



WHITIKAHU SCHOOL BOARD OF TRUSTEES

Meeting Minutes

February 26th 2025

Time

6:06 pm

Present

Brent Harper, Dave Best, Marcus Fulton, Ryn Going, Brittany Hartstone, Kerin McDonald, Simeon Ward

1. APOLOGIES

2. DECLARATION OF INTEREST

David Best is employed by LJ Hooker, the company enlisted to manage the schoolhouse. Dave is not the employee managing the schoolhouse with LJ Hooker, nor is Dave managing the property portfolio on the BOT.

3. GOVERNANCE

BOT Roles 2025

- Presiding Member: Ryn Going
- Secretary: Brittany Hartstone
- Treasurer: Simeon Ward (Co-Opted Member)
- Property: Marcus Fulton
- Community Liaison: Kerin McDonald
- Staff Representative: TBC Brent will discuss electing a staff member for this role with the staff before the next meeting.

Moved Brittany, Second Brent

Strategic Goals 24/25 – Implementation Plan

- The BOT has reviewed the 24/25 strategic direction. The BOT confirms that the plan is still relevant.
- The BOT focus areas will be determined after the Student testing is complete during the first weeks of term one and will be finalised at the next meeting before the end of term one.
- The BOT focus points for 2025: Student achievement, Staffing, Community, Communications and Partnerships.

Moved Ryn, Second Brent

School Docs:

- Health, Safety and Welfare Policy – Reviewed and Approved without change.
- Safety Management System – Reviewed and Approved without change.
- Risk Management - Reviewed and Approved without change.

Moved Brent, Second Simeon

Delegations of Authority

The following areas are to be delegated to the Principal:

- Implement the (annual) operational plans and prioritise the School's annual targets - **APPROVED**
- Spend the budget expenditure as per the delegated authority set by the Board each year. **\$1000 APPROVED**
- Allocation of salary units – **APPROVED**
- Manage the banked staffing provisions - **APPROVED**
- Initial investigations relating to a complaint against a staff member - **APPROVED**
- Oversee teacher appraisals and staff professional development - **APPROVED**
- Employment of staff – Relief teaching, CRT, Teacher aide - **APPROVED**
- Hire, deploy and terminate relieving and auxiliary staff positions - **APPROVED**
- Preserve assets (financial and property) - **APPROVED**
- Act as Protected Disclosures Officer - **APPROVED**
- Authority to stand down and suspend students in accordance with Ministry Guidelines - **APPROVED**
- Appoint, on behalf of the Board, the Privacy Officer and EEO Officer - **APPROVED**
- Report regularly on roll size - **APPROVED**

In the absence of the Principal, the Deputy Principal -

- To act as Principal in the absence of the Principal, with full rights and all responsibilities of the Principal, including annually delegated authorities **APPROVED**
- Brittany will forward the above delegations to both Brent and Maraea.

Moved Ryn, Second Dave

School Annual Accrual Report Certificate (SAAR)

- The BOT approved the SAAR report.

Moved Brent, Second Marcus

BOT checklist

- Set Election date for BOT – 10 September 2025
- Returning Officer confirmed - MC Tremain as per previous years
- Work Plan – Brent will set two dates per term for the BOT meeting to be set for the year.
- Work Plan – Minutes and BOT meeting Dates to be published on the school website
- Work Plan – website updates to be completed.
- Work Plan – Brent will create a draft copy for Ryn to review at the next meeting between them. This will be signed off by the BOT at the next meeting.

- The entire BOT has committed to reading the Code of Conduct for Board members before the next meeting.
Moved Ryn, Second Kerin

BOT Google Drive

- Brent to set up a drive and set permissions for documents such as minutes
Moved Brent, Second Simeon

4. FINANCE & PROPERTY

Finance

- December Accounts
December and January accounts have been approved by the Board of Trustees.
Moved Kerin, Second Ryn

Annual Cyclical Maintenance Plan

- 2025 Budget: Brent will organise a meeting between Hayden, Simeon, Kerin and himself to review the budget. The budget can then be forwarded to the BOT for approval.
Moved Brent, Second Simeon

Property

Caretaker Position

- Brent to manage Anton and complete another fixed-term contract.
Moved Marcus, Second Dave

School House Inspection Report

- As per the inspection the rangehood for the schoolhouse is. Non-compliant. Brittany will get quotes for a range and email them out for approval.
Moved Marcus, Second Brittany

Property Projects

- BOT requested an update regarding the fencing design for at-risk students.
- Brent will update the BOT on the progress when the ministry responds.
- Bark in both playgrounds to be refreshed – Dave to arrange
- New Goalposts to be erected – Marcus to arrange
- Stump removal – Simeon and Brittany to arrange
- All the above projects are deadline for the end of term one.
Moved Marcus, Second Simeon

5. ADMINISTRATION

- Meeting Minutes
The Board of Trustees confirms that the minutes from the December meeting are a true and accurate record.
Moved Ryn, Second Brittany

- Correspondence
- Principal's Report

6. GENERAL BUSINESS

Meeting Closed
9:16 pm

Next Meeting
TBC