

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on
Wednesday 11 April 2018 at Delshaw Avenue Whangaparaoa
Commencing at 6.30 pm**

Present

Heidi Parlane, James Thomas, Gabrielle Martell-Turner, Mike Enright, Ben Creevey, Craig Caminos, Derek Middleton

In Attendance

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

1. Karakia / Waiata – Gabrielle and James

2. Conflict of Interest

Nil

3. Apologies

Grant Dabb

4. a) NZSTA Conference 20-22 July in Rotorua – suggested 2 trustees attend.

Gabrielle is interested – mentioned that at last conference, other schools had the whole Board attend.

Ben is keen, Craig is interested but will confirm, Marara was absent from the meeting but members thought she would be interested.

Heidi proposed that we allow for up to 4 trustees to attend.

Moved: Heidi Parlane Second: Craig Caminos Carried

b) Heidi proposed that the Board approves in principle the commerce trip to China, subject to school procedures. All in favour.

Moved: Heidi Parlane Second: Derek Middleton Carried

c) Ratification of the Electronic Votes

The below electronic Motions were ratified;

*“The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to **Constellation Communities Trust Limited** for a contribution of costs towards the accommodation charges for the **2018 UNISS and AIMS Tournament Teams** to the value of \$6200.00.”*

Moved: Gabrielle Martell-Turner Second: Craig Caminos Carried

*“The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to **Lion Foundation** for a contribution of costs towards the ongoing capital expenditure of leasing 2 x minibuses for College Learner Transport up to the value of \$10,000.00.”*

Moved: Gabrielle Martell-Turner Second: Craig Caminos Carried

5. Strategic Discussions

James tabled his suggestions for changes in his reporting to the Board on Learner Progress and Achievement, Learner Engagement and Well-being and Staff and Engagement and Well-being.

Learner Progress and Achievement: Discussion held and the general consensus was that topics and timings are good. Look forward to seeing the information. Area of interest is Learners in Years 11-13 – especially Year 12, 2018 due to the disappointing L1 results in 2017.

Learner Engagement and Well-being: Attendance data – if possible this data sliced in a variety of ways would be interesting. How do we know about the general well-being of learners? The information reported will provide this. Question raised regarding guidance – number of learners accessing counsellors? Issues dealt with?

Action: James to chat to Kim Osborne to find out what high level reporting is allowable and sustainable.

What's done about learners not engaging? AC/Dean needs to be notified. Teacher feedback. "Ensure that the ambulance is near the top of the hill rather than waiting at the bottom."

Action: James to see if additional reporting on learning engagement based on a teacher survey would add to the other information presented; or is it already covered.

Is attendance per subject possible? What are the most engaging subjects or not? These may give us an idea of why the attendance is bad for certain learners. Learners at risk of failure are being identified. How many learners are of concern at each year level? How can BoT help?

Action: James to see if attendance by subject is possible.

Staff Engagement and Well-being: Everyone was happy with the reporting James has suggested.

6. Monitoring / Information

Dawn is in charge of Teaching and Learning – focus is on quality teaching and learning, enhance curriculum for Years 7-10 – future focus and engagement.

Curriculum: A key focus this year is to further develop a cohesive Years 7-10 curriculum (and to banish the thought of the 'intermediate' school as separate!) Year 8 learners are now taught by subject specialists under the leadership of the different faculties. This helps cohesion across the whole school. Curriculum Liaison of Year 8 is a trial position. Feedback suggests Year 8 learners love the new structure – they enjoy seeing different teachers. They feel that if they don't 'click' with one teacher, there'll be another teacher they get on better with. They enjoy the different styles of teaching. HoL's like having oversight of the Year 8 curriculum and working with teachers they would otherwise not work with. Teachers are struggling a bit with not having their own place/room and having to move to classrooms around the school.

We're in the planning stages for a Year 9 class to have an integrated curriculum. Working on a theme in integration for all the core subject areas – they will all link to the common theme. Getting keen interest from faculties – giving learners engaging programs – this will give them context – not only content.

Brief update re Maths Year 7-10 project.

PLD: Professional Learning and Development: This happens in various ways:

1. Within school which includes Kāhui Ako teachers working with all other teachers on cultural competencies, as per Tataiako
2. Outside school, eg, courses, workshops and conferences
3. Individual study, eg, university papers, Mind Lab,

Appraisal: this is an ongoing process for each staff member with an annual report.

Action: James to provide Board with information about the Tataiako cultural competencies.

Principal's report:

A change under Important Dates: Friday 1 June – the COL half day conference has been cancelled, hence a normal school day – no longer half day.

Cultural competencies as per Tataiako are an important part of our school-wide Academic Counselling.

Teaching Scholarship – discussion was held try to answer the questions asked by James in his report, “Is a Teaching Scholarship something the Whangaparaoa College Board supports?” If there were a scholarship, should it be for a current learner who returns to teach at Whangaparaoa College; should it be to help a learner who would otherwise not be able to attend teacher training at university; should it be to help us recruit teachers in a challenging market? The Board were split and Heidi advised the board should maintain the status quo and not pursue a scholarship to encourage learners into teaching as the Board was divided on the issue. However there was general agreement with Graeme’s statement that the school had up until now been somewhat lucky in recruitment of teachers, and support for considering more innovative approaches to recruitment in the future.

Action: James and Graeme to consider what might be required if we had a scheme/payment to help our recruiting, eg, possibly sign up bonus, or cost of scholarship into university of a Whangaparaoa learner.

- **Action: James and Graeme to consider what might be required by way of support to pursue new schemes/approaches to recruitment in a challenging market eg, possibly sign up bonus, or cost of scholarship into a university student in their final year of study**

Action: James to use the newsletter to see what feeling there was for or against the idea.

Action: James/Caroline to get the information about our 4-5 year ERO review (that was tabled in the Principal's report) on our website.

Sub Committee Reports

Finance: Feedback and discussion about the Finance Committee’s progress re our level of reserves. James and Debbie will report back to the Finance Committee with a suggested minimum level so we remain solvent. It will be more difficult to determine a maximum level because of the numerous factors involved.

Property: Lining in the Gym happening in the July holidays – insulate and finish. The original architect of the Gym is coming back re ventilation etc. Last week’s Property Committee meeting was a ‘walk around meeting’; which was very worthwhile. The committee saw that the school is in good condition – thanks to Ginny, her team and the part played by so many. Reconfiguring James and Caroline’s office area starts next week.

Policy: Meeting of this committee will be once a term, now that all policies are reviewed and up to date. Extra meetings can be called if required. James thanked Craig for all his work with the policies, especially collapsing 70+ policies to around 27. James has brought the possible issue of charging subject fees to the Board’s attention, and that there may need to be a policy developed to cover our position on this matter.

There may need to be a policy re: subject fees.

Resolve to retire policies and approve new ones as per Policy Sub-committee report of 19 March 2018.

Moved: Mike Enright

Seconded: Gabrielle Martell-Turner

Carried

7. Administration

a) Minutes of previous meeting

Recommendations: That the minutes of the previous meeting held on 14 February 2018 be approved as a true and correct record.

Moved: Gabrielle Martell-Turner

Seconded: Derek Middleton

Carried

b) Correspondence

Vanguard letter – discussion held – the Board have no objection to Vanguard Military School becoming a designated character school so long so long as they:

- receive the same funding (per student by year level) as other designated character schools
- comply with the same teacher qualification and employment regulations as required by all state schools.

All were in support.

c) Identify agenda items for next Business Meeting

- In committee
- Discipline committee – Gabrielle has feedback
Three 'actions' following on from the discussion of James' proposal re changes to his reporting to the Board

d) Resilience Programme

James to give an overview of the Resilience Programme to the Board (i.e. the programme, how will learners at different years be engaged in it, will there be any parent or school community engagement as part of the programme).

Heidi will send out an email to the Board following this meeting, asking for feedback on the Board meeting given the changes to format etc.

Gabrielle suggested that with regard to the 'cultural competencies' topic, everyone should have a go at a Karakia or Waiata.

Heidi Parlane, Chair _____

Meeting Closed at 9.30 pm

Next Strategic meetings

Friday 4 May 2018 at 11.30 am

Wednesday 9 May 2018 at 6.30 pm (dinner at 6.00 pm)

Next Business meeting

Wednesday 13 June 2018 at 6.30 pm (dinner at 6.00 pm)