



Whangaparāoa School

Minutes of Whangaparāoa School
BOARD OF TRUSTEES MEETING
18 September 2023

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

In attendance - Caroline Butland (minute taker)

Apologies - Wiri Warriner

Meeting opened 7.00 pm

Karakia - Whakataka te hau

July Minutes

Approved: Jonny

Second: Jacqui

August Minutes

Approved: Bridget

Second: Ryan

School Docs

WhistleBlower Act

We have to inform our school community about this.

ACTION: Jenny to ask Karen what we put into the newsletter last year and this will be again shared via newsletter to our school community.

Out of Zone applications

23 students have applied to our school for 2024.

Kevin's recommendation to the Board: That we accept students up to priority 4 (this includes siblings of current or past students and staff children).

Acceptance of any more students will depend on if the MoE will fund us 2 more classrooms.

We need to remember that we accept out of zone students every year so this is a cumulative total, not just the students we accept for 2024. The MoE doesn't fund property for out of zone students, so this affects our overall funding:

The Board looked at the remainder of the students on the list and what year they'd be going into, relevant to capacity available in each year level. Families will be advised accordingly.

Health & Safety

4 speakers will be placed around the school.

Next term, earthquake/ tsunami drill.

Lockdown drill, sometime in term 4. There will be some educating for the children around dangers etc, prior to the drill.

Many staff are due for renewal of their first aid certificate. There are 12 staff who do not have a certificate yet.

Jonny will attend a H&S Rep day course, approved by Kevin.

Policies

The three policies have been read.

Suggested that Maori terms in the documents should be followed by the English translation so that it's clear for everyone.

ACTION: Jenny to check if the documents are editable.

The Board accepted three policies as they are.

Property

Painting around the school is planned for next year. We are going to get the pool painted in November, we're hoping to receive some funding towards this.

Finance

All finances are looking good. Kevin will present the draft 2024 budget at our October meeting.

ACTION: Kevin to check with Karen and Nicky if the school is a voting place.

Principals Report

The Board moved that funds are put towards more speakers around the school so that emergency signals can be heard.

Feedback from parents is positive.

Staffing sickness is a concern with us going well over budget - can not control this. The overspend will be compensated by other income.

Passed by Kevin

Seconded by Bridget and Laura

Jenny asked the Board to think about how the meetings should be structured next year, to keep them shorter in length, to support the balance of efficiency, value etc.

Reports being supplied prior to the meeting is working well as it gives time for members to read and come to the meeting with questions/ comments.

Curriculum leaders can be given a time limit, their report is shared with members prior to the meeting, questions are asked prior to the meeting and the staff member shares an overview to the Board.

ACTION: Jenny - November meeting, the board to set the annual plan for 2024.

Meeting closed at 8.30 pm

Next meeting: Monday 30 October, 7 pm.

ACTIONS:

- **Jenny** to ask Karen what we put into the newsletter last year regarding the whistleblower act and this will be again shared via newsletter to our school community.
- **Jenny** to check if the School Docs documents are editable.
- **Kevin** to check with Karen and Nicky if the school is a voting place.
- **Jenny** - November meeting, the board to set the annual plan for 2024.
- Kevin checking on fringe benefit tax for wellbeing fund

Jenny Lisle
30/10/23