

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on
Wednesday 12 December 2018 at Delshaw Avenue Whangaparaoa
Commencing at 6.30 pm**

Present

Ben Creevey, Derek Middleton, Mat Harris, Marina Vaha, Mike Enright, Craig Caminos, Heidi Parlane, James Thomas

In Attendance

Caroline Butland (Minute Secretary), Graeme Williams (DP), Matua Josh Fox (Teacher)

1. Whakatauki – Matua Josh Fox

2. Conflict of Interest Nil

3. Apologies Gabrielle Martell-Turner, Marara Schreurs, Alex Jones

4. Decisions/Resolutions:

a) Resolution to adopt the 2019 Improvement Plan

Moved: Derek Seconded: Mat Carried

b) Resolution for the Board to approve the following policies:

i) Child Protection Policy

It will be presented at the induction process for new staff.

ACTION: James to ensure all staff are aware of signs of abuse and neglect, and know how to report this.

Moved: Craig Seconded: Marina Carried

ii) Bullying Prevention and Response Policy

Remove word 'DRAFT'.

ACTION: James to remind Deans to note incidences of bullying (measured against the definition on the policy) on KAMAR, any contact home must be noted.

Exceptional incident reported on Health & Safety Register.

ACTION: James to consider the best place to record incidents of bullying.

Moved: Craig Seconded: Mike Carried

iii) Protective Disclosure Policy

Moved: Derek Seconded: Ben Carried

c) Reaffirm the delegated authorities

Motion:

“That the Whangaparaoa College Board of Trustees approve the Delegated Authorities document as tabled for 2019.”

Moved: Mike Seconded: Derek Carried

d) Ratify committees

ACTION: Heidi asks that the Policy Committee looks at the different committees and reports back what each committee is about, define and outline what each committee have authority to do - an overview of the purpose and delegations.

e) Adopt the Draft 2019 Budget (provided at the meeting)

Moved: James Seconded: Mat Carried

f) Ratify 2019 meeting dates

Heidi mentioned that she'll be unavailable for 2 or 4 strategic discussion meetings next year. The Board are happy to adjust dates by a week if necessary. Dates will be reviewed as more information comes to hand. All agreed.

g) Reaffirm Caroline Butland as Returning Officer for the upcoming 2019 elections

Moved: James Seconded: Marina Carried

5. Monitoring / Information

- **Graeme Williams (Deputy Principal)**

Graeme shared information regarding Board funded classroom spaces and recruitment. With growing numbers, we need more classroom spaces. By placing a Marae at the entrance to our school, this will give us 4 new teaching spaces. Josh had input regarding the best place for the Marae to be located.

ACTION:

- Explore funding models sooner rather than later in parallel with concept drawings hopefully being funded
- Look into Lotteries funding for community projects
- Go ahead with concept drawings
- Investigate funding opportunities
- NZ Lotteries – possible funding with concept drawings
- See if there's another school that has intentionally placed a Marae at the front of their school – discuss with them pro's / con's
- Discuss pro's / con's with schools that have Board funded buildings

- Recruitment

Graeme explained the successful recruitment process we use and thanked James for being proactive in this field.

- **Principal's Report**

Positive comments including the report shows just how complex and varied James' job is and the Board thanked and congratulated James on a fantastic job.

The Board moved into Committee at 8.16 pm when James gave information in relation to a question asked.

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 8.25 pm.

Moved: Mike Seconded: Derek Carried

6. Sub Committee Reports

- a) **Finance** – James thanked Mat for joining the recent meeting with Lynley, Debbie and Ginni and for his input into the Finance Committee. Heidi thanked Mat for accepting to Chair the Finance Committee.

- b) **Property and Health & Safety** – It's great to have some projects completed that have been going for a few years. The Board thanked Ginny for all her hard work to projects around the school.
- c) **Policy** – Timetable policy is talked about at the beginning of each year.
- d) **Discipline**

The Board moved into Committee at 8.41 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 9.08 pm.

General Business

Heidi requested that over the break, members look at the information in the email James sent out regarding 'Tomorrow's Schools' and the recommendation. At the **March Strategy Meeting**, we will have a chance to put forward any ideas, comments and submissions. Also, with the upcoming 2019 elections, Heidi asked if Board members to let her know their intentions / availability re being on the Board again.

7. Administration

a) Minutes of previous meeting

Recommendations: That the minutes of the previous meeting held Wednesday 18 October 2018 be approved as a true and correct record.

Moved: Craig Seconded: Heidi Carried

b) Correspondence Inwards

c) Identify agenda items for next Business Meeting

Feedback on bullying info as previously mentioned in these minutes.

d) Any other business

James thanked Heidi for her awesome work and leadership this year and Craig for stepping in and being instrumental in a key week while Heidi was away. James also thanked the Board and Caroline for their support and work.

Craig thanked Heidi and Caroline. Mat and Marina, as new Board members, thanked everyone for the support.

8. Karakia/Farewell

James Thomas

Heidi Parlane, Chair _____

Meeting Closed at 9.22 pm

Next Business meeting
Tuesday 12 February 2019

Next Strategic meeting
Wednesday 13 March 2019

