

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF WHANGAREI SCHOOL HELD IN THE SCHOOL
STAFFROOM AT 5.45 PM ON MONDAY 9TH AUGUST 2021**

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

APOLOGIES: Sharon Allen

IN ATTENDANCE: Paula Kanara (Secretary)

SECTION ONE – ADMINISTRATION (5.45pm)

Welcome and Apologies for Absence - Sharon Allen.

1. Confirmation of Agenda and Late Items

NZ Royal Ballet, Rebecca has booked our school in for a visit December 2nd.

2. Declaration of Potential Conflict of Interest

Nil

3. Confirmation of Previous Minutes

Confirmation and signing of the Minutes of the meeting June 28th 2021 are approved as being true and correct.

***Motion:** That the Minutes of the Whangarei Heads School Board of Trustees Meeting of June 28th 2021 be accepted as a true and correct record.*

***Moved:** Rebecca/Emily*

CARRIED

4. Matters Arising from Previous Minutes

Josh had contact with the MoE in regards to the 5YA and 10YPP about the driveway resealing. MoE said it falls outside of the scope but suggested that we could use the SIPs money. However Josh will approach Fulton Hogan re costs. A parent who works for Fulton Hogan said he might be able to help with painting lines. As a temporary solution the school will use instant concrete to patch up the potholes and uneven surfaces. The driveway will not be added to the 5YA

***Motion:** To resolve to accept the 5YA and 10YPP as it is. No adjustments made to current proposals.*

***Moved:** Hanna/Emily*

CARRIED

5. Correspondence *As per correspondence schedule*

(a) Novopay Transaction Report PP07, PP08 and PP09

(b) Education Services - June 2021 Governance Report

(c) Sam Swinburne - Bayleys sponsorship

Sam is offering \$500 for each house he sells in our community. In return he requests adverts in our school newsletter and schools social media pages to promote this.

He has also offered to pay for coffee for our fundraising events.

(d) Education Gazette Vol. 100 No8

(e) Education Gazette Vol. 100 No9

(f) GPAC Team - Covid19 medical trials

(g) Auditor Appointments - Audit Fee Proposal 2021,22,23

(h) Thank you card from WHS Staff to the Board

SECTION 2 - COMPLIANCE (PORTFOLIO) REPORTING

1. Health and Safety -

1a. There was an incident with the school bus last week. A parent witnessed the incident and has given the school a written report. Murray Jagger helped pull the bus out from the ditch. All parents of children on the bus were informed and staff picked up the McLeod Bay bus children. Denise has completed an incident report.

1b. 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. Paula to call Darren Bowling to arrange him to sort this out as soon as possible.

1c. Leaky roofs in the admin block and in Tui - Josh has a roofer coming in to patch up any leaks until the roofing iron gets totally replaced in the near future.

2. Principal's Report (as emailed out)

As tabled.

Motion: Read and accepted.

Moved: Josh/David

CARRIED

3. Finance Report.

As emailed.

School is looking good financially.

Motion: To resolve the June Governance Reports be approved.

Moved: Rebecca/Emily

CARRIED

4. Approval of Updated Budget

Discussed in the last meeting.

5. Approval of Visa/Other Payments

As per June Governance Report

Motion: To resolve to approve June credit card purchases.

Moved: Rebecca/Josh

CARRIED

6. Property Update

Bus turn around area at driveway - Josh has contacted the council who informed him that the Board needs to send them an email. Josh will come to take photos to add to the email.

THREE – STRATEGIC PLANNING

1. Policy Review - Behaviour Management

Staff are currently discussing the Behaviour procedure and policy. The Board will look over the policy and further discussions will be had at a future meeting.

SECTION 4 GENERAL ITEMS

1. Approval of a Teacher Only Day - 15th November

The fourth of our allotted eight that are to be used by 31st July 2022, as per the Principal and Teachers Collective Contract.

Motion: To resolve to approve a Teacher Only Day Monday 15th November.

Moved: Rebecca/Emily

CARRIED

Identify agendas items for next meeting

Nil

SECTION 5 - MEETING CLOSURE

Comments on meeting procedure and outcomes.

Everyone is happy with how everything is running currently. Only issue is the time of meetings and dinner time. Consider changing the time of meeting.

Rebecca suggested the Board and staff have a get together this term.

Meeting closed at 7.25pm

Next meeting Monday September 6 at 5.30pm

In-Committee

Commenced at 7pm and closed at 7.20pm

Signed: _____

Chairperson

Date: _____



18/9/21