

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF WHANGAREI SCHOOL HELD VIA ZOOM MEETING AT
5.00 PM ON MONDAY 6TH SEPTEMBER 2021**

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

APOLOGIES:

IN ATTENDANCE: Paula Kanara (Secretary)

In-Committee

Commenced at 5.05pm and closed at 5.42pm

SECTION ONE – ADMINISTRATION (5.45pm)

Welcome and Apologies for Absence

1. Confirmation of Agenda and Late Items

2. Declaration of Potential Conflict of Interest

Nil

3. Confirmation of Previous Minutes

Confirmation and signing of the Minutes of the meeting August 9th 2021 are approved as being true and correct.

Motion: *That the Minutes of the Whangarei Heads School Board of Trustees Meeting of August 9th 2021 be accepted as a true and correct record.*

Moved: *Rebecca/Denise*
CARRIED

4. Matters Arising from Previous Minutes

Nil

5. Correspondence *As per correspondence schedule*

(a) Novopay Transaction Report PP10, PP11 and PP12

SECTION 2 - COMPLIANCE (PORTFOLIO) REPORTING

1. Health and Safety - As per principal report

2. Principal's Report (as emailed out)

As tabled. Denise will email the Board with any MoE updates in regards to coming back to school under level 2.

The Board wants to do a morning tea for the staff this week for a welcome back and a thank you for lockdown online learning.

Motion: Read and accepted.

Moved: David/Emily

CARRIED

3. Finance Report.

As emailed.

Motion: To resolve the July Governance Reports be approved.

Moved: Josh/Rebecca

CARRIED

4. Approval of Visa/Other Payments

As per July Governance Report.

Motion: To resolve to approve July credit card purchases.

Moved: Sharon/Rebecca

CARRIED

5. Property Update

Josh has talked with a roofer who will come in when he can to mend the roof in the administration block and Tui.

Neil from Designgroup Architects came into the school today to look and measure the administration block to give the Board a proposed plan. It will be the same floor plan but rearranged.

10YPA is currently at the second round of funding and waiting to be signed off to commence work.

Josh is still needing to contact Fullen Hogan, due to lockdown this has been impossible.

THREE – STRATEGIC PLANNING

1. Policy Review - Behaviour Management

To be discussed in the next meeting in person.

SECTION 4 GENERAL ITEMS

1. Covid and Lockdown Updates

Hand sanitising and regular cleaning of surfaces.

All visitors will need to sign in.

Masks are optional.

Children will line up before entering class to sanitise hands.

Cleaners will be in everyday and will have to do a good clean before the children return.

Identify agendas items for next meeting

Policy Review - Behaviour Management

Pause, Breathe, Smile Teacher only day - to be rescheduled

SECTION 5 - MEETING CLOSURE

Comments on meeting procedure and outcomes.

Meeting closed at 6.20pm

Next meeting: Monday September 27th at 6pm

Signed: _____

Chairperson

Date: _____




