

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
OF WHANGAREI SCHOOL HELD IN THE SCHOOL  
STAFFROOM AT 5.50 PM ON TUESDAY 8TH JUNE 2021**

**PRESENT:** Denise Humphries (Principal), Josh Gwilliam (Chair),  
David McDonald, Sharon Allen, Rebecca Brown and  
Emily Bengé

**APOLOGIES:** Hanna Woods

**IN ATTENDANCE:** Paula Kanara (Secretary)

**SECTION ONE – ADMINISTRATION** (6.47pm)

Welcome and Apologies for Absence -

1. Confirmation of Agenda and Late Items - Nil

2. Declaration of Potential Conflict of Interest

Nil

3. Confirmation of Previous Minutes

Confirmation and signing of the Minutes of the meeting May 10th 2021 are approved as being true and correct.

***Motion:** That the Minutes of the Whangarei Heads School Board of Trustees Meeting of May 10th 2021 be accepted as a true and correct record.*

***Moved:** Emily/Sharon  
CARRIED*

4. Matters Arising from Previous Minutes

- Roll growth and contingencies for this.
- 5YA
- Survey report
- Focus on property and cyclical maintenance - plan of action

5. Correspondence *As per correspondence schedule*

- (a) Novopay Transaction Report PP04-PP05
- (b) Education Services - April 2021 Governance Report
- (c) Steve Bennett from Bennett & Associates - Representation Letter Audit 2020
- (d) Email from Amanda Frost re plaques that were previously placed around school.

(e) David Ellery - Introduction letter for new principal appointment.

***Motion:** To resolve to go forward with the amendment pupil amount from 130 to 140 in introduction letter for new principal appointment.*

***Moved:** Denise/David*

## **SECTION 2 - COMPLIANCE (PORTFOLIO) REPORTING**

### **1. Health and Safety**

- (a) Because of the vomiting bug going around at school, we have requested daily cleaning of all surfaces.
- (b) Josh to chase up cracked concrete work.

### **2. Principal's Report (as emailed out)**

As tabled.

Greg F has requested a new leaf vacuum.

***Motion:** To resolve that a new leaf vacuum be purchased from Bunnings.*

***Moved:** Josh/Rebecca*

*CARRIED*

***Motion:** To resolve that principal report be accepted.*

***Moved:** Josh/David*

*CARRIED*

### **3. Finance Report.**

- Doing really well.
- Audit was good.

***Motion:** To resolve the April Governance Reports be approved.*

***Moved:** Rebecca/Josh*

*CARRIED*

#### 4. Property Update

- Maintenance property schedule - add concrete/driveway/footpaths to schedule.
- Josh will talk to property consultant about the concrete work.
- 5YA and 10YA are bundled in together.
- Subsidence survey is in progress.
- Resource room repairs will start next year.
- Maintenance to Piwakawaka to commence.
- Library, no changes to interior walls.
- Art shed, will have a clearer idea once maintenance starts for any possible repairs. In 2026 attic will get repaired.
- Roof replacement in administration and library.
- Floor coverings replacement in administration block.
- Refurbishment of administrative toilets and ceilings.
- Refurbishment of resource room interior walls.
- Sport shed, removing shed.
- All above as per draft property schedule.
- Will have Neil from AH +K Architects assess the property.
- Cyclical maintenance, will try to source local tradesmen for work around school.

For now need to tidy up school e.g paintwork. Think about remodelling the admin/principal office layout.

Add new signage to advertise the school, one at the start of the road and new one at the driveway entrance.

Board/staff to think about possible new layout/ideas for new building work for the future and for future roll growth.

Special projects - Builder will be here this month to erect outdoor classroom roof.  
New entrance door to Piwakawaka. Powerpoints still to be installed in the staffroom.  
New cubbies for outside Korora.

***Motion: To resolve to pass the draft 10YPP as per changes to be added.***

***Moved: David/Rebecca***  
***CARRIED***

#### 5. Approval of Visa/Other Payments

Nil - However the credit card was hacked so ASB cancelled and replaced credit card.

## 6. Review Hire Charges for Te Mangaroa

Collaborate all charges for Te Mangaroa rather than having separate areas charged out.

Paula and Denise to review Hire contract.

## 7. School Track Pants/jackets

Denise has quotes from Crazyfrog

***Motion:** To resolve to apply for a grant for \$1,906.70 for 20 tracksuits through Grassroots funding.*

***Moved:** Josh/David*

*CARRIED*

## 8. Security Cameras

Quote obtained from %100 Barrell's for four Arlo cameras for \$762.00 plus \$14.99per month.

***Motion:** To resolve to purchase Arlo system.*

***Moved:** David/Josh*

*CARRIED*

## THREE – STRATEGIC PLANNING

### 1. Policy Review - Reporting to Parents on Student Progress and Achievement (as emailed out)

Change under Celebrations of Learning - make end of year prizegiving to seniors a new sentence.

Look at real time reporting in the future. For now, will look into exploring Dojo's features to communicate more to parents with child's learning.

This policy will be reviewed next year in regards to Written/real time reports.

***Motion:** To resolve to accept the policy with above change Celebrations of Learning.*

***Moved:** Josh/Rebecca*

*CARRIED*

## 2. Schedule of Delegations

Josh will email out to members, then do an electronic motion.

### **SECTION 4 GENERAL ITEMS**

#### **1. Staff Wishlist (as emailed to members)**

- Kotare needs a new Smart TV
- Karearea needs new blinds
- Bridget needs a wall mount for TV
- Building set for Piwakawaka
- Lite table
- Admin block - curtains for Paula's office
- Powerpoints in staffroom
- Long jump pit
- Furniture - new desks for senior classes
- Ipads for classrooms
- Repair and maintenance for train and bus for playground
- Bike track - New Support Group project
- New outdoor tables x 4 painted in House colours
- Three art drying racks.

Total cost between \$12,000 to \$14,000. To be paid from Funky Fish, furniture and property budget.

Rebecca added that next time a lot of these should be part of the strategic plan.

***Motion: To resolve to purchase the above wishlist.***

***Moved: Rebecca/David***

***CARRIED***

### **Identify agendas items for next meeting**

Nil

### **SECTION 5 - MEETING CLOSURE**


Meeting closed at 8.15pm

Next meeting Monday June 28 at 5.30pm

Following meetings:

Monday August 9 at 5.30pm

Monday September 6 at 5.30pm



Signed: \_\_\_\_\_  
Chairperson  
Date: 28/6/21