

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF WHANGAREI SCHOOL HELD IN THE SCHOOL
STAFFROOM AT 5.30 PM ON TUESDAY 16 FEBRUARY 2021**

PRESENT: Denise Humphries (Principal), Josh Gwilliam, Hanna Woods (Chair) Sharon Allen (Staff Rep), David McDonald and Emily Bengie

APOLOGIES:

IN ATTENDANCE: Paula Kanara (Secretary) Derek Slatter (STA Adviser), Sophia Xiao-Colley (Parent)

SECTION ONE – ADMINISTRATION (5.36pm)

1. Welcome and Apologies for Absence

2. Confirmation of Agenda and Late Items

Funky Fish -

Going well. Had a meeting last week:

- Tickets are printed.
- Raffle tickets have been distributed.
- Great prizes have been donated so far
- This year each child at school will get a free fishing ticket.
- Matt Dennis will promote the event at Onerahi School and will give 20 tickets to distribute. He also was going to present the free tickets at our assembly, but due to the uncertainty of the current COVID situation we are unsure if there will be an assembly
- Marketing is sorted.
- Entertainment is sorted.
- Advertising to go on the school Facebook page and on our website.
- Committee are going well. Denise has shared the advertising to all of the Parua Bay Community Facebook sites
- Dane Higginson is MC. Denise will support him at the prizegiving part
- A plea for volunteers will go out to the community via Google survey created by Dane
- The big signs will be going up around town soon
- Aaron Innes has designed this years Funky Fish banner
- Have someone on the coffee machine
- Senior children are running stalls with support of parents - Room 1 and 2 will be helping out with this having bake stall, lemonade stall and icecream/iceblock stalls.

3. Declaration of Potential Conflict of Interest

Nil

4. Confirmation of Previous Minutes

Confirmation and signing of the Minutes of the meeting 2 February 2021 are approved as being true and correct.

Moved: Josh/Denise

That the Minutes of the Whangarei Heads School Board of Trustees Meeting of 2 February be accepted as a true and correct record. CARRIED

5. Matters Arising from Previous Minutes

- (a) School Docs as below
- (b) Governance review as below
- (c) Delegation document

6. Correspondence

- (a) As per correspondence schedule
 - (b) Room 2 EOTC Event proposal
 - (c) Room 3 EOTC Event proposal
 - (d) Kidspace 1 EOTC proposal
- All EOTC signed and accepted.

Moved: Denise/Josh

That the correspondence be accepted. CARRIED

SECTION 2 - COMPLIANCE (PORTFOLIO) REPORTING

Health and Safety

Nil

Principal's Report - Verbal

- (a) Principal's report is verbal.
- (b) Roll is at 140 and more expected in coming weeks
- (c) Kidspace 1 and 2 are working fine
- (d) Kidspace 2 teacher has settled in well and her Meet the Teacher evening was good.
- (e) Room 1 teacher is also going well.

- (f) Room 1 TV is coming from Noel Leeming once invoice is paid on the coming Monday
- (g) Audit is due and the auditor is coming next Monday

3. Financial Reports

Nil besides the visit from the Auditor on Monday coming

4. Approval of Visa/Other Payments

From the next Board meeting we will start listing all visa payments. Denise and Paula check all Visa purchases but both will feel more comfortable for Visa transactions to be viewed by the Board. Especially because the Visa is in Denise's name - as set up by ASB.

SECTION THREE – STRATEGIC PLANNING (5.54 pm)

1. School Docs

- (a) Denise spent all of last week going through our policies and has uploaded all our policies on School Docs, then went through and compared our model with theirs and has sent off.
- (b) Will take four weeks for them to get back to us
- (c) Found a pool policy on School Docs
- (d) Once it is live all can access policies.
- (e) Link to go on school website once it is running
- (f) Once it is up and running we can review all policies
- (g) Once there is a draft available will email for a resolution and give access to board
- (h) Once we are online the board will do a schedule for reviewing each policy
- (i) Staff will review at staff meetings
- (j) First to be reviewed will be complaints policy
- (k) Community will be updated on progress on school policies as we go.
- (l) For now the school will adopt School Doc policies and will review and update as we go.
- (m) Parents will be informed of the progress so far and will be notified about the four week timeframe of School Docs.

Going forward, once policies are ready for review, to get through more, some will be emailed for resolutions rather than wait for each Board meeting as there generally are only two Board meetings per term.

2. Policy Review

a) The board discussed the proposed changes to the Policies as emailed to the Board.

- Denise said we need to look at our policy review plan for the year to have a guide while going through this process
- Hanna suggested for members to each choose the top 10 to start with then can schedule accordingly. List to be given to Paula to add to each agenda and emailed to each member with all other pre board meeting documents.
- Denise and Derek mentioned about staff input too at staff meetings
- All agree that the Complaints Policy will be the first to review.

b) Review of **School and Community Communication Policy** -

- One thing Hanna has noticed on the document: "the communication to the community says board will report annually" will need to be updated to twice a term
- Number 6 needs to be crossed out
- Kiwischools runs our website. Dane then uploads any documents to the website.
- All notification platforms need to be updated and added together
- In regards to Dojo - "when teachers need to" needs to be deleted
- From a structural perspective the policy needs to be tidied up
- Needs to add response to community needs to be more active
- Change Board members above the staff section
- Number 7 needs to be more clear in regards to how many times parent see teachers with concerns
- Question was asked about signing each document now that School Docs is online

Moved: Josh/Emily

To resolve to adopt policy with the amendments discussed. CARRIED

(c) Review of **Code of Conduct For Board of Trustees and Principal Policy**

- Question around collective responsibility
- Emily asked about BoT guideline 1 curriculum. Board review this every three or so years.
- Reword 'when' with 'with'. Change implement to planning
- Add in digital curriculum and NZ history curriculum as guided by MoE
- Under Principal, last two: can be crossed out if the privacy policy is clear.
- Under BoT section change last point - Accept to 'support the principal as the professional leader .

- Under Principal section change 'loyal' to 'commit'.
- Number four, remove 'equal' and leave value.

Moved: David/Emily

To resolve to adopt policy with the amendments discussed. CARRIED

SECTION 4 GENERAL ITEMS(6.39pm)

1. By-Election

- (a) Process has begun from last meeting
- (b) Call out for Nomination forms have been sent to parents
- (c) Nominations close Friday 5th March - If we have more than three nominations there will be an election
- (d) Voting papers issued by Wednesday 10th March
- (e) Election Day - Wednesday 7th April
- (f) Accept Postal Votes - Monday 12th April
- (g) Count Votes - Tuesday 13th April
- (h) Board Takes Office - Wednesday 14th April

2. Room 1 TV

All ordered and will be coded to Room 1 refurbish budget.

3. School Pool Use

- (a) With extra time to maintain the pool we will need to employ Greg for this and will ask Greg costs of chemicals and maintenance, including padlock and keys. Denise will ask local locksmith on price of keys.
- (b) Will need a first aid kit in the pool area.
- (c) Will need to consider expenses against fee that will be charged
- (d) Will need to inform community that this will be a trial period via Dojo and Facebook and other platforms
- (e) Pool fee will need to be more than \$50, will confirm once additional costs are determined.
- (f) The pool season in Term 1 depends on the weather temperature, so will need to take this into consideration.
- (g) Timeframe - will be reviewed each year
- (h) Will start this term until Easter as a trial period. Then start fresh from December
- (i) Lock system will be a padlock for the community for the season.
- (j) Fee for the next seven weeks will be \$40 with a \$20 bond - \$60 total TBC.

3a Community Use Pool policy review

- (a) All key holders to sign a contract
- (b) Add no alcohol to no smoking/vapouring part
- (c) Make clear about the key holders responsibilities
- (d) Review pool key costs yearly.

Moved: Emily/David

To resolve to adopt policy with the amendments discussed. CARRIED

4. Schedule of Delegation and Governance Report

- (a) Will be discussed at another meeting
- (b) Schedules to be read by board before next meeting

IN COMMITTEE

Move to In Committee – 7.01pm

Moved back to general meeting at 8pm

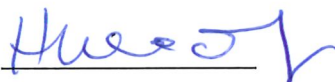
Identify agendas items for next meeting

1. Schedule of Delegation and Governance Report.

SECTION 5 - MEETING CLOSURE

Meeting closed at 8.05pm

Next meeting Monday March 1st 5.30pm

Signed: 

Chairperson

Date: