

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on
Wednesday 13 December 2017 at Delshaw Avenue Whangaparaoa
Commencing at 6.30 pm**

Present

Stephen Parker, James Thomas, Graeme Williams, Grant Dabb, Craig Caminos, Gabrielle Martell-Turner, Mike Enright, Heidi Parlane, Tim Rea

In Attendance

Caroline Butland (Minute Secretary)

1. Karakia – James Thomas

2. Conflict of Interest

Nil

3. Apologies

Giancarlo Moretti, Ben Creevey, Marara Schreurs

4. 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

5. Election of Board Chair

One nomination has been received – Heidi Parlane. All voted for Heidi to take over after Stephen’s resignation.

Moved: Gabrielle Martell-Turner

Second: Craig Caminos

6. Update on action points from previous meetings

Work in progress:

- Calendar of events and strategic discussion topics.
- James to work out how we could enable a Protective Disclosures policy, from a process view, and wording for the policy.

7. Correspondence

Inwards:

STA News

8. Principal’s Report

Discussion was held regarding the Draft Improvement Plan and the proposed Teaching Scholarship. James mentioned that there was a slight tweak for the SLT structure and portfolios after feedback – the new structure offers more clarity and focus moving forward.

The Improvement Plan:

- Add explicit Goal and Actions/Strategies on the Priority Learners page related to Special Needs to show our intention to further improve the way we meet the needs of learners with special educational needs; possibly by such things as increasing resourcing and/or increasing PLD.

- Growth strategy – plan to accommodate role growth, action/strategy – agreed/clear pathway. Possibly remove the word ‘formulate’ and replace with ‘have an initial plan...’ or ‘formulate a strategic plan for...’
- 2018 Evidence: Actions/strategy Property plan, resourcing plan, financial plan, teaching spaces. Develop a plan for our future property needs. Develop a plan for our resourcing needs
- MOE – strategy ‘to support the development and implementation of our plan’. James and Heidi will prepare a statement about how we will engage with the MoE if the usual channels are too slow or ineffective.

Teaching Scholarship – discussion took place. Decision is to think about it until the next meeting in February. Possible improvement is that the recipient receives \$5000 then if there’s a job after their studies and they’re the successful applicant, help is offered to pay off their student loan.

9. Kāhui Ako – Stewardship Group on BoT

James advised that each Kāhui Ako has very different governance structures. There may be some structures and governance changes shortly – information yet to come from the new Education Minister.

10. Sub Committee Reports

Sub committees to be looked at and sorted in due time.

a) Finance

The September and October accounts presented.

International Department are predicting \$60k above budget. There’s slightly more in the Government Grant due to role retention, Kāhui Ako relief has been internal so not much relief cost involved – next year it will be timetabled with release times. This gives us a financial position better than expected.

- The Finance sub-committee is asked to make a recommendation to the Board as to the level of cash reserves (stated as a range) that should be kept by the College.

The interim budget was looked at and will be reviewed and finalised in April.

Moved: Grant Dabb

Second: Heidi Parlane

The fixed asset register

Moved: Grant Dabb

Second: Gabrielle Martell-Turner

c) Property

Property is all work in progress. There may be an excess to be paid relating to the recent fire in the STA Block.

Gym – Grant explained that the new wall coverings will be sound-proof, thermal and durable.

Aircon in the Auditorium was queried – issue needs to be fixed – Property Committee. Lighting when sitting on stage is very bright – look at modification of lighting for when necessary eg: prize giving.

Grant mentioned that Ginny Catterall does an amazing job of managing the huge portfolio of Property – it entails a huge variety of trades, information gathering etc and with no prior experience in this field, Ginny is managing very well.

d) Policy

3 policies being put forward to the Board for formal approval:

Financial Management Policy

- See comments under 10 a. sub-committee, Finance.

Theft and Prevention Policy (within the Financial Management Policy)

- Clause 3 needs consideration – been added to previous policy (refer further **to the pending** Protective Disclosure Policy).
- 3 a. add the sentence: These systems will be reviewed by the Finance Committee annually.
- 4 b. line 3 needs to read ‘2018’ – not ‘2017’.

Motion to approve this policy with amendments

Moved: Grant Dabb

Second: Heidi Parlane

Complaints and Concerns Policy

- Use hyperlink instead of the 3 websites.
With this change everyone approved of this policy.

Child Protection Policy

- Second sentence of 5) remove ‘0’ from the word ‘policy’.

Motion to approve this policy with amendments

Moved: Craig Caminos

Second: James Thomas

f) Personnel & Discipline

Moved into Committee at 9.16 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 9.29 pm.

11. BoT Learner Representative

After discussion regarding whether we need another learner rep to join Giancarlo, Heidi proposed to hold off on the decision of co-opting another learner – all agreed with Heidi’s proposal.

12. General Business

International Students’ success at prize giving was noted – they have done very well to overcome challenges including a new country and English not being their first language.

Meeting Closed at 10.02 pm

Next Board meeting **Wednesday 14 February 2018** at 6.30 pm

Next Strategic meeting **Wednesday 14 March 2018** at 6.30 pm

*** dates to be confirmed ***