

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on  
Wednesday 12 April 2017 at Delshaw Ave Whangaparaoa  
Commencing at 6.30 pm**

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**Present**

Stephen Parker, Craig Caminos, Ben Creevey, Grant Dabb, Heidi Parlane, Tim Rea, Gabrielle Martell-Turner, Kate Jack, and James Thomas (Principal)

**In Attendance**

Delwyn Argar (Minute Secretary)

**Apologies**

Mike Enright, Marara Schreurs

**1. Karakia** - Lead by Gabrielle

**2. Conflict of Interest**

Nil

**3. Ratification of Grant requests presented at March Strategic Meeting**

Motions:

“The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to **Auckland Council, Hibiscus and Bays Local Board Community Funding** for a contribution of funds towards the ongoing site maintenance costs associated with our College Wetlands Area Project up to the value of \$10,000.00.”

“The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to the **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.”

“The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to the **Pub Charity Limited** for a contribution of funds towards the ongoing Field Development Costs associated with our College grounds to the value of \$15,000.00.”

Moved: Stephen Parker  
Motion Carried

**4. Minutes of the Previous Meeting**

Motion:

“That the minutes of the previous meeting held on 8 February 2017 are accepted as true and correct”.

Moved: Stephen Parker  
Motion Carried

**5. Work in Progress**

James reported that Steve Watts interviewed every Yr 13 learner, asking the following questions:

1. How have you found the step up from Level 2 to Level 3?
2. What is the criteria for achieving Level 3 NCEA and University Entrance?
3. Of the subjects you take that are on the Approved List, rank the subjects in order of your confidence in gaining credits.
4. What do you intend to do next year?

Majority of learners acknowledged there was a greater workload, and those taking what would be considered more demanding academic subjects in general acknowledged that the level of work was more challenging.

Most could correctly identify the criteria required for achieving Level 3 NCEA and UE. 75% of the learners intend to undertake some type of Tertiary study, 10% were unsure, 9% will undertake an apprenticeship or employment and 8% are looking at a Gap year before study.

Heidi would be keen for the Careers department to present to the Board.

Currently Year 13 learners have talks from Auckland, Massey, Victoria, and Otago University's, AUT, UniTec, Combine Trades and the Forces.

How well do we prepare our learners for university? Should universities look at how they are preparing themselves to receive learners from schools? James commented that the Vice Chancellor from Auckland University wants to talk to principals about how the university can be better prepared for the modern learner. Where to from here? – Subject teachers will identify those who they believe will not achieve 14 credits in their subject and support will be established.

## **6. Correspondence**

Inwards:

STA News

Outwards:

Nil

## **7. Principal's Report**

*New Staff*

James confirmed the new Yr 7 & 8 teacher is Glen Savage from Silverdale School.

*CoL*

Lisa White as the Leader of our Whangaparaoa Peninsula CoL is doing a great job. However, if any Board members have any questions around the CoL please talk to James in the first instance. Lisa may attend the next meeting to explain the Achievement Statement that will go to the MoE. Discussion had around possible direction the MoE was heading around CoL's, and noted that Whangaparaoa College would like to be seen as a lead school.

*Special Needs Satellite Unit*

With the growing number of special needs children in our area the MoE are exploring the viability of a satellite of the Waiaru Valley Special School at Whangaparaoa College. James and Ginny Catterall met with members for Waiaru Valley Special School, MoE and their architects. It was proposed by the MoE that existing buildings could be used for the satellite. This was firmly rejected by both Whangaparaoa College and the Waiaru Valley Special School. A feasibility study will be conducted with several proposals to be considered.

*Charter*

Please email or phone James with any questions regarding the Charter. The charter, strategic intent, implications for big thinking and aspirational goals for 2020 will be discussed at the next Strategic Meeting. Along with guidelines around Working Capital.

- What is the appropriate working capital?
- What level is the BoT comfortable with?
- Reserves used for long term return, and how to avoid the erosion of reserves.

## **8. Delegations List**

Individual names to be removed and 'current subcommittee members' to be inserted. This list to be modified and re-presented at next BoT meeting.

## 9. Finance

The draft report for the end of Year December 2016 was presented. Noted that the school number was incorrect, and some BoT members not listed correctly. NZSTA Conference, it was decided that the BoT would send two members to the Conference, covering the cost of registration, flights and accommodation. Gabrielle Martel-Turner and Ben Creevey will attend.

## 10. Property

### *Gymnasium*

Craig to contact Ginny Catterall regarding sound proofing.

### *Solar Power*

Initial savings projected disappointing, the Board would like to see another quote, however, overall BoT thought it was still a good use of the 5YA money as it only be spent on specific projects. Property committee to check if repairs and maintenance will be covered by future 5YA's. Once the property committee is confident they have the best quotes, and there is no cost to the school, the Board give approval for them to proceed.

### *Sign*

The Board would like to see an artist impression of any proposed Sign before approval can be given.

## 11. Policy

The Policy subcommittee recommended that the Board adopt the Learner Management Policy and retire the following policy's; Behaviour Management of Learners, Disciplinary Sub-Committee, Stand-downs and Suspensions, Attendance and Alcohol and Drug Abuse by Learners. These are all now replaced by the Learner Management Policy.

### Motion:

"That the Learner Management Policy be adopted with the minor correction of the word 'ember' to 'member' under section 3, and the above mentioned policies be retired."

Moved: Craig Caminos  
Seconded: Grant Dabb

### Motion:

"That the Health and Safety Policy be adopted with the minor correction of the word 'and' to 'or' in clause 4. a".

Moved: Craig Caminos  
Seconded: Gabrielle Martell-Turner

### Motion:

"That the following policies be retired as they are either made redundant by MOE guidelines legal obligations, or the staff handbook; Reimbursement of Expense Guidelines, Exit Interviews for Staff, Equal Employment Opportunities, Police Vetting, Assessment for qualifications, Teacher Registration, Staff having Secondary Employment and Appointments of Staff."

Moved: Craig Caminos  
Seconded: Ben Creevey

## 12. Health & Safety

*Overcrowding in Science Labs and MTech Workshops*

Ginny Catterall currently working on this situation also considering the property implications.

## 13. Personnel & Discipline

Moved into Committee at 9.03 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 9.28 pm.

## 14. Overseas Trips

The Board approved in principle both overseas trips that were presented.

1. History Trip to Vietnam 2018
2. Music Tour to Argentina 2018

## 15. General Business

Heidi suggested a future discussion at a Strategic Meeting to be around the role the school has, if any, in educating learners about issues around consent, and if we do believe school has a role to play, what should it be? This was raised in light of the issues around consent (in particular when students have been drinking) that cropped up at Wellington College earlier in the year. There was a march on parliament that highlighted students think there is an emerging culture around this that needs to change. There have been several similar sorts of incidents at various secondary schools in the last 2 years e.g. the roast busters case. What do we as a school currently do? She suggested that if we did think it was appropriate for school to provide some guidance to learners, it could be done in the broader context of respect (one of our values) and also link in social media and other issues that might also fall under the respect banner.

Stephen Parker, Chairman \_\_\_\_\_

Meeting Closed at 9.40 pm

Next Strategic meeting **Wednesday 10 May 2017** at 6.30 pm

Next Board meeting **Wednesday 14 June 2017** at 6.30 pm