

**Minutes of the Whangaparaoa College Board of Trustees Meeting held on  
Wednesday 11 December 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, Derek Middleton, Marina Vaha, Ben Creevey

**In Attendance**

Caroline Butland (Minute Secretary), Graeme Williams (DP)

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

2. **Conflict of Interest** Nil

3. **Apologies** Mat Harris, BJ Wilson, Alex Jones, Craig Caminos

**4. Decisions/Resolutions:**

a) The Personnel Committee proposes to establish the role of a Deputy Chair – Heidi gave context to this and all in favour. Will be tabled in February 2020.

b) Resolution: “To adopt the 2020 Improvement Plan”

Moved: Ian                      Second Gabrielle      Carried

Heidi asked James for an opportunity to talk to the Kahui Ako regarding mindfulness in schools / hauora in schools.

c) Resolution: “To approve 2020 Meeting dates” Property meeting scheduled for 6 February to be re-scheduled.

Moved: Ben                      Second: Ian                      Carried

d) Resolution: “To adopt the 2020 Interim Budget”.

Moved: Marina                      Second: Derek                      Carried

**5. Monitoring / Information**

**Principal’s Report**

James thanked Caroline for her work with the Board this year – being Board secretary is only part of her important work.

Graeme will follow up re Grant / feasibility study for the new Marae. Marina to find out who’s on the committee.

James gave an update on the changes to the Appraisal system for 2020.

Priority learners – update regarding the BPRAG Action Plan priority areas for 2020 will be shared with the Board in Term 2. The Board would like info on the tracking of highly able learners. Marina asked if we’ll the Board have a Pasifika support group / teacher that learners can go to.

Suggested that the Whanau Connection Dean do PD on Pasifika – Tapasā PD.

James advised that Jo White is leaving at the end of Term 1 2020 – an advert for the DP position will be out shortly.

Lisa White has been leader of the Kāhui Ako and the 4 principals will now co-lead the Kāhui Ako.

**Work in Progress** – James shared that the threshold in diagnosing anxiety has changed in the last 5 or so years – more folk are presenting with this and there are more coming through with diagnosed anxiety. We need to be aware that ‘anxiety’ can mean so many different things.

## 6. Sub Committee Reports

- a) **Finance** – including the Finance Committee minutes in the last 2 board packs has been well received. Members request that the minutes be included in the pack and only a link to the report be given.
- b) **Property and Health & Safety**  
Reports taken as read.
- c) **Discipline & Personnel**  
The Board would like to pass their thanks to Jo, the SLT and the Deans for all their work with our learners – it's much appreciated.

The Board moved into Committee at 7.34 pm to discuss Discipline and Personnel.

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 7.53 pm.

## 7. General Business

- The NZSTA Conference takes place in Rotorua, 17-19 July 2020. Please give this some thought, it will be on the February meeting agenda so that we can book travel and accommodation.
- In the latest STAnews on page 25 there's reference to CCTV use in schools – what the Board needs to know. Please could the Policy Committee check if we have / need one or are we covered by something else?
- Strategy meeting focuses for 2020 – in order to set this plan, please look at the 2019 schedule as a guide and let Caroline know your thoughts by 1 February 2020. Suggested to include HoLs and Deans to conversations where applicable. This will allow the Board to meet and 'Know our Team' as the staff 'Know and Grow our Learners'. The Board would like to meet the Deans and hear about their input before learners are stood-down/suspended. Heidi suggested a topic could be “the future of work” and this topic could include the HoLs.
- With regards the 2020 Improvement Plan, James will let the Board know what support is required for strategic outcomes and by when. Eg self-review process.
- Should sub-committees also have a work plan for the year? James to co-ordinate with each sub-committee chair to be tabled at the February 2020 Business meeting.

## 8. Administration

### a) Minutes of previous meeting

Recommendations: That the minutes of the previous meeting held Wednesday 16 October 2019 be approved as a true and correct record.

Moved: Ian    Seconded: Ben    Carried

### b) Correspondence

James gave an overview of the MNA report – we received very good feedback.

Gabrielle referred to the letter from Hon Tracey Martin and suggested Kim and Melinda update the Board on the health / sexuality programme offered to learners.

A Very Coastie Christmas was held on College grounds last weekend – the Board would like to know of activities taking place at the College – James to ponder.

It was noted that community groups using our facilities need to respect our grounds as we do. Cars were seen parked on the grass – this is not acceptable.

**5. Karakia/Farewell** Gabrielle, then all sang Te Aroha.

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

Meeting Closed at 8.25 pm

**Next Business meeting**  
Wednesday 12 February 2020

**Next Strategic meeting**  
Wednesday 18 March 2020