

**MINUTES OF THE MEETING OF THE BOARD OF
TRUSTEES OF WHANGAREI SCHOOL HELD IN THE SCHOOL
STAFFROOM AT 5.30 PM ON MONDAY 1 MARCH 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)

SECTION ONE – ADMINISTRATION (5.36pm)

1. Welcome and Apologies for Absence - Nil

2. Confirmation of Agenda and Late Items

Covid, see Number 4 under General items

3. Declaration of Potential Conflict of Interest

Nil

4. Confirmation of Previous Minutes

Confirmation and signing of the Minutes of the meeting 16 February 2021 are approved as being true and correct.

Moved: David/ Denise

That the Minutes of the Whangarei Heads School Board of Trustees Meeting of 16 February be accepted as a true and correct record. CARRIED

5. Matters Arising from Previous Minutes

- (a) Schedule of Delegation as below
- (b) Governance Report as below

6. Correspondence

- (a) As per correspondence schedule
- (b) Designgroup Project 205964
- (c) Denise Humphries Professional Leader Form
- (d) Novopay Transaction Report PP21-PP24
- (e) WHS Visa Payment schedule
- (f) Education Services Draft Annual Report

Moved: Denise/Hanna

To resolve to accept invoice from Designgroup and to pay final balance of \$ 34,434.75 CARRIED

SECTION 2 - COMPLIANCE (PORTFOLIO) REPORTING

Health and Safety

One hazard identified - Kidspace boy's toilet is a hazard. A few boys have jammed their fingers. Denise will talk with Greg F to sort out and fix.

Principal's Report (as emailed out)

- (a) Analysis of Variance results, Denise will send last year's results to Board to compare with the previous year
- (b) Going to be part of the Gifted and Talented programme
- (c) Overnight trip to Waitangi was a success
- (d) Paddleboard day has been cancelled because of Covid
- (e) Kidspace 2 camp has been postponed due to Covid
- (f) ePro8 has been postponed due to Covid
- (g) Well on way to renaming classes to Native Birds. Other buildings will also be named
- (h) Theme for the art exhibition is Native Birds
- (i) Whakatau was successful. Lots of positive feedback. Kim Tito will come to Board meeting once the new board is elected
- (j) Lessons with Lisa Watson with Te Reo is going very well
- (k) Seismic Monitoring Project will take place. GNS scientists will be coming to school. 10th and 11th March. Linked with Kiwi North. This is a five-year project.
- (l) Have purchased a staffroom TV
- (m) New cupboards are installed in new Room 1. Isaac will come and fix it to the wall.
- (n) Considering House names change to the Te Reo names, still in discussion with the children. Also consult with Kim Tito and Lisa Watson
- (o) Need permission from Board to approval TOD August 23rd for Pause, Breathe, Smile PD at Parua Bay
- (p) Audit visit went well. He was understanding to the past situation with change of Board and principal resignation
- (q) Roll is at 140. Today is the Roll Return roll count
- (r) Whanau Hui will be March 15th at 3.15pm
- (s) Pool update - it's going to take a bit of time to get the gate padlock worthy. Dense has purchased a combination lock.

Moved: Hanna/Josh

To resolve to approve the TOD August 23rd. CARRIED

3. Financial Reports

Draft 2020 Annual Financial Report

- Looks very positive.

Moved: Hanna/Sharon

To resolve the draft 2020 Annual Financial Report be approved. CARRIED

4. Approval of Visa/Other Payments for January 2021

1. Homemart Rosedale - Couch Covers for Kidspace: **\$77.97**
2. Love Te Reo Titirangi - Posters Te Reo: **\$79.80**
3. iSubscribe NZ - 12-month subscription NZ Rugby Kids: **\$44.99**
4. 12-month subscription Teen Breathe: **\$59**

Moved: Emily/Josh

That the Visa/Other Payments are approved. CARRIED

THREE – STRATEGIC PLANNING (6.22 pm)

1. Policy Review - Complaints Policy (as emailed)

- (a) Any amendments will not be officially changed until School Docs is up and running.
- (b) Key is to follow what is written in policy.
- (c) Emily asked what if a parent's complaint is against the class teacher. Hanna suggested the parent can ask the principal to be present while addressing the complaint.
- (d) Need to clarify Policy from Procedures.
- (e) Denise will amalgamate the policy from Governance folder with the current procedure.
- (f) Will compare the School Docs Policy and Procedure.
- (g) Use STA policy and adapt procedure.
- (h) Denise suggested it would better to review policies once School Docs is live.
- (i) Plan to make Policy inclusive for the community.
- (j) The policy will be reviewed at the next staff meeting.
- (k) The plan is to have a policy inclusive to the community

2. Strategic Plan

- (a) Staff have looked at plan and have made changes
- (b) This plan covers this year only

Moved: Josh/Hanna

To resolve acceptance of the Strategic Plan. CARRIED

3. Analysis of Variance (as emailed)

- (a) Results are very favourable. Especially with previous concerns about the effect of lockdown.
- (b) Has breakdown of each ethnicity groups
- (c) The Gifted and Talented programme will have a positive impact on the analysis of Variance
- (d) The below achievers are the schools target group
- (e) Targets are set every three years
- (f) Reflecting on last year's results compared to current result, report is excellent
- (g) The report goes to MOE
- (h) Board would like to acknowledge the teachers hard work

Moved: David/Emily

To resolve to accept Analysis of Variance Report. CARRIED

4. Governance Report by Owen Hoskings

- (a) Board have a responsibility to keep in mind privacy in the report e.g. names and context before releasing a report to the community.
- (b) Acknowledge that suggestions in the report are being carried out e.g. keeping community up to date with Board meetings being advertised, Board Bites in the school newsletter and keeping website current with Board minutes and school policies.
- (c) Board are going to adopt all recommendations in report.
- (d) Board are happy they have followed through with most of the list of recommendations in report so far.
- (e) Once the new Board is elected, will have a get together with staff.
- (f) New Board members current and any new member must get training from NZSTA.
- (g) Board has revisited what recommendations have been suggested and are happy with progress.
- (h) Decision is made that the Board will be transparent with the report recommendations with the community and are planning to revisit the

recommendations regularly.

SECTION 4 GENERAL ITEMS (7.15.pm)

1. By-Election

- (a) Currently have 5 nominations
- (b) Close of Supplementary Roll is Wednesday 3rd March
- (c) Nominations close this Friday 5th March
- (d) Voting papers will be issued/sent on Monday 8th March
- (e) Have purchased prepaid envelopes, labels and plain envelopes. Total: \$235.58. To be reimbursed from MOE after Elections are done
- (f) Have yet to apply for funding for Returning Officer as Board need to decide on fee to be paid. (information emailed to Board 26/2)

2. School Pool Use Update

- (a) Has a slight problem with attaching padlock as Greg needs to weld metal loops to attach a combination lock.
- (b) First aid box has been given by David.
- (c) Greg F wants a sign in book to monitor usage in regards to keeping chemicals up to standard.
- (d) School Pool Contract and Pool Policy have been drafted.
- (e) Price will be \$20.
- (f) Will have a QR code in the gate area.
- (g) Denise will send communication to the community regarding pool use and announcing the hiring of the school pool.

3.Schedule of Delegation Review

- (a) Derek will send Paula a document in regards to the Schedule of Delegation to email to the Board to review.
- (b) In the meantime, board have discussed the document Derek has tabled for distribution to be reviewed by board members.

4. Covid update

- (a) Staff will be at the gate to monitor parents entering the school. Possibly have QR codes at gate as some parents are not signing in at office in Level 2.
- (b) Funky Fish has been postponed to later on in term. Date TBC
- (c) Kidspace 2 camp has been postponed
- (d) Paddleboard day has been cancelled
- (e) Have decided to introduce a Pandemic Policy

Identify agendas items for next meeting

SECTION 5 - MEETING CLOSURE

Meeting closed at 7.53pm

Next meeting Monday March 29th 5.30pm

Signed: _____

Chairperson

Date:

