

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on  
Wednesday 14 June 2017 at Delshaw Ave Whangaparaoa  
Commencing at 6.30 pm**

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**Present**

Stephen Parker, Ben Creevey, Grant Dabb, Heidi Parlane, Tim Rea, Mike Enright, Marara Schreurs, Gabrielle Martell-Turner, Kate Jack, and James Thomas (Principal)

**In Attendance**

Graeme Williams (Deputy Principal), Alan Curtis, Delwyn Argar (Minute Secretary)

**Apologies**

Craig Caminos

**1. Karakia** – Grant Dabb (before kai)

Gabrielle Martell-Turner (before hui)

**2. Conflict of Interest**

James Thomas declared a conflict of interest in regards to approving funds for his sabbatical.

**3. Minutes of the Previous Meeting**

Motion:

“That the minutes of the previous meeting held on 12 April 2017 are accepted as true and correct, with the minor typo corrected”.

Moved: Stephen Parker

Motion Carried

**4. Work in Progress**

Items covered in other areas.

**5. Correspondence**

Inwards:

STA News

MoE – Decapitation Application Gulf Harbour

Reply to be sent (no objection)

Outwards:

RSM Hayes Audit

**6. Principal's Report**

James reported that the new Senior Learning Team Portfolios are working well. There has been good feedback from the SLT, and staff. With clear leadership roles it easier for staff to make contact with the correct SLT member.

*Learner Achievement*

It was asked “With more focus given earlier to ‘at risk’ learners, how will this reflect the results for NCEA this year?” – Positive; but hard to put a number on it. It may be more noticeable for individual learners, rather than the whole cohort. Also need to be mindful of the difference between Role Based and Participation Based results.

### *Learner Leadership*

It was noted that the prefects are being good role models within the school, and learners of all year levels find it easy to relate with them.

### *Education (Update) Amendment Act*

Along with the quick guide to changes, here is the link that Stephen talked about that gives more detail to each change [Link](#)

Clarification was asked around 'physical restraint' see link to MoE Guidance for NZ Schools on Behaviour Management to Minimise Physical Restraint [Link 2](#)

## **7. Delegations List**

The Whangaparaoa College School Delegations List was presented as per agenda.

Motion:

"That Whangaparaoa College School Delegations List be accepted"

Moved: Grant Dabb

Seconded: Marara Schreurs

Motion carried

## **8. Ratification of Grant requests**

Motions:

The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to the **Harcourts Foundation** for a contribution of costs towards the Year 10 Spirit of Adventure Team Voyage 2017 up to the value of \$2,500.

The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to **Youth Town** for a contribution of costs towards the Year 10 Spirit of Adventure Team Voyage 2017 up to the value of \$2,500.

The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to **Gulf Harbour Sport** for a contribution of costs towards accommodation and transport associated with the AIMS Tournament up to the value of \$5000.00.

The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to **Gulf Harbour Sport** for a contribution of costs towards the College Sports warm up uniform up to the value of \$4772.50.

The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to **Gulf Harbour Sport** for a contribution of costs towards the College Badminton Sports Gear up to the value of \$1597.00.

The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to **Gulf Harbour Sport** for a contribution of costs towards the College Sports Hardship Fund up to the value of \$1000.00.

The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to **Gulf Harbour Sport** for a contribution of costs towards the College Hockey and Lacrosse Sports Gear up to the value of \$10,515.37.

The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to **Gulf Harbour Sport** for a contribution of costs towards the College Rugby Sports Uniform up to the value of \$8050.00.

The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to **Gulf Harbour Sport** for a contribution of costs towards the College Soccer Sports Uniform up to the value of \$4038.34.

Moved: Ben Creevey

Seconded: Heidi Parlane

Motion Carried

## 9. Principals Appraisal Presentation

Alan Curtis gave a presentation to the board about Principal Appraisals. He explained that there are three major areas that principals should be measured against; The Charter, Strategic Plan and Student Achievement. The actual appraisal should be conducted by either the Board Chair or an outside agency that is agreeable to both the Board and principal. Once the appraisal is complete it is presented to the board and minuted.

## 10. Property

James, Ginny and Graeme met with John Colins from the MoE. At this meeting, John informed them that there are no indications of any new secondary schools in the Hibiscus Coast area. The MoE believe that there is sufficient capacity at both Orewa and Whangaparaoa College for the foreseeable future. Both Orewa and Whangaparaoa College disagree with this summation. A representative from the Crown Land Development programme also attended the meeting to discuss the potential of the under-utilised land to be used for housing. James is to ask the MoE for a proposal of what their plans are for the excess land. A discussion around capacity of the college will be a topic at a future Strategic meeting to help insure that we meet the obligations of predicted roll growth.

## 11. Policy

The policy committee recommended that the Board adopt the “Staff Expectations” policy.

Motion:

“That the Staff Expectations Policy be adopted.”

Moved: Heidi Parlane

Seconded: Gabrielle Martell-Turner

## 12. Health & Safety

The Health & Safety committee will be meeting before the end of term.

## 13. Finance

The April accounts presented, no questions raised.

Motion:

“That the Audit of Financial Statements for Year End December 2016 be accepted.”

Moved: Marara Schreurs

Seconded: James Thomas

Recommendation to approve expenditure for the principal’s sabbatical.

James Thomas left the meeting due to ‘conflict of interest as previously disclosed’.

Discussion had regarding this recommendation.

It was asked if this was normal practice for Boards – yes this is common practice.

Can other members of staff ask for the same consideration if they are on sabbatical/should there be equality amongst staff? – discussion had around this. Noted that staff can apply for funding when they do extra study, however, there has not been any applications for sabbatical funding.

James returned to the meeting.

Motions:

“The BoT approve expenditure up to \$15,000.00 for James’ sabbatical in the 2017 financial year.”

Moved: Mike Enright  
Seconded: Gabrielle Martell-Turner

“The BoT approve membership for James to join the Koru Club.”

Moved: Tim Rea  
Seconded: Grant Dabb

“The BoT approve the 2017 Revised Budget.”

Moved: Grant Dabb  
Seconded: Mike Enright

#### 14. Personnel & Discipline

Moved into Committee at 9.15 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 9.21 pm.

#### 15. General Business

##### *Community of Learning*

There is a Community of Learning combined meeting with CoL schools and Board Chair or representatives. Stephen asked for volunteers to represent Whangaparaoa College as he is unable to attend. Gabrielle and Marara said that they would attend on his behalf.

##### *Review of Dux process/criteria*

Mike reported back from a meeting that took place after the last Board meeting. He gave all a handout reviewing the situation/background/process-outcomes/recommendations. All agreed with the recommendations.

##### *Matariki*

All verbally invited to the Matariki celebrations on Tuesday 27 June, invites to be emailed out.

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

Meeting Closed at 9.32 pm

Next Strategic meeting **Wednesday 12 July 2017** at 6.30 pm  
Next Board meeting **Wednesday 9 August 2017** at 6.30 pm