

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on
Wednesday 12 August 2020 via Zoom
Commencing at 6.30 pm**

Present

Heidi Parlane, James Thomas, Ian MacLeod, Marina Vaha, Derek Middleton, BJ Wilson, Ben Creevey

In Attendance

Caroline Butland (Minute Secretary), Lisa White (DP)

1. **Karakia** BJ Wilson

2. **Conflict of Interest** Nil

3. **Apologies** Craig Caminos, Alex Jones

4. Decisions/Resolutions:

- Motion: On advice of the Finance committee that the Board will ratify the Projected Balance Sheet for 2020

Moved: Derek Seconded: James Carried

- **Motions:**

- The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to the **Hibiscus & Local Bays Grant** for the Wetlands Project up to the value of \$10,000.
- The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to the **Nature Heritage Fund** for the Wetlands Project up to the value of \$50,000.
- The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to the **Pub Charity** for a contribution of costs towards the Field Maintenance.
- The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to the **Lion Foundation** for a contribution of costs towards the 3 School Van Leases.
- The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to the **Vodafone New Zealand Foundation** for a contribution of costs towards Guidance and Sport.
- The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to the **Constellation Trust** for a contribution of costs towards Student Support in Sport.
- The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to the **Trillian Trust** for a contribution of costs towards Student Support in Sport.
- The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to the **Tindall Foundation** for a contribution of costs towards Guidance and Youth Workers.
- The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to the **Mazda Foundation** for a contribution of costs towards Education and/or Cultural Opportunities.

Moved: Ian MacLeod
Seconded: Ben Creevey
Motion Carried

- The last 2 requests are only given permission to proceed with finding funding source.

- The Board gives Dawn Sullivan authority to run Disciplinary Hearings and to oversee student disciplinary process at Whangaparaoa College on the Board's behalf.

Moved: BJ Seconded: Derek Carried

***** Caroline to send BOT members SLT Portfolios**

- Board Chair, Deputy Board Chair – Personnel Committee recommendation – discussed description of roles and the role of the Deputy Chair. All ok.

Moved: Derek Seconded: BJ Carried

- Reaffirmed Caroline Butland as Returning Officer for Student Election and Parent By-Election

Moved: Ben Seconded: Ian Carried

5. Monitoring / Information

Principals Report and Discussion

James was in Rotorua for a Principal's Conference.

Learner Profile – SQUAG is looking at this at a future meeting so Lisa will share info once it's received. Should it be Leaver or Learner Profile? Suggested it's **Leaver Profile**.

Learners will be 'ready' – Ready is employable, ready for Uni, ready for work. Maybe have 3 or 4 different leaver profiles for different types of 'ready' skills required.

Know and Grow our Learners means we know what their 'ready' looks like.

Deadline end of 2020 – on target to have leaver profile ready for start of 2021. More discussion to be had.

Principles can be applied in different settings. What some learners are doing now/their stories and path part of the leaver profile.

Ball funds – food vouchers. Do we have a need in school community where we need to partner with agencies like Kids Can? Or is it isolated? +- 40 organisations helping those in the community with food parcels, counselling. Some embarrassed to ask – need is greater than we think. Kim and the Deans are aware of families struggling/in need.

WIP – re support for needy families, Heleina/Marina to liaise with Lisa White re agencies involved in this space. Debbie Plant to explore Kids Can as Admin for the Counsellors.

Improvement Plan – what does the process look like "engaging with whanau"? Josh Fox is Whanau Dean to further connection with learners. Josh does home visits which has been beneficial.

Is 'whanau engagement' targeted or ad hoc? So far 2020 has been in relation to need. We had hoped to have a hui specifically for Maori & Pasifika but due to Covid – this has not yet happened.

SQUAG is happy to help / support the hui with Maori & Pasifika families – expert advise / help. Lisa to email Caroline links to share with the Board

Lisa shared and NCEA update:

- Been doing a lot to improve NCEA results in 2020
- List of Year 13's needing credits – Lisa's been in contact with the learners and parents to help get UE Literacy package

- Tracking sheets for Year 11-13 subject teachers sits with Lisa – how many credits available – realistic estimate of what they'll achieve
- Looks like we're on track for improvement for our results
- Lisa's working with Kaiarahi re exam entries
- Colin Watts supports improved attendance
- Level 1's are enjoying the learning with the recent changes
- Consolidating and learning more for L2 and L3 – getting good foundation
- Extra support of Kapa Haka by outside providers is working well for some Priority Learners
- Each department has a good plan on Priority Learners – some learners are the same across the departments / some only appear in individual departments
- Subject teacher and kaiarahi are having conversations with learners re credits, exams etc, how many credits they have, how many more they need, where they will earn them from.
- Learners who self-manage are all good
- External tutors are supporting the junior Kapa Haka – this success will flow to many other areas

WIP – Community involvement October 2020 – BJ to share with Caroline prior to October meeting

6. Sub Committee Reports

Finance – Mat has resigned from the Board so Ian is Interim Chair.

Property – had a meeting at the MoE – we need to keep being a squeaky wheel to get the buildings done. Weekly contact between Graeme and the MoE. Heidi asked if we need to pay someone to get this sorted? Nick Bradley proving to be great – James/Graeme to see if Nick can do this or if we need another person to get things sorted with the MoE – to navigate the MoE, to get plan sooner rather than later.

WIP – James to investigate the need for a strategic property consultant and if so – who? What resource do we need to action what's on the Improvement Plan?

Personnel & Discipline

Moved into Committee at 8.12 pm for the Personnel report. Out at 8.26 pm.

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 out of committee at 8.48 pm.

7. Minutes of previous meeting

Recommendations: That the minutes of the previous meeting held on 10 June 2020 be approved as a true and correct record.

Moved: Craig Seconded: Heidi Carried

8. Other Business

Board meeting cycle – long time between discussions for approval.

Space to explore topics – not necessarily with discussions.

What should it look like?

9. Karakia/Farewell

Heidi Parlane, Chair

Meeting Closed at 8.38 pm

Next Strategic meeting
Thursday 17 September 2020

Next Business meeting
Wednesday 14 October 2020