

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on
Wednesday 14 February 2018 at Delshaw Avenue Whangaparaoa
Commencing at 6.30 pm**

Present

Heidi Parlane, James Thomas, Gabrielle Martell-Turner, Marara Schreurs, Grant Dabb, Mike Enright, Ben Creevey, Craig Caminos

In Attendance

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

1. Karakia – Marara Schreurs

2. Conflict of Interest

Nil

3. Apologies

Giancarlo Moretti, Graeme Williams

4. Minutes of the Previous Meeting

Last bullet point under 8. Principal's Report: remove '*statement*' and replace with '*plan for communication and engagement*'.

Motion:

"That the minutes of the previous meeting, with amendment above, held on 13 December 2017 are accepted as true and correct".

Moved: Craig Caminos

Second: Gabrielle Martell-Turner

5. Trustees

a) Re-election of Board Chair – Gabrielle nominated Heidi Parlane – nomination accepted.

Second: Ben Creevey

b) Staff Trustee – one expression of interest received – Derek Middleton. Thanks for your willingness to be on the Board Derek.

Sincere thanks to Tim Rea for your contribution and effort on the Board.

c) Election of Returning Officer – Caroline Butland

Proposed: Grant Dabb

Second: Heidi Parlane

d) The Board agreed to fill the current vacancy through a selection process - Stephen Parker (elected Trustee) has resigned – 18 months to go with this term. Areas and skill sets identified that would be beneficial to the Board include:

- Strong finance background and big business experience
- Knowledge of property, special projects and infrastructure
- Government engagement
- Ideally, a parent of a young learner at WGPC and keen to stay on longer than 18 months (into the new term of office)
- Advertise in school newsletter and local paper

If you can think of anyone suitable, please email Caroline

carolinebu@wgpcollege.school.nz

6. Meeting Dates and Sub Committee Allocations 2018

All agreed.

7. Proposed Strategy meeting content

March: Discipline Committee Process – Gabrielle to see if David Sutton (presenter at recent NZSTA Conference) is available to do a working session at this meeting. Please send Caroline any questions/discussion points you have regarding Discipline prior to the meeting to forward on to David. The Board is looking for consistency with process as different Board members attend different hearings – what are we allowed to do and what HAS to be done? Board members would like to receive the info pack 48 hours prior to the hearing (same time as the parents receive their pack). The Board want to do due diligence and do all they can to support staff and teachers in the school. Hearings are the end of the process where learners are removed or allowed to return to WGPC. Marara's role presents the conflict of interest on the Discipline Committee from the perspective of her employer. This session may help to clarify that matter.

Suggested having an extra meeting in April – during the school day starting with each Board member walking around the school with a learner and seeing things in action. The purpose of the April meeting is the have someone facilitate a discussion on the longer term, blue sky view – looking out 10+ years. This will then provide useful context for the May strategy meeting, which will be focused on the 2019-2023 strategic plan – with numbers growing and exceeding space available soon, what's our plan? Does anyone know someone who'd be an effective facilitator?

8. BoT Business meeting procedures

Heidi talked us through her thinking for the new agenda layout and information and everyone agreed it was a good change. Timings to ensure that the meeting is precise and to the point – if a topic takes longer than planned, it can then be decided whether this discussion is interesting but can be stopped or whether more time is needed for the discussion. The new agenda also allows for topics needing discussion to be earlier and items that need to be tabled and ratified further down the list. It was decided that the "Administration" items can be voted on electronically / via return email.

9. Management Reporting

Heidi mentioned that this included the role of the Board and the focus of energy.

Alongside the Improvement Plan, there are 2 or 3 key areas we want to see reporting on:

- i) Learner achievement and progress
- ii) Learner wellbeing and engagement
- iii) Staff engagement

The above i) and ii) can be measured when learners leave – are they ready and prepared? The Board would like progress reports as opposed to just end results - possibly 3-4 progress reports a year.

There was a question and robust debate on the improvement plan. Ben questioned whether merit and excellence results should be a separate goal under the improvement plan, and we concluded that that information was already being captured and reported on under the current regime.

Some info will come from the Improvement Plan. James to report back on the big picture – what we're seeing on spreadsheets, what might the predicted pass rates be? If targets are not being reached, the Board can see if resourcing may help those struggling or border line – what support is needed. Complement the Improvement Plan. Jason mentioned that he's gathering information which is very detailed – who should this information be shared with and who would it be useful for? What are the key indicators that can help us improve?

Should i) and ii) above be combined? How are learner well-being, achievement and progress linked?

How is staff engagement seen?

- Appraisal process
- Inquiry (looking for improvement)
- Engagement with PLD (professional development)

James asked what level of reporting is in the realm of governance. "Workforce morale" is the corporate measure. It gives a picture of:

- Is the morale good?
- Are staff engaged?
- This creates the environment / setting

An engagement survey would find out why changes happen and what causes these changes. Gallup 12 survey questions can be sent via Survey Monkey.

Would this be helpful / is there value in progressing this?

3 questions / headings good?

Gives structure to challenges / process

Time for reporting moves away from other things so is it worthwhile?

Staff engagement could be seen by looking at KAMAR entries – how many entries has the teacher made this term?

James is happy to explore the 3 key areas and talk to the team before reporting back.

James brought up the agency that we are looking at in regards to the holistic metrics and he mentioned finding their last email regarding possible dates.

Action: James will discuss this matter with the Senior Learning Team and report back to the Board at the next meeting. Although there was discussion around the different measures, such as engagement, and how that might be measured, the Board did not specify what James should measure. He and his team were asked to discuss the 3 measures, and come back with suggestions as to what could be meaningfully reported, based on what they currently have available. Reporting is intended to be a high-level view only i.e. 1 page.

10. Principal's Report

James invited Jason to share about NCEA results. Jason handed out graphs and figures showing trends with regards to Achievement in NCEA and UE: Whangaparaoa College. Discussion was held regarding these stats and also details on the Power Point Jason presented (copy attached).

Jason mentioned that he was chatting to each learner who was in L1 and L2 in 2017 and didn't reach their 80 credits to find out why and how they can be helped to succeed this year. There is also a spreadsheet with vast information collected.

The Board have asked for a progress report, an analysis and feedback on the data presented to be ready for the March meeting.

There were no queries on the Principal's report or the updated Improvement Plan.

Heidi asked that the Improvement Plan be accepted: Move: Gabrielle Martell-Turner
Second: Grant Dabb

10. Sub Committee Reports

Grant highlighted a few points in the Finance and Property Reports.

Heidi Parlane, Chairman _____

Meeting Closed at 9.43 pm

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

Next Board meeting **Wednesday 11 April 2018** at 6.30 pm