

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees  
held on Wednesday 27<sup>th</sup> June 2007 at 25 Delshaw Avenue,  
Whangaparaoa, commencing at 6.40pm.**

*Action required by:*

**Present**

Annie Lloyd, Wendy Glamuzina, Trish Nathan, Berneece Tait, Mark Powell and Grant Dabb.

**In Attendance**

Gary Sturgess (Board Secretary), Ginny Catterall (Minute Secretary) and James Thomas (Associate Principal).

**Apologies**

Brian O'Connell, Murray Roberts and Max Langlands.

**Election of Board Chair**

The Secretary assumed the Chair for the purposes of electing a Board Chairperson.

Nominations: Annie Lloyd nominated by Wendy Glamuzina/Berneece Tait.

**Annie was elected unanimously and welcomed Trish Nathan a newly elected trustee.**

**Co-option of Additional Board Members**

**Motion: That Murray Roberts is co-opted onto the Board of Trustees.  
Moved – Berneece**

**Previous Minutes**

**Motion: That the minutes of the previous meeting held on 30<sup>h</sup> May be  
approved as a true and correct record. Moved - Annie**

**Matters Arising from Previous Minutes**

**a) ERO Report**

James reported on Brian's meeting with Anna Heffernan to discuss the suggested changes to the wording. It is felt that with the changes the report would be a true representation of the school. The final version should be available soon.

*Brian*

**b) Enrolment Scheme**

James reported on the ongoing contact being made with local contributing schools. The Red Beach School's response has been very positive, along with others. A programme had been completed and Senior staff and Board members of those schools are to be invited to visit the College. No consultation has yet taken place with Orewa College.

*Brian/James*

**c) Additional Training for Trustees**

Terry Bates to provide more specific training at school. Annie will contact Terry to discuss dates for this.

*Annie*

**d) Adventure playground**

Progress report received.

**d) Property Management – Asset Data Audit**

The audit will take place on 18<sup>th</sup> – 19<sup>th</sup> July.

*Gary*

**e) Community Website**

In limbo until further notice.

**f) Hireage of School Facilities**

The contract for Services has been signed by the Theatre Manager Carl Webster. The final Terms and Conditions were received.

**g) MOE Draft Curriculum**

Deferred until consultation with Terry Bates.

**h) Senior Uniform**

Gary's report was received. Management gave an assurance that there will be no price increases for 18 months. This is to be received in writing. They are keen to work on the senior uniform, and have donated \$1000 in sponsorship to the school. A maximum of \$5000 will be donated by the end of 2008. A good working relationship has developed with Bromleywear, and this should be maintained. Wendy will report at the next meeting on senior uniform.

**Wendy**

**i) Parent Representatives on BOT.**

Deferred to next meeting 25<sup>th</sup> July.

**j) 2007 Trustee Elections**

Completed.

**k) Kiwisaver**

Staff have received information. It is not compulsory for schools. The college will not be electing a preferred provider.

**l) Electricity**

Time is available to plan. Power bills have increased due to the number of new buildings. More construction will commence next month. Heat, light and power costs will continue to be high.

**Gary**

**Correspondence**

**Inwards**

1. NZSTA Annual Report, Jan – Dec 2006.
2. Metropark – request for support from Phil Pickford. Supported.
3. Colin Watts and Desiree Wikaira – teachers requesting approval for study leave applications for 2008.

**Gary**

**Motion: That the applications for study leave are approved.**

**Moved – Annie**

**Principals Report**

Monthly report presented.

**Motion: That the Board delegates authority of the Principal to the Associate Principal in the Principal's absence.**

**Moved - Annie**

- a) Brent Logan has resigned and accepted a position with NZQA.
- b) Warwick Fenton has resigned. James, Jason and Dee are looking at the restructuring of the Sports dept. Goals are Participation, Development, and Success. A Head of Code will be appointed for all codes. Dee will continue to carry out administration processes.  
The college will continue to build on the foundations laid by Warwick.  
A draft strategy is in progress and will be presented at the next meeting.  
A meeting with parents involved in sport will be held early in term 3.
- c) Literacy and Learning reports received. James will pass on thanks to Debbie Culliford and Robyn Brownlee.
- d) A review of Integrated Studies at years 9 and 10 is scheduled for this year. It is difficult to find a suitably qualified person to do this before Term 4. Brian will continue looking in order to bring this forward.
- e) NCEA results feedback - an update and strategies for improvement will be presented by James at the next meeting.

**James  
James**

**Brian  
James**

## **Finance**

(a) Cheques over \$2000 presented and approved.

(b) Gary's report received. CES currently manage the school's financial accounts. This may not be the best solution for moving forward. Gary is investigating other options, including accounts management systems / software, and the appointment of an accountant.

**Gary**

(c) Finance report presented.

1. The school roll is down, and fees intake is around 30%, down on a budget of 80%.
2. Camp is showing a deficit. Bus charges and damage to property increased costs, however automatic payments are still coming in which will decrease the deficit. Lessons have been learnt for future camps.
3. A bulk supply of postage paid envelopes were purchased prior to the postage price increase resulting in a budget over-run.
4. Eftpos costs are high as many parents pay by credit card / eftpos.
5. The Ministry requires monthly budget reporting to be against the original budget.
6. Annual Audit presented. Gary to prepare a report on procedures for financial security.

**Gary**

**Motion: Mark to oversee Finance portfolio. Grant to oversee Property portfolio.  
Moved / Annie**

## **Project Report**

Fire damage has been time consuming to repair. There will be a small financial cost to the school. The security budget for 2008 needs to be increased.  
James will chase up delivery of Stage 2 funding.

**James**

## **Strategic Planning**

Deferred until next meeting.

## **Standdowns and Suspensions**

Murray is in charge of behaviour. Mark is deputy. Suspension hearings require three Board members. A rotation of three on, three off will relieve pressure on the same people participating. A summary of codes and conditions of return is required.  
A discussion on ethics of suspensions will be held when Murray is present.

**Meeting closed 8.50pm**

**Next Meeting 25<sup>th</sup> July, 6.30pm.**