



WHITIKAHU SCHOOL BOARD OF TRUSTEES

Meeting Minutes

Wednesday, May 21st, 2025

Time

6:30 pm

Present

Brittany Hartstone, Kerin McDonald, Simeon Ward, Marcus Fulton, Maraea Te Pou

1. APOLOGIES

Brent Harper, David Best, Ryn Going

2. DECLARATION OF INTEREST

3. ACTION POINTS

1. ☒ Brent to provide login details to School Docs
2. ☒ Brent is to confirm that all staff have current first aid certificates to align with healthcare policy. **The Teaching Staff are now booked for the First Aid Course on 13/06/2025**
3. ☒ Brent is to confirm that student healthcare information is accurate and up-to-date as per policy requirements.
4. ☐ Brent is to inform the board what support services and processes are in place for staff following absences.
5. ☒ Kerin to write BOT update for community newsletter as per work plan actions for April.
6. ☒ Ryn is to communicate with Jenny to approve the implementation of a survey
7. ☒ Ryn to distribute the survey on Friday, 4th April, to the staff
8. ☒ Brent to ensure the website is up to date, including a full term 2 plan, an update of board members, the removal of old newsletters and the uploading of 2025 newsletters. Uploading of annual implementation plan, school prospectus and past annual financial reports. Bio's for staff, include updating of house leaders, PTA committee members, stationery lists and lunch orders.
9. ☒ Brent. Date to be communicated with the community via school newsletter, school app and term 2 plan, by the end of term 1
10. ☐ Brent is to provide a report from assessment data prior to term two starting. Board to support staff strategically in areas of focus.

11. ☐ Brent is to provide the Board with clarity on staff payment, with a note for reimbursement
12. ☐ Kerin is to look at the measurement of the field to determine the location
13. ☒ Marcus is to sort the digging of holes for the new goal Posts
14. ☒ Sim and Brit to sort the equipment to set the goal posts up
15. ☒ Sim to provide treated Ply and have it installed over the term 1 break
16. ☐ Brittany is to measure and then purchase a rangehood
17. ☐ ~~Brent is to get a quote to see how much it will cost to fix the cloak bay in front of the multipurpose room.~~ **Michael Norton completed the job**
18. ☐ Brent to follow up and find out what the issue is and the cost to fix the drinking water quality issue.
19. ☐ Brent is to provide an update on the MoE-funded fencing
20. ☐ Marcus/Sim to look at the back fence to see what is required to either fix or replace the affected section. **Payment to Colin Bennett for the partial fence replacement was passed by the BOT. Another section in front of Colin's lawn still needs attention.**

An action points list will be carried over to future meetings for accountability.

4. GOVERNANCE

School Docs Review

- Planning and Preparing for Emergencies, Disasters, and Crises:
The Whole Board reviewed and approved.
- Communication During an Emergency, Disaster, or Crisis:
The Whole Board reviewed and approved.
- Emergency Closure:
The Whole Board reviewed and approved.

ERO Visit

- The Board Assurance Statement and Self-Audit Checklist:
Kerin and Brittany Believe Ryn has a completed copy of this for 2025. Kerin will email Ryn to ensure we have a copy in her absence.
- Brent is yet to supply the BOT with Student Data for Review.

- The BOT have set a meeting (11/06/2025) to review all the content required for the Meeting with ERO staff on the 16th June, the time is yet to be confirmed.
Moved Brittany, Second Maraea

Annual Report

- The Annual Report was reviewed by the BOT.
- THE BOT delegates Kerin McDonald to sign the Annual Report on behalf of Ryn Going (Presiding Member) due to her absence.
Moved Maraea, Second Brittany

5. FINANCE & PROPERTY

Finance

- April Accounts
April accounts have not been approved by the Board of Trustees, as the following points of interested need to be clarified.
 1. Education Services Governance report has listed a camp expense of \$22,090. More information is required before approval.
 2. This Camp expense has not been paid in the month of April, according to the ASB Bank report for April.

Moved Simeon, Second Kerin

Property

New Line Markings for the Carpark

- Marcus and Simeon have volunteered to refresh the line markings.
Moved Marcus, Second Simeon

New Caretaker

- Anton, the current caretaker, has resigned from the position, effective 20th May.
- Kerin suggested Kirk may be a good fit for the role and will supply Kirk with a job description.
- Other potential Candidates include Michael Norton and Colin Bennett. Marcus will approach both people to discuss their interests.
- Alternatively, the BOT discussed approaching Tauhei and Orini Schools about job-sharing the role with their current caretakers. This can be discussed if the other potential candidates show no interest.
- In the short term, Marcus will talk to the PTA and Michael Norton about setting a date for a working Bee to maintain the school property until the position is filled.
- **ACTION POINT: Brent to supply the BOT with a current job description.**

Moved Kerin, Second Marcus

School House

- Healthy Homes Compliance Due date is the 1st July, to be compliant, Lodge property management has requested a rangehood be installed. Brittany had been tasked to arrange the purchase and installation before the due date.
- Anna (The Tenant) has spoken to Brittany about plumbing problems:
 - Bathroom taps are running slowly and are hard to turn off completely
 - The toilet seals are leaking from the cistern
 - Water quality is discoloured and smelly from all taps

Brittany has arranged for a plumber to quote on repairs, but the quote has not yet been received. Brittany will make communication with the BOT via email to present the quote and recommendations.

Moved Maraea, Second Brittany.

- Invoice for the Boundary Fence from Colin Bennett reviewed. The BOT agree to 50% payment
Moved Marcus, Second Simeon

6. ADMINISTRATION

- Meeting Minutes
The Board of Trustees confirms that the minutes from the April meeting are a true and accurate record.
Moved Brittany, Second Maraea
- Correspondence
 - Hills Labs Water Testing
 - Lodge Property Management – Change of Property Manager.
 - Invoice for fencing labour from Colin Bennett (the neighbour)
- Principal's Report

7. GENERAL BUSINESS

Bull Calf Scheme

- Megan would like to hand over the Bull calf scheme this year. Brittany has helped previously but proposed a joint role with Simeon.
Brittany and Simeon will catch up before the next meeting to arrange flyers and community engagement.
Marcus will continue to collect the calves on behalf of the school, and Andy Smith Haulage will cart the calves from Marcus's farm to the sale yards as per previous years.
Moved Brittany, Second Simeon

Meeting Closed

9:20pm

Next Meeting

Wednesday June 18th, 6pm

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