking Staffing** - Bank staffing entitlement is overused by \$12,332. Overuse not recovered by Pay Period 22, will be deducted from the operational funding in July 2024, which will impact the 2024 budget.
- Day-to-day relieving teachers are paid via teachers' salary
- Jackie feels the entitlement balance is incorrect, she will check with the Education Services
- **Teacher Aide BOT(Code 3450)** - Michele queried wages paid to our teacher aides are a very minimal amount of \$42,082 given we are nearing the end of the year. Question: What budget are our teacher-aides paid from? Jackie will follow up with Ed Services.
- **ORRS Funded Teacher Aide** - currently funded at \$25,214. Will these funds be returned if not used? Jackie responded the school would retain these unspent funds.
- **Teachers PD** - An overspend of (\$6,745) on this code, Michele queried the overspend. Jackie advised she had double booked accommodation for a course in Auckland that the teachers attended. Accommodation costs including the double booking was \$2.2k. Michele asked if these funds could be recovered. Jackie responded, she double-booked accommodation, funds had already been taken from the school account and were not refundable.

B - Insurance Update

- Gallagher formerly Crombie Lockwood School insurers
- Renewal of policy charge amounts \$14,942.17. Budgeted code is \$9000
- Board asked Jackie to seek clarity on the payment plan before payment is approved.

C - School Dates 2024

- School open for 384.5 days

D - Lunches in Schools

- Owhata Kura Kai our current provider will continue in 2024
- Review term 3 2024
- Unsure whether lunches in schools will continue in 2025 due to change of government.



CEO Report

CEO Report moved as accepted

Decision Date: 29 Nov 2023
Mover: Jackie Meha
Seconded: Michele Hawe
Outcome: Approved



Financial Report

September and October Reports accepted

Decision Date: 29 Nov 2023
Mover: Jackie Meha
Seconded: Anna-Jolena Baker
Outcome: Approved



School Roll

Stratplan to look at school roll. To be addressed at next hui

Due Date: 13 Dec 2023
Owner: Jackie Meha



Insurance Payment

- Clarify with insurer the payment plan i.e full amount, instalments(monthly, quarterly)
- No payment to be made until the board confirms the method of payment

Due Date: 14 Dec 2023
Owner: Jackie Meha



Strategic Plan 2024

To be discussed further at the next meeting

Due Date: 14 Dec 2023
Owner: Warena Morgan

2.3 Policy Review Schedule

2023 Review Schedule - Term4

- Review of policies is open to the whole school community: board, staff, and parents/caregivers/whanau
- The shaded topics are what the board focuses on.
- Access to review policies can be submitted online in school docs.
- All amendments of policies online are to be directed to AJ before changes are made and will be directed back to the board

Board Assurances

- The board is assured through principal regular reporting that the school complies with legislative requirements
- Actions need to be undertaken by the principal.

2.4 Complaints Committee and Delegation of Powers

2.5 Bereavement Closure



Bereavement Closure

The board approved the closure on 18 Oct 2023

Decision Date: 29 Nov 2023
Mover: Warena Morgan
Seconder: Michele Hawe
Outcome: Approved

2.6 AED Units



AED Units

The board approved the quote from Heart Saver AED to supply 2 units for \$2581.75 each for the school. Placement at school to be advised

Decision Date: 29 Nov 2023
Mover: Warena Morgan
Seconder: Jackie Meha
Outcome: Approved

3. Management Reports

3.1 Property Update

[Weather tightness Remediation Hall Project](#)

- Karakia to take place on 18 December at 10 am to bless the carvings at the hall
- Contractors waiting for building consent to be issued.
- Project to commence 8 January 2024

4. General Business

4.1 In/Out Committee

5. Close Meeting

5.1 Close the meeting

Next meeting: Board Meeting - 13 Dec 2023, 5:30 am

- Draft 2024 Budget
- Student Transition

Signature: _____

Date: _____