

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on
Wednesday 11 October 2017 at Delshaw Avenue Whangaparaoa
Commencing at 6.30 pm**

Present

Stephen Parker, James Thomas, Graeme Williams, Grant Dabb, Craig Caminos, Gabrielle Martell-Turner, Ben Creevey, Mike Enright, Heidi Parlane, Kate Jack, Giancarlo Moretti

In Attendance

Caroline Butland (Minute Secretary)

1. Karakia – Gabrielle Martell-Turner

2. Conflict of Interest

Nil

3. Apologies

4. Welcome to new student trustee

Stephen welcomed Kate and Giancarlo – handover of new student rep. Graeme handing the reigns back to James – welcome back to James. Everyone introduced themselves to Giancarlo. Stephen advised that he was resigning from the BOT after the December 2017 meeting. There will be an election for our new Chair at the December meeting. James investigating casual vacancy and will report back in the December meeting.

5. Minutes of the Previous Meeting

Motion:

“That the minutes of the previous meeting held on 9 August 2017 are accepted as true and correct”.

Moved: Stephen Parker

Motion Carried

6. Update on action points from previous meetings

Work in progress:

7. Correspondence

Inwards:

STA News

MOE Gulf Harbour decapitation

8. Principal's Report

Learner Achievement

Our Deans are currently working through the fourth incarnation of our priority learner's lists. The learners have been identified as 'at risk' due to a lack of attendance, achievement in the previous year, credit totals, ratio of credits vs attempted, lack of numeracy/literacy or they are Maori/Pacifica. Deans have strategies in place for these learners to improve their current situation and ensure learners are achieving to their potential. There has been a large amount of hard work put in by the Deans with these 'at risk' learners.

Staffing

Due to the anticipation roll growth for 2018 and beyond, we have appointed 5 new staff for February 2018. Graeme has visited Victoria University, Auckland University and Otago University, meeting their qualifying graduates. The purpose of these days is to attempt to recruit the best of these young teachers. We have appointed one teacher from these visits to start in 2018. We intend to bring a minivan of teachers after the Auckland University day to look around the College, talk to our HOLs and see our wonderful school. This event can happen early in Term 4 when these young teachers have finished their final practicum. At present, we have 90 staff appointed for 2018 and require potentially 5 or 6 more; depending on the number of staff who are yet to confirm they are leaving at the end of the year.

Enrolments

We have continued to have a steady stream of enrolments, more enrolments than those leaving. Three enrolment evenings have been held and despite poor weather, we have had good turn-outs. We are on target to gain a record number of enrolments for 2018.

Careers and Guidance

The Careers and Guidance departments have recently undergone an external review and we are awaiting the results of this review and any recommendations it gives us for further improvements in these areas.

Future Roll Predictions

During September Graeme, Ginny, Ben and Heidi met with a group from the MOE who had completed a demographic review of the Peninsula through to approximately 2040 with the focus on the high school needs of the area and the implications for the staffing and property of Whangaparaoa College. The meeting highlighted a capacity figure for the College of 1696 in-zone learners. (International learners and out of zone learners do not contribute to property revenue). The MOE figures are much closer to our predictions and should result in the staffing allocation for 2018 and 2019 being more accurate and the identified need for a building programme. I still believe that their figures are slightly lower than we can expect but we are now much closer aligned.

Whangaparaoa Peninsula Kāhui Ako (Community of Learning)

Having finalised our Achievement Challenge document and had this document accepted by the MOE, the Kāhui Ako has now appointed all of the Across School Roles (AST) and Within School Roles (WST). The next step is to develop the action plan to work towards these goals. The four schools meet regularly and Lisa White is working closely with the Across School Roles (AST) to formulate the action plan.

Learner Support Team

Lisa White continues to meet regularly with the Deputy Principal overseeing pastoral care (Kathie Boyd), our Special Needs Co-ordinator, Guidance Counsellor, Careers Counsellor, Nurse and Youth Workers to discuss support systems for our learners. There have been a number of tricky cases to work through over the past couple of months that have required multi agency involvement and these cases will continue into next term.

Learner Leadership

Rebekah Hawthorn is continuing to do a great job of leading/facilitating our team of Prefects. In the past few days, we held a Leadership 'camp' for the present Year 12 learners who have interest/ambition around leadership. Over 50 learners attended and it was great to see the next set of Whangaparaoa College leaders actively involved in learning in this area.

Academic counselling

We are continuing to encourage reflective practice, and building on the 'future focus' discussions of this term. The Learning Portfolios are being added to; and these are a good basis of discussions with Academic Counsellors.

International Students

Our numbers continue to surpass budget for the year. We have had a very busy term for groups with both a Chinese and Japanese group visiting during Term 3. Jason had a very successful marketing trip in Europe and continued to build on our present relationship and foster new ones.

Teacher Professional Learning and Development (PLD)

During Term 3, we had groups of teachers focusing on different pedagogy. Four different PLD opportunities have been offered for term three and teachers have also been given the option to undertake an online course from Hapara (resource management system). We are enabling HOLs to share best practice. As part of our Monday PLD, the HOLs meetings are centred on inquiry into Priority Learners. This is facilitated by Dawn Sullivan. Our TALL Group continue to look at the key competencies and what they mean for teachers at Whangaparaoa College. These have now been collated onto some excellent posters that will begin to be seen around the school.

Curriculum

We have had a focus group of selected HOLs, Graeme Williams and Dawn Sullivan identifying ways we could move forward with our Year 8 Curriculum to enable a more seamless transition for our learners. The plan is now to implement these changes into 2018. After talks with HOL Languages, surveys of parents and learners, and discussions with Year 7 and 8 teachers, it has been decided to offer Chinese as one of the language options to our Year 8 learners and we have appointed a Chinese Specialist for 2018. The focus of the Curriculum Forum for Term 3 has been priority learners. HOLs and Deans have shared identification methods along with curriculum and pastoral strategies to help our priority learners. HOLs have been given training around the use of team drives in Google Drive. This will help with sharing and storage of teaching resources.

Appraisal

Dawn Sullivan and Jason Pocock attended the NASDAPA conference on 16-18 August and Dawn's key focuses were effective appraisal and the new teacher standards. She will be providing staff with PLD regards these two areas in Term 4.

Pastoral Care

Overall, Term 3 was an interesting term regarding behaviour. Most learners are engaged in their learning but we had three significant events. In keeping with a mixture of the 'lunar eclipse' and the Mayweather/McGregor fight, we had three fights at or near school that resulted in 10 suspensions for either fighting or recording a fight. Four learners were asked to leave the school as a result of these incidents. Amongst senior learners, the 'Term 3 blues' accounted for an increase in truancy. Academic Counsellors are contacting parents and bringing it to Deans' attention where necessary. The Deans of the junior levels have expressed concern over the increasing number of learners presenting with high levels of anxiety and other mental health issues. This is placing a significant strain both on our teachers and our Guidance Counselling service.

Important Dates

Term 4

Monday	16 October	Start of Term Four
Thursday	19 October	Sporting Excellence Prizegiving
Monday	23 October	Labour Day
Tuesday	24 October	Performing Arts Excellence Prizegiving
Tuesday	7 November	Last day for Senior Learners
Wednesday	8 November	Year 7 & 8 Athletics Day
Tuesday-Thursday	28-30 November	Junior School Production
Friday	1 December	Staff Christmas Party
Monday	4 December	Excellence Prizegiving
Wednesday	6 December	Leavers Dinner

Friday

8 December

End of Term Four

James added that there had been a review of the Careers and Guidance departments by an external reviewer – findings, comments etc will be presented at the next meeting as the report has only just been received.

Graeme elaborated on the Pastoral Care. Questions were raised regarding anxiety, being proactive, advising primaries of what and how we support new learners. The issues are societal and Auckland-wide.

Reminder that the budget is coming up.

International students – enhancing relationships with agents. James to feedback on FTE's long term vs short term.

James presented a sabbatical report.

Stewardship – Boards are creating stewardship on the Kāhui Ako – the Board's voice.

The Governance Group for the Kāhui Ako is made up of 4 Principals and 4 Board Chairs.

Our Kāhui Ako is made up of 3 Across School Teachers (AST) and 8 Within School

Teachers (WST). The WST has 2 focus groups. Meetings request occur at a time to suit

Board members (Chair plus 1 other BOT member) out of "school suitable hours" time to

suit others (BOT). There will be a report of the Kāhui Ako at each meeting in the

Principal's report.

Term 4 Donation letter – include request for donations to help families experiencing

financial hardship. Craig commented that the "thank you for your donation..." in the letter was well worded.

9. Kāhui Ako – Stewardship Group on BoT

James gave a brief overview – more info to follow.

10. Sub Committee Reports

a) Finance

The July and August accounts presented.

c) Property

Future growth – Water Care is good for population growth info.

Graeme shared predictions and info from the meeting held with the MOE. Discussion about the future and options for Whangaparaoa College.

We can co-opt the right person with expertise needed.

We can set up an ad-hoc Board committee.

Request 5. a) was re-design approved or discussed? Heidi/Grant

Revisit ad-hoc committed property meeting – after THO meeting re: goal posts etc

d) Policy

All meetings/committees should check conflict of interest.

Principals Performance Agreement and Appraisal:

- # 1: **P**rincipal
- Swap #2 and #3 around
- #7 – remove last sentence
- Remove #9
- #10 – remove 'written' from first sentence and keep only the first sentence, delete next 2 sentences
- Remove #12

Policy: Uniform

- #4 – replace 'shall' with 'will' and remove 'with pride and'

Motion to approve all Policies with amendments where mentioned and the recommendations to retire the old policies.

Moved: Heidi Parlane
Second: Gabrielle Martell-Turner

Gabrielle to meet with THO re 'bullying policy' – will advise Craig.

Please feel free to check with James et al but I believe we approved all the policies put forward on the day. The minutes only make reference to "above" which is a subset. Also I believe we had a blanket

f) Personnel & Discipline

Moved into Committee at 9.30 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."*

Moved: Stephen Parker
Motion Carried

The Board moved out of Committee at 9.52 pm.

11. BoT Learner Representative

This will be discussed at the next BoT meeting on 13 December 2017.

12. General Business

We have received a motion for Whangaparaoa College to apply to Trillian Trust for funds to support our Auditorium equipment upgrade up to the value of \$10 000.00. Please email Caroline in the morning with your vote in this regard.

Stephen Parker, Chairman _____

Meeting Closed at 10.05 pm

Next Strategic meeting **Wednesday 8 November 2017** at 6.30 pm

Next Board meeting **Wednesday 13 December 2017** at 6.30 pm