



Whangaparāoa School

Minutes of Whangaparāoa School
BOARD OF TRUSTEES MEETING
20 November 2023

Present - Kevin Cronin, Jenny Lisefski, Jacqui Marks, Bridget Platt, Wiri Warriner, Ryan Densem, Laura Davis, Jonathan Felcey

In attendance - Caroline Butland (minute taker), Lenora Skinner (CRP)

Apologies -

Meeting opened at 7.00 pm

Karakia - Whakataka te Hau

Conflict of interest - Nil

CRP presentation

Lenora shared the CRP Annual Plan prior to the meeting and this was taken as read. This included highlights, lowlights etc by the CRP team. PLD across the Kāhui Ako has been extensive this year.

Groups were run through the year to learn about tikanga Māori, kaupapa Māori and Te Reo Māori. A large number of students were catered for over the year. A further two groups were formed - Kaitiaki group and Hauora group. Whānau are keen for their children to expand their learning and interest in Māori.

Three big focuses have been identified for 2024.

October Minutes

Approved: Bridget

Second: Jacqui

End of Year Responsibilities

Board members are encouraged to attend the various meetings, events etc, as well as to support Kevin.

- Wednesday 22 November - community meeting and introducing new staff.
- Board, senior leadership team and parents & friends association combined end of year dinner - Thursday 7 December - partners are invited. Bridget to collate numbers and book a venue.
- Christmas on the Green - 11 December - family picnic
- School prize givings - 14 December - at WGP College
- Last day of school - 15 December - Board hosts lunch for the entire staff from 12.30 pm. Bridget and Jenny to coordinate and arrange catering for this lunch.

School Board 2024

Bridget is currently able to stay on as a Board member while on a fixed term contract.

Jenny will not stand for presiding member in 2024.

Jacqui has successfully made contact with the parent mentioned at the last meeting.

First meeting date - Tuesday 30 January 2024.

Health & Safety

School Restraint online training has been completed by most of the staff. Jonny will follow up with outstanding trainees. TA's training needs to be authorised by the Board (teachers automatically qualify). The Board gives authority for all TA's to complete the online training - all in favour.

The Leadership Team will attend in person training to learn the correct restraint techniques. There have been quite a few injuries with golfing clubs.

A staff injury resulting in a broken arm and a student (freak accident) resulting in a broken leg. 2024 - prior to the start of the year, Jonny will create an induction presentation for new staff.

In the event of a fire alarm, the phone system which reaches all classrooms will be used due to some speakers not working at the moment. Assessment will be done in January 2024.

RAMS for Year 6 camp - Jonny checking with Gemma:

- re fire extinguisher at camp
- wording of "all parents staying overnight, must be police vetted"
- buoyancy aid vs life jacket
- 15 knots on a kayak

Jenny moves that the RAMs be accepted with the above amendments. Second: Laura
The Board would like to thank those responsible for putting this comprehensive document together.

Te Ao Māori

Whānau Hui next Wednesday.

Wiri shared thoughts for next year with the Te Ao Māori focus.

Planning on tuakana - teina next year between College and Primary students.

Policy and Review

The board approves the three policies presented.

Moved: Jenny Second: Jonny

ACTION: Kevin/ Presiding member - Health Education Policy consultation survey should be done by Term 3, 2024.

Property

The reports are taken as read. Kevin spoke to the builder today - pricing needs to be resubmitted so the costs will increase. The MoE will need to agree to pay the extra, to accommodate the new plans. Could be about \$200k more. Kevin will chat to a few key people.

Personnel

Ryan thanked Kevin and the senior learning team for their work with interviewing for a position in the team.

Finance

Budget 2024 - we're forecasting to make a significant loss which is supported by a very healthy working capital.

Jacqui moves that the Budget 2024 be accepted - second: Bridget.

Jenny thanked Kevin, Jacqui and other staff involved in putting together the budget.

Principals Report

Kevin shared community data from the recent survey. Info will be shared with the school community.

Nothing will change for 2024 but changes will be looked at for 2025.

Staff christmas gifts - option to get a meal paid or a voucher.


Kevin moved that his report be accepted - Seconded: Jacqui

Meeting closed at 22.05 pm

Next meeting: Tuesday 30 January 2024, 7 pm.

ACTIONS:

- **Kevin/ Presiding member** - Health Education Policy consultation survey should be done by Term 3, 2024.

 16/2/24