

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on  
Wednesday 18 October 2018 at Delshaw Avenue Whangaparaoa  
Commencing at 6.30 pm**

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**Present**

Heidi Parlane, James Thomas, Mat Harris, Derek Middleton, Ben Creevey, Craig Caminos, Gabrielle Martell-Turner, Marina Vaha, Alex Jones

**In Attendance**

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

Welcome to Alex Jones, our new Learner Trustee.

**1. Whakatauki** – Gabrielle

**2. Conflict of Interest** Nil

**3. Apologies** Mike Enright, Marara Schreurs

**4. Decisions/Resolutions:**

a) Ratification: Marina Vaha's inclusion to our Board of Trustees via Selection Process

Moved: James    Seconded: Ben    Carried

b) Resolution to adopt the 2019 Strategic Overview / Intent

Moved: Craig    Seconded: Derek    Carried

c) The Policy sub-committee recommended that the Board adopt the following policies:

• **Financial Policy**

Moved: Gabrielle    Seconded: Craig    Carried

• **Enrolment Scheme Policy**

In Clause 2, include hyperlink and "If they subsequently leave the zone, they can remain enrolled."

Moved: Derek    Seconded: Craig    Carried

• **Theft and Fraud Policy**

Correct spelling error in clause 2 a. Police<sup>4</sup>

Moved: James    Seconded: Mat    Carried

• **Entertainment and Gift Policy**

Add to Clause 5: "and recorded in Gift File."

Moved: Craig    Seconded: Ben    Carried

• **Learner Management Policy**

Moved: Heidi    Seconded: James    Carried

• **Health and Safety Policy**

Moved: Derek    Seconded: Ben    Carried

• **Police Interviews with Learners Policy**

Moved: Ben      Seconded: Mat      Carried

- **Child Protection Policy**

Change 'child/children' to 'learner/learners' and remove last sentence in 2 d.

Moved: Ben      Seconded: Craig      Carried

- d) The Finance sub-committee recommend that the Board approve the Fixed Asset Register and Depreciation Rates. The Board request that the Finance sub-committee consider for next year, in conjunction with CES, what the best rates are for the school.

Moved: Mat      Seconded: Ben      Carried

## 5. Monitoring / Information

- **Jason Pocock (Deputy Principal)**

Resiliency: Jason shared that we're part of a 12 school pilot programme and have results/data from the first survey done by 1100 learners earlier this year, Year 10 is the focus cohort. The main focus is around 'belonging' as this cohort have lower feeling of connection with the school or community. Positive feedback that this focus is working. Other year levels are also focusing on our part in the community and how we can help. The results/data also show that some senior girls find that 'life is hard' and this area needs to be worked on.

Jason also shared the latest data regarding Academic Tracking – please see info from Jason at the end of the minutes.

- **Principal's Report**

This was a long and comprehensive report – no questions arose.

### Sub Committee Reports

No questions arose from the sub-committee reports that were presented.

## 6. Issues arising from September media coverage

- i) Stand-alone Bullying Prevention and Response Policy. A draft will be discussed at the next Policy meeting on 29 October, ready for BOT consideration and approval at the December 2018 meeting.

Consultation with learners will be part of the process.

- ii) James thanked Heidi and Craig for their support and help regarding the complaints etc. James has met with the MOE and asked if they had concerns about our school or its leadership; to which they replied "No". They have apologised for the incorrect statement in the media. James has contacted the NZSTA Helpdesk and Alan Curtis for advice and Alan confirmed that James was following good process and had done everything necessary.

Craig mentioned that some parents are feeling unheard but when asked if they have contacted anyone at the school, sadly the answer is 'no'. Unless the school is aware, unfortunately nothing will be done. Learners need to be taught/told that they can and should talk to someone at school if they feel bullied. Teachers need to look out for clues of possible bullying ie: things they hear, learners not 'being themselves' etc. Some people who had ongoing issues with their child being bullied have removed him from our school. Fights on social media. Do we need to tighten up our tolerance and consequences to show that we care and have a positive school culture? The message for others and being seen to do something is important.

Some of the questions raised and matters discussed (and to be continued at our Strategic Meeting on Wednesday 7 November) are:

- Is it the Board's role to take a restorative approach?
- Should we be involved with the process or governance?
- Do we need to review our processes?
- Have we contributed to perception of the community?
- Perception of learners that they see their peers come back after hearings, and there are no consequences.
- Do they see the restorative approach?
- Is the BOT supporting the school, Principal and management?
- The discipline committee had a review and they have robust processes.
- The restorative process we go through is recommended.
- Data from NZSTA conferences shows that adults only see 10% of bullying.
- How do we get kids to talk about bullying?
- Bullying is not just the school's issue, it belongs to the community, the 'village'.
- The bully, the victim and the bystander/s – focus on the bystander/s, the audience. Get learners and parents to give the community reassurance that we do not tolerate bullying.
- Who is in our 'village'?
- How can we get our village involved and supporting us / our learners?
- We can model and communicate the right, acceptable behaviours. Celebrate the right behaviours.
- Should we have a group or external person do an 'audit' to reassure ourselves that we have robust processes and that we're doing things well?
- Listen to our learners.
- Have a sub group made up of some DP's, someone from the counselling team, learners, SENCO, a Dean or 2?
- Learners with a strong bond and sense of belonging didn't feel bullying
- Are we (at BOT level) seeing kids too late?
- Do we need to consider options:
  - Restorative process then go to the Board
  - Restorative process happens at the Board (the threshold is lower)
  - Restorative process happens at both ends

There are pro's and cons of the different options. The school has capability from pastoral care team (Counsellors and Deans).

Moved into Committee at 9.36 pm for the Personnel & Discipline reports

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 9.56 pm.

## 7. Administration

### a) Minutes of previous meeting

Recommendations: That the minutes of the previous meeting held Wednesday 8 August 2018 be approved as a true and correct record.

Moved: Derek

Seconded: Mat

Carried

b) **Correspondence  
Inwards**

c) **Identify agenda items for next Business Meeting**

Information regarding James' appraisal will be in December (will be in committee)

d) **Any other business**

**8. Karakia/Farewell**

Gabrielle

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

Meeting Closed at 10.02 pm

**Next Strategic meeting**  
Wednesday 7 November 2018

**Next Business meeting**  
Wednesday 12 December 2018