

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on  
Wednesday 10 April 2019 at Delshaw Avenue Whangaparaoa  
Commencing at 6.30 pm**

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**Present**

James Thomas, Heidi Parlane, Ben Creevey, Gabrielle Martell-Turner, Mike Enright, Alex Jones, Marina Vaha, Mat Harris, Derek Middleton, Craig Caminos

**In Attendance**

Caroline Butland (Minute Secretary), Jo White (DP), Dawn Sullivan (DP), Nick George (Parent), Jacob Batten (Learner)

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

2. **Conflict of Interest** Nil

3. **Apologies** Marara Schreurs

**4. Decisions/Resolutions:**

a) Ratification of Grant requests:

**Harcourts Foundation** for netball posts / nets

Moved: Ben Second: Derek Carried

**Constellation Trust** for accommodation and transport to AIMS / Totara Springs / UNISS and Winter Tournament Week

Moved: Craig Second: Gabrielle Carried

**5. Monitoring / Information**

Pod Report: Dawn shared information about the Level 1 Project Based Pod class. There was good interest from the 2017 cohort of year 10 learners. The class was not put together on academic ability – rather learners learning in a different way. Four amazing teachers are in the Pod, led by a Kāhui Ako Within School Teacher. Learners pitch their project and get guidance from the teachers, who pull out Level 1 credits eg: Health standards for goal setting, English credits for the speech/project pitch, Technology credits for research, Maths credits for the figures used in working out costings etc.

Most learners get to do one line of a subject of their choice on regular subject based learning out of the pod. Learners in the pod really enjoy their learning so there are no behaviour management issues with this group. A video was shared with the BoT of Pod learners talking about why they enjoy the pod classes, what their project is etc.

**6. Principals Report**

We have had visitors from the MoE and Tu Kotahi recently and both groups had a tour of the school by learners. They were complimentary and impressed by our learners, staff and school facilities. Tu Kotahi are running a baseline survey to give info on well-being and health and safety.

OIA – info from every school in the country was requested under the Official Information Act. The MoE admit that they have no flow-chart to follow and admit that the info is not robust and processes need to change.

NZQA – Jason will attend the next two strategic meetings and give updates.  
Bullying Prevention and Response Action Group (BPRAG) feedback and engagement with community – updates at next two strategic meetings.  
Frame of reference NCEA – quality vs quantity – Jason/James. Anecdotal info from Jason.  
Focus on less is better.  
Marina queried whether anyone has been to the Tapasā Workshops? (Appraisals, coding standards.)

## 7. Sub Committee Reports

- a) **Finance** – Mat went through the Finance info. Draft Annuals was tabled – will be scanned to BoT members by Caroline.
- b) **Policy** – Terms of reference is for internal reference only. Finance / Sport / Personnel terms of reference to follow.  
Policy Sub-Committee Terms of Reference is approved with the following amendments:  
Add clause B) Committee members - All members of the Board wishing to be on the Policy Committee. The quorum for the committee is three trustees.  
Under C) change 'finance' to 'Policy'.  
Child Protection Policy – procedures links with the policy – okay to put on the website. James can enact changes as required.

Moved: Gabrielle      Second: Ben      Carried

- c) **Property** – Ben went through the Property report. James is in communication with the Consultant and the MoE to get action on projects. Proposed Learning Support Centre – video of a 'fly through' was shown to the BoT and will be shown to the SLT/Exec on Friday morning. James will give his recommendation to the Property Committee. The proposed layout will accommodate Careers and Learning Support groups.  
Proposed new Marae – Josh and Graeme are getting learner voice. Having the Marae at the entrance to the school, it will be seen as co-shared with the community. James to talk to Josh about the consequences of the Marae at the front.  
When planning for the College being near capacity, suggested starting with the site plan to keep the 'big picture' in mind. There's a meeting about this tomorrow morning.

## 8. The Board moved into Committee at 9.03 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 9.59 pm.

## General Business

### 9. Administration

#### a) Minutes of previous meeting

Recommendations: That the minutes of the previous meeting held Tuesday 12 February 2019 be approved as a true and correct record.

Moved: Craig      Seconded: Derek      Carried

**b) Correspondence**

**Inwards**

NZSTA letter – not applicable for us.

**Outwards**

Good feedback from members for the submission sent re Tomorrow's Schools Review.

**c) Identify agenda items for next Strategic/Business Meeting**

- i) Discussion re community involvement and Board Mid-winter dinner – move to May Strategic Meeting.
- ii) Community Ball – Ben putting costings together to see if we can make it work. Fundraising for counsellor services – village raising the child. Ben to email the proposal to BoT which will include financials, Health & Safety, risk assessment, clarity on topic for fundraising and how this will be communicated to the community. Resourcing (learners/staff).

**d) Any other business**

**10. Karakia/Farewell** Gabrielle Martell-Turner

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

Meeting Closed at 10.10 pm

**Next Strategic meeting**

Wednesday 22 May 2019

**Next Business meeting**

Wednesday 12 June 2019