



Whangaparāoa School

Minutes of Whangaparāoa School
BOARD OF TRUSTEES MEETING
30 October 2023

Present - Kevin Cronin, Jenny Lisefski, Jacqui Marks, Bridget Platt, Wiri Warriner

Jonathan Felcey - arrived at 8.05 pm

In attendance - Caroline Butland (minute taker)

Apologies - Ryan Densem, Laura Davis

Meeting opened 7.00 pm

Karakia - Whakataka te Hau

Conflict of interest - Nil

Garden to Table

This report is taken as read. A big thank you to Kelly for all her involvement with this project, as well as others involved, including parents and students. The team is doing an incredible job. New members will be needed to join to ensure the continuation of this wonderful project. Kevin asked the Board for approval to get a voucher for Kelly to thank her for her hard work - approved. All questions in the report will be addressed by management.

ACTION: Laura to arrange a voucher.

September Minutes

Approved: Jenny

Second: Jacqui

Out of Zone applications

Two more requests have been received.

Priority 1 student will be accepted.

Priority 2 student declined

ACTION: Kevin to communicate this to the families.

Jenny advised that the audit is complete - a copy of this report will be added to the minutes. A big thanks to Susan and the school for this great audit.

ACTION: Laura to arrange a gift for Susan if not already done (for the Audit)

Health & Safety

Bridget advised that there was a meeting this morning - normal trends, nothing standing out in the sickbay. Johnny has been on a course and is raring to go with his newfound H&S knowledge. Workers onsite have an induction to ensure students are all safe. Lockdown buckets will be ready for January. All new and current staff will be given an update and presentation on H&S (exits, what we do, how, crossing main roads, tsunamis etc). The Hazards Register needs to be kept up to date.

Te Ao Maori

Wiri went to the Board Strategic Planning PLD. Whanau hui is approaching - what do we strategically want to share at this hui? What is the information we need to focus on after the last hui? What is important from the Board's view?

ACTION: Kevin to check with Lenora re points brought up at last hui, anything difficult, anything not working etc.

Policy and Review

Every month SchoolDocs sends out comprehensive updates about new language they're using to align with law changes. All policies are reviewed every three years.

There are three policies which will be reviewed at the November meeting.

Property

New playground equipment will be installed once the field is drier to avoid any damage from trucks. Anyone wanting to get involved and take over any projects, should book a time to meet with Kevin, he's more than happy to discuss and share the load.

A parent is keen to help in a construction capacity. **ACTION: Jenny** to chat to Laura regarding this with a view to setting up a meeting with Kevin, Laura and the parent.

Finance

Jacqui discussed the shared finance report - October is the first month of the last quarter in the financial year. Our position is looking good, extra income from international students amongst others, has offset unexpected expenses.

Kevin shared a list of extras that were able to be implemented, bought, enjoyed and fixed, thanks to the extra income.

Draft budget: Jacqui shared that the operational budget is forecasted to make a significant loss. Our working capital is in a strong position so the accountant is comfortable with this forecasted loss.

Kevin and Jacqui shared the draft budget with the following highlights:

- The Learning Assistants budget has been increased to support extra interventions for students.
- Should the need arise, some funds from that budget can be used elsewhere.
- Investment to support Maths in 2024 has been increased in the budget.
- Funds to cover staff sickness.
- Discussions were held, the draft budget will be added to the minutes for Laura and Ryan to look over, and give the Board time to relook at it.
- The Board approved the proposed Learning Assistant budget so that Kevin can advise these staff of their contract for next year. **ACTION: Kevin** to advise the LA's of their contract for 2024.
- Discussion held regarding the school donation - the Board are happy to keep the donation as is, without increase. Move: Jenny Second: Bridget All in favour.
- Jacqui moves the credit card increase of \$10,000 to be shared across the credit card holders Second: Johnny
- Kevin and the Board support Jan's application for sabbatical in 2024. Kevin moved, Second: Jacqui, unanimously agreed. **ACTION: Kevin** to advise Jan.

Principals Report

Kevin shared personnel updates and plans for 2024.

Our school community are being encouraged to complete the survey recently sent out.

Board members will attend the e-Learning meeting to support the school. New staff will be there too to introduce themselves.

*Jenny
Drafter*

BoT, SLT and parents association dinner is on Thursday 7 December. Jenny will organise, book the venue etc.

14 December - there'll be 3 prize givings.

Kevin shared the staff and parent reviews and a summary of the findings will be shared in due course. There has been a good response which is pleasing.

Moved that the report be accepted: Kevin

Seconded: Jenny and Bridget

Meeting closed at 22.25 pm

Next meeting: Monday 20 November, 7 pm.

ACTIONS:

- **Laura** to arrange a voucher for Kelly (Garden to Table).
- **Kevin** to communicate this to the out of zone families
- **Laura** to arrange a gift for Susan if not already done (for the Audit)
- **Kevin** to check with Lenora re points brought up at last hui, anything difficult, anything not working etc.
- **Jenny** to chat to Laura regarding the offer of help with property, with a view to setting up a meeting with Kevin, Laura and the parent.
- **Kevin** to advise the LA's of their contract for 2024.
- **Kevin** to advise Jan that her sabbatical application has been approved.

A handwritten signature in cursive script that reads "Jenny Trafletti". The signature is written in black ink and is positioned below the list of actions.

