



Board of Trustees Meeting Minutes 23 November 2020 at 5:30pm

## 1. Administration

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### 1.1 Present

Denise Humphries, Rachael Dennis, Joshua Gwilliam, Hanna Woods, Greg Hartwell, Emily Bengé

#### 1.1a In Attendance

Paula Kanara (Secretary) Amanda Kersel (Parent)

### 1.2 Apologies

David McDonald

### 1.3 Confirmation of Agenda and Late Items

1.4 Declaration of Potential Conflict of interests – none, form completed

### 1.5 Correspondence

- Education Gazette Volume 99 No 17
- Education Gazette Volume 99 No 18
- Governance Report 31 October 2020
- Whangarei District Council - Notice of Valuation
- Correspondence received that relates to PEB (Public Excluded Business)

**Motion:** That the correspondence be accepted.

**Moved/seconded:** *Hanna/Denise*

**Carried:** Unanimously

### 1.6 Confirmation of minutes & review agreed action points

Confirmation and signing of the Minutes of the meeting 27<sup>th</sup> October 2020 are approved as being true and correct.

**Motion:** That the Minutes of the Whangarei Heads School Board of Trustees Meeting of October 27<sup>th</sup> 2020 be accepted as a true and correct record.

**Moved/seconded:** *Hanna/Denise*

**Carried:** Unanimously

### 1.7 Co-option

The Board have decided to co-opt two people onto the Board, Emily Bengé and David McDonald - David is absent today as he is sick.

Emily and David are part of the Board until the next triennial election in June 2022. The reason for the co-option is to support two key areas for the board, property projects and a focus on a wellbeing.

Josh will be working with David on building projects from this meeting, outside of any Board meetings.

Rachael will meet with Emily and David to complete an induction.

Josh stated that David has verbally confirmed with Josh that he is happy to take on the role as a co-opted board member until the next triennial election in 2022.

David has policy and project management experience working for ACC and Emily is a trained early childhood teacher and their collective skills are welcomed to the current board of trustees.

**Motion:** The Board of Trustees move that the Whangarei Heads School Board co-opt Emily Bengé and David McDonald to the board until the next triennial board elections

**Moved/seconded:** Hanna/Josh

**Carried:** Unanimously

## 2. Monitoring

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### 2.1 Principal Report

Denise asked the Board if there were any questions in regards to her Principal Report. Rachael asked who Lisa Watson is. Denise informed the Board that Lisa is a Te Reo facilitator working closely with staff working on bringing in community next year. Rachael asked if costs are covered by the PD budget. It is.

Rachael has commented on the roll growth and that the Board will support the growth of our school.

Rachael asked what the school needs from the Board in regards to the roll growth. Denise has notified MOE for funding and 151 is the next number of the roll for extra funding. It appears that in Term 2 of 2021 the school will need an extra teacher. Denise has asked the MoE that if they can not put a person in the position that the MoE give some allocated time for a floating teacher to support teachers in the classrooms. Class sizes are going to be larger even with the new classroom.

We will have a new class called Room 4 to be with the other junior classes. The Year 7 and 8's will move to the new renovated room in office block (old Rm1) that is getting refurbished. Furniture has been purchased already to start the new room off. As discussed at the property meeting, it looks like there will be another class set up in Te Mangoroa during the course of Term 1. Our property footprint according to the Ministry of Education is too big and unfortunately they consider the playcentre, library and art shed as part of our footprint so this affects funding for new buildings. Rachael mentioned we can write to the Ministry to put those three structures under Board owned buildings

which should be beneficial for WHS as it will decrease our footprint. This will mean the Board will be responsible for costs rather than the Ministry. There were talks about moving a transition new entrant class to the playcentre but this is impractical as it is too far away from the school and there is no insurance if it was used as a classroom. Rachael said we need to question the Ministry about the playcentre as we take no financial and health and safety responsibility of the Playcentre and this needs to be clarified with the Ministry of Education by the school. Josh and David can add the above to the property talks.

The Board will continue to support school management on their request with the property refurbishments to ensure the classrooms are ready for our roll growth.

Denise has given MoE our roll projections. Also added to the 2021 budget is funding to look into a teacher aide to support class numbers.

Kapa Haka - school has been paying Miringa Silipa to teach/support our kapa haka group currently preparing them for the Te Whanga Festival at Parua Bay School on December 4th. The whole school except Kidspace 1 are going to the Kapa Haka Festival.

School Docs update - Denise and Paula are working on the questionnaire and process of getting this running for 2021.

New appointed teachers. Tineke Martin has been appointed for the Yr7/8 class with specialisation in STEM and a teacher from Christchurch, Bridget Crouchly who is experienced in collaborative junior school Years 1 to 3 and choir has been appointed in the junior school. Bridget impressed the interviewers (Hanna Woods, Denise Humphries, Sharon Allen). She had the most experience out of all applicants. She has worked three years in one school. There were 26 applicants for the junior position and the interviewers did a thorough background check on all to get the short list.

**Motion:** We move to pass the Principals Report as read and accepted.

**Moved/seconded:** Josh/Hanna

**Carried:** *Unanimously*

## **2.2 Budget Update**

The proposed budget is a living budget that evolves throughout the year.

Denise has put in the budget T/A support.

Education Services were happy with what Denise sent through.

Denise did not put in the recruitment of new principal costs, Rachael said it is likely most of the costs will be covered by the operational grant, but this should be put in the budget so it is accounted for.

The next strategic plan will be looked at next year with the new principal and the teachers and the board feel it is better to make sure the new principal owns and leads that process with the staff and community.

The budget will be 6k in credit for 2021, not including any funds left over in 2020.

**Motion:** Move the 2021 budget in its current form keeping in mind it is a living document and new principal input.

**Moved/seconded:** Rachael/Greg

Carried: Unanimously

2..3 Nil extra expense to go over

### 3. Strategic matters

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**3.1 School Docs** Denise and Paula will fill in the questionnaire so we can process this as discussed above. Payment is made from Subscriptions code.

### 4. Finance & property

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#### 4.1 Finance report

October 2020 Governance report - No questions in regards to report. Rachael said it is great to see budgets being spent. Denise said in the new budget she has added a budget for the new class and current budgets for classes are closed for 2020. We still have 91k in our property account. Of that \$26k has been paid for the pool renovations and paint work which was paid today. \$32k of the \$91k is for the end of the 12-month defect period which ends 20th December, that's when the retention will need to be paid. Josh will liaise with Paula in regards to any payments to be made.

There is \$3k in fundraising account which will be spent on cupboards that have been ordered for new classroom.

**Motion:** That the October 2020 Finance Report provided by Education Services is as accepted as provided.

**Moved/ seconded:** Rachael/Denise

**Carried:** Unanimously

#### 4.2 Property report

Josh - reports that Denise and he had a meeting with the Ministry 10YPP consultants. They were impressed with the school. They are going to work with school with the grand overview of school growth.

- Property is going well, pool is ready to fill. Question is who will pay to fill the pool. Need council approval to fill it from water hydrant down the road. Greg will chase this up tomorrow. If we don't get an answer school will fill the pool and pay for the water.
- Josh said we have the money for the outside classroom roof, Josh will talk to Bryce to start the work.
- The sprayer has come in to correct numbers outside of Kidspace.

- Josh has talked with Whangarei Heads Construction to look at Room 1. Josh has received the plan for Room 1 from Neil the architect and will have discussions with Issac to go through starting the build.
- David Capey came to look at adding new powerpoints in staffroom.
- Josh has forms for Rachael to sign at the end of meeting in regards to building work.
- Organising a final walk around the block 1,2, and pool project as the defects period comes to an end on the 20<sup>th</sup> of December and retention will need to be scheduled and paid once any outstanding issues have been identified and fixed.

Denise mentioned that the consultants from the MOE were appalled by the state of the admin block. The Ministry consultants will come back to us with an overview plan for us to reflect on and adjust accordingly.

The next 5ypp will have good funding, in regards to growth. There is up to \$200k for modern learning. 5ypp will be finalised next June. Josh and David will work together on this. Josh and David were at school on Saturday making notes on what needs to be done to building and property repairs and maintenance.

Denise would appreciate if Josh and David to continue support school management with the property projects and general repairs and maintenance.

Rachael noted that the budget for building and maintenance will increase as the roll increases. Which will allow us to address any maintenance and upkeep issues more regularly.

By the next Board meeting Josh will have costs for outdoor classroom and Room 1.

## **5. Health & Safety & Wellbeing**

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### **5.1 H & S report**

The pathway from the school gate to the office will be replaced. A quote for this is coming. The hazard list needs to be updated. Denise and Paula will update hazard list and continue to update.

Rabbit control - is in progress.

## **6. General Items**

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### **6.1 Covid 19**

Acknowledgements, good that a blurb was in the last newsletter reminding to keep sick children at home and relating to covid tests.

Cleaners. The school is working through new service contract. The school is currently getting quotes from possible new cleaners as current cleaners are not doing a thorough job.

**6.2 Governance Review Feedback** – Rachael is preparing an action plan which will be ready for the next meeting.

### 6.3 Pool Key Hire

Denise reported that it was discussed in the staff meeting about hiring of pool keys and one staff member was not keen due to all the aspects of doing this.

Denise will ask Parua Bay School if they have a policy on pool key hire. Denise will ask Greg F if he is willing to service the pool over the summer break. If he isn't we can put it out to the community to see who is qualified to possibly run the pool. Greg H mentioned about the signage in pool being up-to-date, it is up to date. If we do hire out pool keys there must be clear signage in regards to the responsibility of the key holder.

Hanna suggested to put a padlock on the pool each year for any lost keys that may be used after the swimming season rather than use current lock.

Rachael said as a Board we must decide whether the running of the pool is safe and that we have a policy to ensure safety. If school management wants to pursue hiring out the pool, we need a policy to cover this and the pool needs to be serviced accordingly to to keep people safe.

With new showers in place should make a difference from past experience when the pool went green. Denise will review the Gaidhealtachd contract. Look at updating pool use policy from School Docs.

### 7. Identify agenda items for next meeting

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Strategic Plan  
General overview on the year  
Board plan for Term 1

### 8. Meeting closure

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8.1 Evaluation of meeting – Nil

8.2 Date & time for next meeting Tuesday Dec 8th 5.30pm

Meeting closed: 6.50pm

A Public Excluded Business meeting followed.

