

**Minutes of the Whangaparaoa College Board of Trustees Meeting held on  
Wednesday 16 October 2019 at Stanmore Bay Road, Whangaparaoa  
Commencing at 6.30 pm**

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**Present**

James Thomas, Heidi Parlane, Ian MacLeod, Gabrielle Martell-Turner, Craig Caminos, Alex Jones, Derek Middleton

**In Attendance**

Caroline Butland (Minute Secretary), Dawn Sullivan (DP)

**1. Karakia / Waiata** – All sang the school Waiata

**2. Conflict of Interest** Nil

**3. Apologies** Mat Harris, Marina Vaha, BJ Wilson, Ben Creevey

**4. Decisions/Resolutions:**

a) Resolution: "Addition to Personnel Committee Terms of Reference." Approved via email previously.

b) Resolution: "To make an application for \$249,000 to go towards new Marae." Approved via email previously. Decision will need to be made during the build regarding cash reserves - revisit Clause 5 of Financial Management Policy.

c) Application for \$249,000 to go towards new Marae

Moved: Gabrielle      Second: Ian      Carried

d) Resolution: "To progress with the A-Line type design for the proposed new Marae."

Moved: Ian      Second: Gabrielle      Carried

e) Resolution: "To approve the Fixed Asset Register & Depreciation Rates."

Moved: Heidi      Second: Craig      Carried

f) Resolution: "To reply to MoE, letter re KingsWay roll increase – we're in support, acknowledge, no objections, note increasing capacity for secondary students on the Coast – Caroline to do letter.

g) Resolution: "To adopt updated Policies – *Learner Hauora Policy* (formerly Learner Care and Support Services Policy; and *Allocation of Management Units and Allocations Policy* - note name change – suggestion to socialise to whanau / Maori leadership at school. Adopted to stay within 3 years."

Moved: Gabrielle      Second: Derek      Carried

h) Resolution: "To adopt 2020 proposed meeting dates – are property meetings required every month or should they occur every 2 months? Property committee to discuss – action to decide frequency.

Personnel committee will meet once a term – column to be added to schedule – dates tbc.

Business meetings 2<sup>nd</sup> Wednesday of the month, Strategic meetings 3<sup>rd</sup> Wednesday of the month.

Committees to come back to Caroline by end of November

i) Resolution: "For Hillary Leslie's AST contract to roll over as per request."

Moved: James      Second: Heidi      Carried

## 5. Monitoring / Information

a) Dawn shared an update on her portfolio: Teaching and Learning, Curriculum, Appraisal, PLD and Sport/House. Working one on one with the HoLs and supporting them, middle management is rocking so everything falls into place.

### b) Principal's Report

Purpose of sport – mandate from sports council – James to pass this on. BoT will be invited to Performing Arts Awards.

Learner support – an intensive spreadsheet is used to support learners with NCEA, highlight and support Priority Learners and actions taken.

Health & Safety – hazard and reporting – we had an emergency evacuation recently and there was a fault with the alarm which couldn't turn off. Macrocarpa – what is the context of the report – James to check. The Board suggest holding off on getting further report.

The section under 'Planning for additional classroom spaces' was incomplete – apologies. Here's the complete info:

#### PLANNING FOR ADDITIONAL CLASSROOM SPACES

We now have the prices for the two Marae designs which sit at approx. \$950K and \$1.1 million and have applied for \$249K from the Lotteries Facilities Fund.

We have also had a QS report of \$1.2 million for the refurbishment of the ICT suite which seems to be high. We are at present working with a shop fitting company to see if that price can be brought in line with the allocation of the 5YA and any additional MOE funding.

c) **Work in Progress** – James to report back – with numbers growing – do we need extra support for special needs? What are the resource implications?

What is the percentage of difference – anxious / nervous – which are clinical cases and do we need help for them?

What is the impact to staff – counselling / TA's / support staff etc.

We need the definition and causes of anxious, nervous etc.

The Sports Council has done its job in helping to get sports set up – meetings are no longer needed regularly, structures are now in place – the occasional meeting will suffice.

At an open hui, coaches / managers functions? Where to from here?

Review suggested of how we're doing against the plan. Also, we have high achievers – do we have enough at the next level? James to check with Dawn and Joe.

Videos about school life, requirements etc – done one, will try another one and ask for advice. These can be used on our website and Facebook page.

Gabrielle will arrange a get together for Board members and partners in the new year (summer).

Finance: new 'policy' no donations to be requested. We need to be ready in case we are asked by parents / media etc re the shortfall from the MOE changes.

James to ponder and discuss with Heidi – remembering... what sort of education do families in our community want for their kids?

## 6. Sub Committee Reports

a) **Finance** – As discussed above in Work In Progress.

b) **Policy** – Policies approved above.

c) **Property and Health & Safety**

d & e)

### **Discipline & Personnel**

The Board moved into Committee at 8.32 pm to discuss Discipline.

Motion: *“That under section 47 (1) (d) of the Local Government Official Information and Meetings Act that the public be excluded from the following part of the meeting. The Board wishes to discuss the matter in private as it involves the privacy of students/staff.”*

The Board moved out of Committee at 8.52 pm.

## 7. General Business

a) Add ‘Discipline Committee name discussion’ to Strategic Meeting.

- Property planning
- Final draft – Improvement Plan 2020
- Questions on google.doc – community (link below)

b) If there’s a link for a document to be viewed – Caroline to email rather than scan so that members can use the link. The Board acknowledges the huge effort Lisa White puts into building community relationships

[https://docs.google.com/document/d/1yIDINvbO5bN6\\_USCvTFddI4Etl5Mob45DwPCKWZBw-c/edit?usp=sharing](https://docs.google.com/document/d/1yIDINvbO5bN6_USCvTFddI4Etl5Mob45DwPCKWZBw-c/edit?usp=sharing)

Is that what we mean by community? Should we add info from this to the Improvement Plan?

There are opportunities for learners in school – expand that to out of school and to homes – for discussions with parents etc.

The elderly come into school – learners help with technology etc. Learners learn from the elderly – community coming into school.

What can we not do that the community help us with? Eg: mentorship.

## 8. Administration

a) **Minutes of previous meeting**

Recommendations: That the minutes of the previous meeting held Wednesday 14 August 2019 be approved as a true and correct record.

Moved: Derek

Seconded: Heidi

Carried

b) **Any other business**

## 5. Karakia/Farewell James

Heidi Parlane, Chair \_\_\_\_\_

Meeting Closed at 9.33 pm

**Next Strategic meeting**

Wednesday 20 November 2019

**Next Business meeting**

Wednesday 11 December 2019