



WAIMAUKU SCHOOL

OPENING DOORS TO LIFE'S JOURNEY

Minutes of the Waimauku School Board of Trustees Meeting Wednesday 16 February 2022

Board meetings are open to the public, they are not public meetings. Members of the public (and this includes members of the school staff) are not entitled to speak unless granted a speaking right. While a speaking right is granted by the chairperson, the authority to grant that right is delegated by the Board. A member of the public should only speak for a few minutes at the beginning of the meeting to an item which is already on the agenda. They should not be taking part in any discussion on that agenda when it occurs unless invited to offer an opinion at the time.

Welcome

The meeting opened at 5pm online.

Present

Gary Pasfield, Craig Harrison, Tony Eastland, Justine Hall, Nicole Holmes, Thomas Nehemia, Hayley Plowman, Simon Whitie, Angela Searle

Approval of Previous BOT Minutes

Motion: *"That the previous minutes be approved as a true and correct record."*

Nicole/Simon

Passed

PTA

The PTA are preparing for the annual Golf Day on 17 March, and working hard on collecting donations and sponsorship.

Principal's Report

The Principal's Report as issued earlier was presented and taken as read.

The Board issued a warm welcome to new staff members Josie Taylor and Stephanie Treneary.

Finance

The Finance and Audit Subcommittee met this week to review in detail all the financial statements and operational reports.

The Board noted that as discussed at the Finance and Audit Committee Meeting on 14 February a full asset stocktake was undertaken during 2021. This stocktake led to some obsolete or redundant items being identified on the Asset Register. It was noted that these items were almost all fully depreciated. These items were written off during 2021 and the total journal values were as follows;

DR - Accumulated Depreciation ledgers	\$160,851DR
DR - Loss on Disposal	\$69DR
CR - Fixed Asset ledgers	\$160,920CR

It was also noted that a Pearl River upright piano was donated to the school in 2018. This item was not added to the asset register at that time but its depreciated value has been added as at 1 August 2021.

Monthly Reports

The financial summary reports as issued earlier were presented and taken as read.

Motion: *“That the monthly management accounts for December be accepted”*

Gary/Tony

Passed

The Board discussed the draft budget for 2022.

Motion: *“That the budget for 2022 be approved with a deficit of \$203,060”*

Craig/Hayley

Passed

Capital Projects

New Classrooms

Gary advised that the double storey classroom project is out for expressions of interest, with building scheduled to start by the end of term two.

Storage

Gary advised the Board that the sports shed would be demolished as part of the new classroom project and that the replacement will be much smaller, leaving a large storage deficit. The Board requested quotes for a KiwiSpan type shed and an additional facility for hall storage.

Action: Tony

General Business

Pavilion Hireage

The Board discussed hireage rates for the pavilion.

Motion: *“That the pavilion hireage rates be set at \$20 per hour for regular users, \$25 per hour for one-off hires plus an additional \$5 per hour for night use”*

Tony/Simon

Passed

Strategy and Planning

The Board reviewed the Strategic Aims and the new vision statement:

We Belong / Ka whai turangawaewae tātou

We Grow / Ka tipu tātou

We Contribute / Ka tākoha tātou

Motion: *“That the new vision statement be approved for use”*

Hayley/Nicole

Passed

The Board reviewed the 2022 Charter and Annual Plan.

Motion: *“That the 2022 Charter and the 2022 Annual Plan be approved ”*
Gary/Nicole
Passed

Thomas advised the Board that he would send the draft Māori Strategic Plan out to whānau this week for discussion. Gary noted that he has been in contact with Manu Sione from Reweti Marae for feedback on the plan but COVID has made it more difficult to meet face to face.

COVID-19

Gary noted that:

- the Ministry was providing daily information and advice on dealing with close contacts and positive cases
- Management and Ngauruhoe Team teachers had been in careful planning for the senior camp and are reviewing the situation on a day by day basis. If 20% or more of the students are self-isolating or sick the Board will be asked to consider canceling the camp.

Governance

Gary advised that the Board term had been extended until September 2022 and called for nominations for the position of Chairperson.

Motion: *“That Craig continue on as chairperson”*
Tony/Hayley
Passed

The Board congratulated Craig on his re-appointment as Chairperson.

The Board tabled the delegations which continue unchanged from 2021

Date of Minuted Delegation	Personnel	Delegated Authority	Term of Delegation
	Delegations can be to a person or a committee. Committees must have a minimum of 2 persons, at least one of whom must be a trustee.	See individual Committee Terms of Reference in the board's Governance Manual	Note: Delegation ceases at the date below, by earlier resolution of the board, or, if no date, is ongoing.
26/06/2019	Disciplinary Committee All current trustees bar the principal	That the Disciplinary Committee members aforementioned are delegated authority to implement the board's Disciplinary Committee Terms of Reference, as outlined in the board's Governance Manual.	Election 2022
26/06/2019	Treasurer Simon Whitie	That the Finance Portfolio member is delegated authority to implement the board's Finance Committee	Election 2022

		Terms of Reference, as outlined in the board's Governance Manual.	
26/06/2019	Chairperson Craig Harrison	That the board directs the Chairperson authority to sign off RAMS (Risk Analysis and Management System) forms for school camps.	Election 2022
26/06/2019	Principal Gary Pasfield/ Acting Principal - Anita Newland	That the board delegates authority to the principal to sign off RAMS (Risk Analysis and Management System) forms for day trips and school camps.	
26/06/2019	Deputy Principal Anita Newland/ Erin Purchase	That the board directs that, except where the board, at its discretion, otherwise determines, the deputy principal or the assistant principal shall, in the absence of the principal from duty for periods not exceeding 2 weeks and for the full period or periods of such absence, perform all the duties and powers of the principal.	
26/06/2019	Angela Searle	Privacy Officer That the Board directs the Privacy Officer authority to perform designated duties as per the Privacy Act Implementation Policy.	
26/06/2019	Angela Searle	Equal Employment Opportunities Officer That the Board directs the EEO Officer authority to perform designated duties as per the Equal Employment Opportunities Policy.	
26/06/2019	Justine Hall	Health and Safety Officer That the Board directs the Health and Safety Officer authority to perform designated duties as per the Health and Safety Policy.	Election 2022

Meeting Closed: 6:05pm

Dates of Future Meetings:

Full Board Meeting: Wednesday 16 March 2022 at 5pm

Chairperson's Signature: _____

Date: _____