

**MINUTES OF THE MEETING OF THE BOARD OF  
TRUSTEES OF WHANGAREI SCHOOL HELD IN THE SCHOOL  
STAFFROOM AT 5.35 PM ON MONDAY 10TH MAY 2021**

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

**APOLOGIES:**

**IN ATTENDANCE:** Paula Kanara (Secretary) [Derek Slatter](#)(STA Advisor) David Ellery (Consultant)

**In-Committee Meeting**

In-Committee meeting - started at 5.45pm and closed at 6.42pm

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

**1. Welcome and Apologies for Absence - Nil**

**2. Confirmation of Agenda and Late Items - Nil**

**3. Declaration of Potential Conflict of Interest**  
Nil

**4. Confirmation of Previous Minutes**

Confirmation and signing of the Minutes of the meeting March 30th 2021 are approved as being true and correct.

***Motion:** That the Minutes of the Whangarei Heads School Board of Trustees Meeting of March 1st be accepted as a true and correct record.*

***Moved:** Hanna/ Josh  
CARRIED*

**5. Matters Arising from Previous Minutes**

Quotes for security system - still sourcing quotes  
Quotes for camera system - still sourcing quotes  
Schedule of Delegations - see further down, Part 3 No 2.

**6. Correspondence** *As per correspondence schedule*

- (a) MoE - By-election reimbursement form
- (b) Novopay Transaction Report PP01-PP02

- (c) Education Services - March 2021 Governance Report
- (d) MoE - Education Gazette Vol. 100 No 4
- (e) MoE - Education Gazette Vol. 100 No
- (f) No vaping/smoking letter and stickers from MoE

*Motion: To resolve to table the correspondence be accepted by board chair*

## **7. Derek Slatter Presentation**

(a) Presented NZSTA 'Effective Governance - Governance Essentials' workshop. As emailed to board members. He discussed key points relevant to governance, policies, principal and board roles. Also pointed out leadership roles re: principal and board.

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

### **Health and Safety**

- (1) Driveway is a hazard. Children are getting hurt on their scooter due to the cracking concrete. Need to add this to the 5YA
- (2) Wasps have been sorted
- (3) Vaping and no smoking signs have been installed as per Ministry new rules
- (4) Smoke siren is hanging off Room 3 that needs to be refixed. - Denise will talk to Greg F to fix. If he can not, will contact Building and Fire.

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

As tabled.

- Discussed roll growth.
- School is now fully funded for 140 students.
- 151 is the number that school is eligible for more funding.
- New bird pictures for new class names are now installed outside classes.

*Motion: To resolve that principal report be accepted*

*Moved: David/Hanna*

*CARRIED*

### 3. Finance Report.

- School is a good financial position.
- Funky Fish was a great success with unconfirmed figures current at approx \$26,000 profit, approx \$7500 of that is for the community library. Currently up \$10,000 on 2020 Funky Fish competition.
- Board will send an appreciation letter to the Funky Fish committee.

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

*Moved: Josh/Emily*

*CARRIED*

### 4. Approval of Visa/Other Payments for March and April 2021

#### March:

(1)	NZ Red Cross - Emily Drake Revalidation First Aid	\$140.00
(2)	Teachers Pay Teachers - Native Birds Clipart	\$ 7.13
(3)	Your Not Socks - Learning Needs items	\$191.70
(4)	Countdown - Staff Wellbeing Meeting	\$100.80
(5)	1Day Hamilton - Room 3 Penguin Mascot	\$40.99

#### April

(1)	Wonder Gears 3D Puzzles - Items for STEAM	\$ 85.96
(2)	Twinkl LTD - Room 1 Subscription	\$114.00
(3)	Eventfinda - Teen Brain Workshop for staff PD	\$303.29
(4)	Eventfinda - Teen Brain Workshop for staff PD	\$ 33.70
(5)	The Deck Cafe - Staff tea/coffee	\$ 59.50
(6)	Love Te Reo Titirangi - Maori Language resources	\$ 37.85

*Motion: To resolve that visa purchase be accepted*

*Moved: Emily/Josh*

*CARRIED*

### 5. Playground Quotes

- (a) Team Turf quote is: \$53,670 - \$19,000 of that is site preparation which school will possibly do.
- (b) Eco Lawn quotes is: \$77,500
- (c) Tiger Turf quote is: \$67,30600
- (d) Total Yard Services: 3 x quotes - \$62,119.32. \$70,081.51 and \$76,614.64

*Motion: To resolve to apply for a grant through Oxford Sports Trust and any other company we can for new playground surface.*

*Moved: David / Emily*

*CARRIED*

## 6. Property Update

- Josh has consulted with Neil at Designgroup architect about future roll growth and buildings.
- It will cost \$5,000 to get the whole school site surveyed which will give a base of what the school has in terms of building and building sizes.
- The community will be consulted.
- Due to current plans through MoE the Playcentre, library and Art shed are included, this means school is currently at code.
- Library and Playcentre are not suitable for extra learning spaces.
- Possibly will need a new learning space by term 4, if so it will be in Te Mangaroa.
- Having Art shed as a teaching space is not appealing to staff.
- Denise is working closely with Kindy and child care centres to get numbers for future roll growth.
- Rebecca asked about the possibility of using the Playcentre, this is not possible as it is a cold building and other factors.
- School has \$23,000 to a full survey of geotech and engineering of the school grounds on pool, carpark, resource room end of property. Once the full report is done then there will be a plan to either fix or move the current buildings in that area.
- In the future the Board may need to look at zoning.
- At the next meeting draft plan needs to be presented.

## THREE – STRATEGIC PLANNING

### 1. Policy Review

- Denise has created a clearfile of policies to be reviewed.
- Denise will email policy to members to review for next meeting.
- **Health survey -**
  - Rebecca has pointed out there needs to be more clearer explanation around the sexual education part.
  - Emily suggest an overview of each topic will be helpful
  - Denise will adjust survey.

### 2. Schedule of Delegations

- Appoint current document as a draft form
- Redistribute schedule of delegations for members to make notes/suggestions via email. Then adopt it in the next meeting.
- *Motion: To resolve to adopt draft Schedule of Delegation form.*  
*Moved: David / Emily*



*CARRIED*

#### **SECTION 4 GENERAL ITEMS**

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

- Bigger freezer  
*Motion: To resolve to purchase a new freezer.*  
*Moved: Rebecca/Emily*  
*CARRIED*
- Staff jackets - Denise has a quote for \$1,250 and has suggested these get paid from the Wild Kiwi donation of \$1,600.
- School jackets for students for special occasions. To apply for grants for the student jackets. Denise will source more quotes to present at the next Board meeting.  
*Motion: To resolve to purchase new staff jackets.*  
*Moved: Rebecca/Emily*  
*CARRIED*
- Some of the items on the wishlist have been on the list since 2017.
- New furniture for classes Denise will put a list of wanted furniture to present at next meeting.
- Powerpoints for staffroom. David will contact David Capey and if he is busy, will source other electricians.
- Staff storage area/cupboards.
- Denise will prioritise the wishlist and present it at the next meeting with furniture at the top of the list.

##### **2. Matariki School Event**

- Rebecca asked if school does an evening event for Matariki
- Previous years there has been early morning breakfast to celebrate
- Board will contact Kim Tito our school kaumatua, to invite him to the event and possibly storytell
- Board wants to invite the community to welcome in the new Maori new year together with the new board
- Maybe look into asking Year 7 and 8s to speak about Matariki

### 3. Staff appreciation gift

- Board would like to give a gift to all staff to show their appreciation and for supporting Denise
- A \$30 Prezzy card for each staff member

***Motion: To resolve to purchase a \$30 Prezzy card for each staff member.***

***Moved: Rebecca/Josh***

***CARRIED***

Derek Slatter informed the Board that he is happy with where the Board are standing and this will be his last meeting. He will be always contactable if the Board require any help and support. The Board thanked him for his time and support.

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

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

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

Meeting closed at 7.50pm

Next meeting Tuesday June 8th 5.30pm

Signed: \_\_\_\_\_

Chairperson

Date:

*8/6/2021*