

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on
Wednesday 13 June 2018 at Delshaw Avenue Whangaparaoa
Commencing at 6.30 pm**

Present

Heidi Parlane, James Thomas, Gabrielle Martell-Turner, Mike Enright, Ben Creevey, Craig Caminos, Grant Dabb, Marara Schreurs, Giancarlo Moretti

In Attendance

Sue McKay (Minute Secretary), Graeme Williams (DP), Lisa White (DP)

1. Karakia / Waiata – Marara

2. Conflict of Interest

Nil

3. Apologies

Derek Middleton

4. Decisions/Resolutions:

a) Proposed Commerce trip to Japan – April/May 2019

Proposed resolution: *“That the Board approves in principle the commerce trip to Japan, subject to school procedures.”*

James asked that we amend the trip name to Cultural Awareness Trip to Japan. Board agreed. The Board approves in principle the trip.

Moved: Marara Seconded: Gabrielle Carried

b) Ratification of Grant request - voted on electronically:

Pub Charity Limited – Field Development

Moved: Gabrielle Seconded: Grant Carried

c) Ratification of Finance Committee Financial Statements (**please see separate email**)

Proposed resolution: *“That the Board approves of the Finance Committee’s Financial Statements”*

Moved as accepted: Grant Seconded: James Carried

5. Monitoring / Information

- **Lisa White (DP)**
Community of Learning (Kāhui Ako)

Lisa updated the Board with a report on the Community of Learning. Good progress made in this area since starting September last year. Stretching the community wider than just four schools. We are applying for

funding to support further PLD. Networking function at RSA proved successful with teachers taking away a resource, contact, information from each other.

Lisa delivered information around their strategic planning and focussing on the transition between year levels/schools/tertiary, the development of a “Community Hub” to support a range of community initiatives including learners with Mental Health issues. There are positive possibilities to share and collaborate on the coast.

Gabrielle suggested it would be good to have the opportunity to attend a Kāhui Ako meeting and observe.

- **Principal’s Report** (including reporting by school leadership to the Board)

James shared a snapshot of graphs illustrating the power we are generating from the solar panels. Our staff are passionate and are working to link this information to the curriculum. Craig asked about a Service Agreement, which James confirmed there is one in place.

Craig asked about previous discussions re a teaching scholarship. Heidi reminded the meeting that at the last meeting the Board was divided re the idea of a scholarship to encourage learners to go teaching, and the Board agreed not to pursue the proposal.

Discussion was held around teacher recruitment here at College. James said we are fortunate to be basically fully staffed. Three staff who have left in the last 18 months have asked to come back.

Graeme is taking Erana Stanbridge (one of our first year teachers) to the Student/Teacher Recruitment Day at Victoria University. She is an ex student of Victoria and will talk with the students at Victoria about her first year teaching at Whangaparaoa College. Because of the challenging market, Craig asked if we need to look at other models for recruitment. Heidi suggested that seeing the working environment at college is seen as positive staff are staying, and we should send that message “out there”. Possibly support it with recruitment video clips and use social media to advertise the job opportunities here at college. Craig explained how banks get new customers and Heidi told us that some firms offer a ‘finder’s fee’ for those instrumental in successful recruitment.

Discussion around Learner engagement and wellbeing – Resilience Survey. Gabrielle asked if the results were what James was expecting and they were. The next steps with the resilience programme will be to plan when and how best to use the data so we don’t overload staff and learners. We can provide each learner with a profile; but would first need to prepare the learners, and train our AC’s and Deans (to understand the data and how best to have meaningful discussions with learners based on their profile results), and inform the parents. Heidi asked if the Board could please have an update re the Resilience Programme at the next meeting.

Action Point: James will provide an update at the next meeting.

Craig observed that there might be an overlap between those found to be ‘vulnerable’ from the resilience data and learners with behavioural issues, learning difficulties, and counselling / supports needs. Mike referred back to the focus of using the resources in the community and link these with our efforts to meet the needs of our learners.

Discussion was had around attendance data. While our overall attendance (90%) is 26% above the national average, some indicators are lower, eg, the % of Year 10 learners with greater than 90% attendance. Graeme explained the results don't show the backgrounds as to why learners are not at college. Many factors around lack of attendance, unjustified, truant. On average a Whangaparaoa learner has one day off a fortnight, ie, average attendance of 90%.

James asked if the Board could move the next Strategic Meeting from 11 July to 25 July and include the SLT. Agreed.

- **MOE Concerns**

The Board agreed there are legitimate concerns around the challenges we face with communication with the MOE, and supported the proposed approach.

6. Sub Committee Reports

Finance: Grant explained the Year 13 Camp deficit (it was only \$50, but the required relief costs were \$8000). The key issue was that there were a lot fewer learners wanting to attend the camp and classes were run for non-campers. As is usual there will be a review of the camp and destination for next year.

Grant shared that we had a very positive audit.

We have an increase in the number of FTE (Full Time Equivalent) International Students, already about budget for the year. We need to be aware of challenges this may create, eg, staffing, infrastructure. Craig queried if there needed to be as many overseas marketing trips due to the increase in International Business. James explained there has been a shift from cold calling to maintaining relationships with our main agents. While it is still important to visit all markets, trips are for a shorter duration.

The 2018 Revised Budget was tabled. The Finance Committee has approved this, Grant proposed we accepted it.

Moved: Grant Seconded: Craig Carried

Grant wanted a special thanks to Debbie be noted in the minutes. She does a "stirling" job as Finance Executive.

Property: With the growth of our school and our strategic planning we will need, at some stage, to add to our facilities and some of this will need to be Board funded as we are very likely to continue to need to have fee paying students. We should consider jointly developing and sharing facilities with community groups. Among other reasons this will open up more avenues for fund applications.

Policy: Meeting this coming Monday.

7. Administration

a) Minutes of previous meeting

Recommendations: That the minutes of the previous meeting held Wednesday 11 April 2018 be approved as a true and correct record. Heidi had previously asked that two Action Points to be removed. Marara advised she had forwarded her apologies at the last meeting and wanted this noted also.

Moved: Craig Seconded: Ben Carried

b) Correspondence

Inwards

Letter from the PPTA Field Officer – Paid Union Meeting

Letter from Office of the Auditor General. Appoint new auditors.

Letter from Orewa College – Proposed change of zone. Heidi suggested we reply to Orewa College acknowledging receipt and saying we have no objections.

c) Identify agenda items for next Business Meeting

8. Karakia/Farewell

Heidi Parlane, Chair _____

Meeting Closed at 9.15 pm

Next Strategic meetings

Wednesday 25 July (with Senior Learning Team)

Next Business meeting

8 August