



Board of Trustees Meeting Minutes 27 October 2020 at 5:30pm

1. Administration

1.1 Present

Denise Humphries, Rachael Dennis, Joshua Gwilliam, Hanna Woods

1.1a In Attendance

Paula Kanara (Secretary) Warren Parr (Parent)

1.2 Apologies

Greg Hartwell

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 15
- Education Gazette Volume 99 No 16
- Governance Report 30 September 2020
- Anna Grace resignation letter
- NZSTA invoice for yearly subscription

Motion: That the correspondence be accepted.

Moved/seconded: Josh/Hanna

Carried: Unanimously

1.6 Confirmation of minutes & review agreed action points

Confirmation and signing of the Minutes of the meeting September 23 2020 are approved as being true and correct.

Motion: That the Minutes of the Whangarei Heads School Board of Trustees Meeting of September 23rd 2020 be accepted as a true and correct record.

Moved/seconded: Josh /Hanna

Carried: Unanimously

2. Monitoring

2.1 Principal Report

2021 Budget will be ready to look at next meeting.

The Board are happy to put new furniture on the furniture budget for new storage units.

Linewise for internet safety to bring in for school and home in 2021. This will be for Year 4 and up. Denise gave a brief rundown on what the system offers for teachers and at home. The cost will be \$12 per child and this will be a cost to the school.

The Board support Linewise budgeted under class resources for 2021 and the implementation of this into the school due to the need to ensure we have the highest level of internet safety for our children.

2.2 Principal reporting on student achievement & NAGS

Motion is to put Linewise into budget for 2021

Moved/seconded: Rachael /Hanna

Carried: Unanimously

Teacher Appointment

The board supports management to advertise and appointment a permanent Y7/8 teacher due to Anna Grace's resignation and a fixed term teacher for the junior classes due to roll growth. Cut off of advert is Nov 6. Short list Nov 9th. Interview 13th and 14th Nov TBC. Hanna will assist Denise with short listing and interviews. Question asked whether everyone is happy to have Anna Grace on the interview panel. Further discussion to be discussed in the In Committee Meeting.

The two day support in the two classes from Tineke Martin is going really well.

Staff Christmas function discussed, noted that the code for gifts etc will be blown this year. Identified a need for gifts policy. We will ensure this is included in the implementation of School Docs.

Motion: The Principal report as distributed be accepted.

Moved/ seconded: Hanna/Josh

Carried: Unanimously

3. Strategic matters

3.1 School Docs will be included in the 2021 budget, for the amount of \$1,300. Paula will look into setting this up. Rachael and Denise will work on this together once it is set up. Will inform Rachael once subscription is active.

Motion: To implement School Docs as Whangarei Heads School policy platform, and add a new line on budget for \$1300 exl GST for 2021.

3.2 Governance review

Owen Hoskins completed the review of our school governance, it was a positive report. Rachael will put together an action plan, based on the report's recommendations, focused on continual improvement of our governance model for the school. An action plan will be prepared for the next Board meeting.

4. Finance & property

4.1 Finance report

Budget

Josh noted there is a lot of money in the property budget. Class budgets close this week. There is still 51% in the repairs and maintenance budget. Denise mentioned to the Board about getting a separate alarm pad for Te Mangaroa. A quote to be sourced by management.

Due to issues with the current cleaning company, school management are looking at a new cleaning company to quote for the work.

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

Moved/ seconded: Rachael/Denise

Carried: Unanimously

4.2 Property report

- Procurement documentation has been signed and sent to the Ministry for SIP-3 (painting of the courts and the roof on the outdoor classroom) so that we can receive the funding drop and get this project underway.
- The SIP-2 project that is the pool refurbishment is now underway and as long as the weather holds out the pool will be available for use towards the end of November.
- Josh has been working with Neil our property consultant on the "schedule of works" and other documentation for the redevelopment of the old Room 1. He has spoken to some local contractors about the requirements for this project and will be making a time to meet them on-site to go through the details so that we can get on with things as we need this space ready for the first day of term next year. He has been in communication with Christie about the funding of this development and she has approved that we can spend the leftover 5YA funding allocation on this which comes to approximately \$32,000.00.
- AVAIL Pacific has been allocated as our 10YPP consultant to start work on future proofing our school, and on the 13th of November, there will be a meeting with all key stakeholders with

school property knowledge to go through the concerns and visions for the school. Both Josh and Denise have been sent documentation to be filled out on the day.

- The retention payments from Block 1,2 and pool/caretaker build that were completed last year will be due in December. The finances for this we have already received and are in our property account.
- He has been keeping Christie from the MoE informed on the growth that we are having at school as she requested, just so we can keep her in the loop on the pressures of our growth and if we/when we will require additional or special funding.
- Regular contact with Neil (our property consultant) is happening to keep things moving along in regards to documentation requirements.
- We still have the remaining SIP funding for the “playground development” of \$26,500.00 to spend that the staff is getting together their ideas on the details on the scale of this project. They will report back on this at a later date as we have until the end of next year to spend this.
- Josh has applied for a grant from Carpet Court to see if we can get the Room 1 refresh floor covering paid for, and fingers crossed we are successful.
- Deck KS door to the deck to be looked at in Term 2 2021.
- Denise asked to get power points in the staffroom on the field side. Will ask David Capey to quote. Code to R&M.

Moved/ seconded: Rachael/Hanna

Carried: Unanimously

5. Health & Safety & Wellbeing

5.1 H & S report

Denise to coordinate with the Caretaker and to prioritise the red list on health and safety register. Maintenance and repairs costs for the health and safety items to be paid from R&M budget.

Moved/ seconded: Josh/Hanna

Carried: Unanimously

6. General Items

6.1 Covid 19

School management continue to push no attendance at school when children are sick. It was agreed to put a notice in the newsletter to remind parents to keep children home if they are sick and to inform the school if anyone has had a Covid test. If someone has had a Covid test, they are to remain at home until the test results are received and confirmed back to the school

6.2 Governance Review Feedback – From Owen Hoskins was moved to 3.2

6.3 Principal Recruitment

David Ellery from The Education Group has been appointed to recruit the new Principal. As part of the process the community will be consulted through a survey and this will be sent electronically out to the community by The Education Group. Timeline for consultation is Nov 4th, Appointment Criteria completed by the Nov 16th and advertising to begin on Nov 26th.

The Board now moves all discussions about the appointment of a new principal to In Committee meeting. The Board agrees that the decision on who is hired as the new principal needs to be unanimous.

The Board agrees to fund the cost of the principal recruitment out of the 2021 operating budget.

Board agreed to be unanimous on the new principal appointment. Further discussion to go In Committee.

Moved/ seconded: Denise/Josh

Carried: Unanimously

6.4 Warren Parr permission to speak.

1. People have asked about Funky Fish. Asked Rachael and Denise what is happening.

Denise has talked to teachers who are happy to proceed with Funky Fish. Greg H is thinking about running Funky Fish and how this fits with his family and work commitments. The school will put a notice in this week's newsletter for expression of interest from the community to support the meeting and a date to will be proposed to meet at school and discuss as a group.

Warren asked what feedback was given to the sponsors and community last year. Denise will follow this up. It was acknowledged by the Board it is tricky because Whangarei Heads School doesn't have a support Group. We will have a community meeting to gauge the support. Covid has had an impact on engaging in discussions about this event any earlier, due to the considerable financial outlay the school has to make and loss it would carry if the event was to be cancelled. Hanna agrees that school needs to engage the community asap. Warren asked for the Board to be part of it. Rachael said yes they will be here as parents. The Board supports the event.

2. 28th of September letters of concern directed at Josh. Warren asked about how the investigation is funded. Josh identified that this cannot be covered in any further detail as it is In committee but it will come out of the schools operating budget.

3. Warren asked what the issue was about getting minutes today. Rachael replied that the transition of handing over files to Paula has been an ongoing process. Warren also asked, why the advertising of the board meeting was so late and what is the policy on advertising. The school commits to advertising the board meeting in the newsletter with all the other school event dates. The school will advertise in each newsletter from this day forth.

7. Identify agenda items for next meeting

2021 Budget
Strategic Plan

8. Meeting closure 6.49pm

8.1 Evaluation of meeting – nil

8.2 Date & time for next meeting Tuesday Dec 1st 5.30pm

Meeting closed 6.49pm

An in-committee meeting followed.

Pers *23/11/2020*