

**MINUTES OF THE MEETING OF THE BOARD OF  
TRUSTEES OF WHANGAREI SCHOOL HELD IN THE SCHOOL  
STAFFROOM AT 5.PM ON TUESDAY 23rd November 2021**

**PRESENT:** Denise Humphries (Principal), Josh Gwilliam, David McDonald, Emily Bengé and Hanna Woods (Chair)  
**APOLOGIES:** Sharon Allen  
**IN ATTENDANCE:** Dane Higgison (Scribe) Kelly Mercer (New principal).

**SECTION ONE – ADMINISTRATION** (5.27pm)

**Welcome and Apologies for Absence**

David McDonald will be late (messed) Arrived 5.39pm

Rebecca Brown will be late (messed) Arrived 6.07pm

Welcomed by Josh at 5.27pm when Hanna arrived for chorum. Karakia by Josh. Thanks for being here tonight and Dane here for minutes. Welcome to Kelly after being here for 2 days. Great to see environment, staff and parents, and get through some things.

Sharon not here, Denise keeping in touch with her.

**1. Confirmation of Agenda and Late Items**

Happy with agenda, no late items

**2. Declaration of Potential Conflict of Interest**

Nil

**3. Confirmation of Previous Minutes**

Confirmation and signing of the Minutes of the meeting November 1st 2021 are approved as being true and correct.

**Motion:** *That the Minutes of the Whangarei Heads School Board of Trustees Meeting of November 1st 2021 be accepted as a true and correct record.*

**Moved:** *Emily/Hanna*

**CARRIED**

**4. Matters Arising from Previous Minutes**

To discuss policies (as per below)

**5. Correspondence** *As per correspondence schedule*

(a) Karearea Camp Term 1 2022

**Motion:** *To resolve to approve Karearea Camp Term 1 2022 in principle.*

**Moved:** *Josh/Emily*

**CARRIED**

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

**1. Principal's Report** *(As emailed)*

Denise - Sara and Denise have enrolled for Better Start Literacy (BSL) for 2022. Denise gave an overview. Sharon has completed some of the course online, and Breathe, Pause, Smile. STEAM affected with Covid in terms of meetings / hui, hopefully have Tracey STEAM facilitator here Dec 2nd. STEAM, Maori Histories and Better Start Literacy PD next year.

ToD PBS February - with Parua Bay School

Covid - Friendship festival, kapa haka festival off. Athletics events no parents, Kapa Haka and choir and music opportunity for children. Thinking about Christmas Tree Evening with parents, staff and Karearea little event, pizza with filmed speeches. Awards. Livestream? Limit 2 per whanau to keep numbers down. Parent on site issue very hard to navigate, grey area.

Kotare are having a market day on Friday December 3rd.

We will have a water day.

Karearea will have some fun days, overnight tent on field. Ocean Beach surf lessons, Laser Maze, Heads Up, 10 pin bowling.

Josh - great that these fun events are going ahead considering affect of Covid.

Hanna - Tineke has done a great job given the circumstances.

Josh - it has brought change, but has been good, Parua Bay link (Ball, Mud Run..)

Hanna - resilience is being built, unpredictability.

Denise - keeping a check on staff wellbeing, supportive

Art Exhibition - classes still working on it for when we go ahead, probably next year.

Josh - add our art to the WH Art Trail?

Denise has recently met with the PSG. Bike track, playground, school van, recipe book, new signage

Reports going out at end of the term

Pool has been opened

Greg has boxed in the long jump, still waiting on free sand. Have ordered new bark for playground.

Staffing, .6 cover CRT and Denise's release, with Sara in the classroom, reducing teacher to child ratio. Alex might take out literacy groups after reading recovery. 3 teachers in Piwakawaka. Te Mangoroa will be break out space.

Jenny full time in 2022 across senior area (Y4-8)

Kelly - some ideas to reduce senior classes for some of the time in term 2 and 3.

Piwakawaka to start on 47 children in 2022.

Josh - MoE out in 2022 to come over re: property, Kelly has some contacts.

Discussion around learning spaces, supporting play based learning

Denise - sorted staffing and classes this year, purely based on age, split year 5's again, with Jenny too, breakout spaces

Numbers since last report, lost 2 and gained 2. (142)

Denise - Fill in holes on driveway

Denise - Covid register set up. Sighted evidence.

Denise and Kelly clarified parents on site. On site as parents ok with normal Covid management protocols. But if the school asks parents to volunteer then there will be the need to have vaccinations.

Pool and Covid - need signage, or on form, Current MoH Covid guidance applies to your visit to this pool.

***Motion: Read and accepted.***

***Moved: Josh/Hanna***

***CARRIED***

## **2. Reading Recovery Report**

There has been some really good progress. One child referred for extra support. Alex to continue for 2022. Slightly different format - to take 3 children plus one group (as opposed to 4 children).

Josh - really good levels (L1-14)

Josh - good feedback recorded from parents

Denise - keeping in touch during lockdowns

Great considering covid lockdown too.

Josh - good results for the investment in the programme.

Denise - BoT paying half of this role.

Kelly - BSL involvement to be seen next year onwards too.

## **3. Finance Report - 2022 Draft Budget**

Josh - budget notes. Positive. Well done to Denise and team to rejig financials to be in a good position now. Reassuring and a good place to be.

Rebecca - could have blown out



*Motion: To resolve to approve draft budget for 2022.*

*Moved: Josh/Hanna*

#### **4. Approval of Visa/Other Payments**

Nil

#### **5. Property Update**

- Josh - slowly burning away. Cyclical maintenance, from \$50,000 to \$250,000. Clarification from accountant. Met with Neal last week, went through the projects that were on the 10 year property plan. Can action quotes for CM once hear back from Neal. Had a surplus of \$36,200 not spent on SiP. Earmarked for bike track. Have until June 2022 to spend it.
- Denise - roofing guy contacted Denise. Small schools coming together, hopefully will speed up projects.
- Bowlings and Robinsons asked to quote for bike track. Plus some money (\$10,000 approx) left in the Fundraising account. Discussion around possible bike track and the course / materials.
- Rebecca - Evolution Concrete worth exploring.

#### **6. Technology**

- Denise - Y7&8 technology. Her and Tineke met Manaia View School last week. Showed their website (Manaia View School Technology Centre).
- Possible banquet (mini) to showcase at the end as this was a great part of technology.
- Every Friday on bus to MVS for T1 and T2, on a bus. Rebecca - will Tineke go? Denise - yes but may be alternated teacher with Parua Bay. There is a cost to school of \$147 per child, PBS state donation of \$80 per child. It covers everything. Need to offer our children more. Hanna - Helps with high school and ideas of subjects. Denise - costs wise to have relievers in for our tech programme is costly and some of the cost will come from parents. Tineke's extra release can support in school. They will make up days if there is some other clash. Rebecca - supervision requirement? Tech teachers supervise. They are coming in next week to talk to students.

### THREE – STRATEGIC PLANNING

#### 1. Policy Review -

- **Harassment** - is a School Docs policy. Happy?

*Motion: To resolve to approve and accept the Harassment Policy.*

*Moved: Josh/Hanna*

- **Maori Education Success** - is a School Docs policy. Happy? Josh/Kelly, this is perfect. Rebecca - as we update strategic plan can add something more relevant to this if required.

*Motion: To resolve to approve and accept the Maori Education Success Policy.*

*Moved: Josh/Hanna*

- **Behaviour Management** - This is more of a procedure. Denise went through staff notes of this procedure on the TV.

Josh - good to include school values.

Internet permission needs rewording.

Discussion around 'Talking back to teacher' - could change wording around tone, delivery and attitude for the environment.

Rebecca - create a kidspeak version. Restorative practise guidelines follow this.

Kelly - this is what is appropriate at school, remind. Clarity for teachers to understand.

Denise - useful to refer to parents. Kelly - Flipping it to positive can lose the effectiveness.

Hanna - bullying is repetitive, terror / distress / anxiety

Change to 'bullying may include..'

Flowchart of how it is dealt with.

Josh - how are the peer Mediators this year? Denise - training hard with Covid. Kelly - we will do it next year.

Rebecca - at what stage would the BOT get involved? Emily - get notified by parents outside of school as a BoT member. Contact school. Kelly - comes before the BoT when it is an exclusion meeting.

*Motion: To resolve to approve and accept the amendments to Behaviour Management Procedure.*

*Moved: David/Josh*

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

Cleaning contract – Denise is engaging a new cleaning contractor to start at the beginning of the new school year.

**Identify agendas items for next meeting**

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

Comments on meeting procedure and outcomes.

Meeting closed at 6.57pm Josh karakia.

Next meeting: Tuesday December 7th at 5.30pm

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

Chairperson

Date: \_\_\_\_\_

7/12/2021