

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF WHANGAREI SCHOOL HELD IN THE SCHOOL
STAFFROOM AT 5.45 PM ON MONDAY 28TH JUNE 2021**

PRESENT: Denise Humphries (Principal), Josh Gwilliam (Chair),
David McDonald, Sharon Allen and Emily Bengel and
Hanna Woods.

APOLOGIES: Rebecca Brown

IN ATTENDANCE: Paula Kanara (Secretary)

SECTION ONE – ADMINISTRATION (5.45pm)

Welcome and Apologies for Absence -

1. Confirmation of Agenda and Late Items - Grant for school jackets, Grassroots Trust do not do non uniforms. Will need to apply through Oxford Sports Trust.

2. Declaration of Potential Conflict of Interest

Nil

3. Confirmation of Previous Minutes

Confirmation and signing of the Minutes of the meeting June 8th 2021 are approved as being true and correct.

***Motion:** That the Minutes of the Whangarei Heads School Board of Trustees Meeting of June 8th 2021 be accepted as a true and correct record.*

***Moved:** Josh/David*

CARRIED

4. Matters Arising from Previous Minutes

Grant for jackets needs to be applied for through Oxford Sports Trust and the Playground through Grassroots Trust.

***Motion:** To resolve to apply to Oxford Sports Trust for school jackets, amount \$1906.70 (including GST) and to apply to Grassroots for playground turf, amount \$54,106.80 (excluding GST)*

***Moved:** Josh/Hanna.*

CARRIED

5. Correspondence *As per correspondence schedule*

- (a) Novopay Transaction Report PP06
- (b) Education Services - May2021 Governance Report
- (c) Thank you letter from Kotare (Rm2)
- (d) Education Gazette Vol. 100 No6
- (e) Education Gazette Vol. 100 No7
- (f) Annual Cyclical Maintenance Calculation Report

SECTION 2 - COMPLIANCE (PORTFOLIO) REPORTING

1. Health and Safety -

Sensor lights need to be readjusted as they don't stay on long. Check the pool security light as it is not coming on at all.

2. Principal's Report (as emailed out)

As tabled.

WHS are working with local schools in regards to the NZ History curriculum to gain other ideas on what they are going to do.

Motion: Read and accepted.

Moved: Hanna/Josh

CARRIED

3. Finance Report.

Motion: To resolve the May Governance Reports be approved.

Moved: Emily/Sharon

CARRIED

4. Approval of Updated Budget

Ed Services came to see Denise and Paula and they are happy with how the school is sitting. There were adjustments to the budget in regards to using funds from the Funky Fish competition and Wild Kiwi donation.

Motion: To resolve to accept changes to the current budget and to adopt updated changes.

Moved: Hanna/Emily

CARRIED

5. Approval of Visa/Other Payments

Nil

6. Present New Hire Charges for Te Mangaroa/Gaidhealtachd

Wedding hire amount needs to be a set fee for all of the facilities i.e Undercover area, toilets, Te Mangaroa. Suggested amount is \$500 for a 24 hour period, open to negotiation, plus a \$200 bond. If it is a school family, prices will be negotiated.

Each booking will be at the principals discretion to determine numbers and extra charges.

Motion: *To resolve to increase the wedding hire amount to \$500 for use of all facilities and for the principal discretion to be used for each booking.*

Moved: *Hanna/David*

CARRIED

Gaidhealtachd Contract

Charges have increased to \$5,000 per event for the next three years and a \$500 bond has been added to the contract.

Motion: *To resolve that the updated Gaidhealtachd contract be approved.*

Moved: *Hanna/Josh*

CARRIED

7. Property Update

1. Josh is still working with the draft plan with the Ministry.
2. David asked if the Bus Shelter is in the plan. It is not currently, Josh will add this to discuss with the Ministry.
3. Need clearer lines and signage for the bus stop area - Josh will contact the road markers company.
4. The road safety at the entrance gate need serious looking at - Clear signage and road marking. Also look at a roundabout.
5. School needs to commission a report to the Council and Ministry to upgrade a safer area for the traffic flow and bus pick up. Josh will investigate more.

THREE – STRATEGIC PLANNING

1. Policy Review - Protected Disclosure

Question was asked what happens if the conflict/issue is with the principal.

Hanna will get advice from NZSTA..

Motion: To resolve to adopt the current Protected Disclosure Policy.

Moved: Josh/Denise

CARRIED

2. Schedule of Delegations

Motion: Past as an electronic motion.

SECTION 4 GENERAL ITEMS

Matariki Breakfast Planning

- Friday July 9th at 6.30am.
- Set up at 6am - telescopes and braziers.
- Breakfast from 7am to 8am and put it to parents if they want to pick children up early (optional)
- Food - pancakes, milo, cereal, coffee machine - koha
- Will discuss with the Parent Support Group about preparing the breakfast.
- Hanna will check in with Kim Tito to see if he is available to speak.
- Teachers will set up Matariki activities in classrooms
- Need to have a cancellation option depending on weather.

Identify agendas items for next meeting

Nil

SECTION 5 - MEETING CLOSURE

Meeting closed at 7.30pm

Next meeting Monday August 9 at 5.30pm

Following meeting:

Monday September 6 at 5.30pm

Signed: 

Chairperson

Date: 9/8/21