

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees
held on Wednesday 14 May 2008 at 25 Delshaw Avenue,
Whangaparaoa, commencing at 6.30pm.**

Present

Mark Powell, Berniece Tait, Grant Dabb, Hayley Morgan, Peter van Kampen, Wendy Glamuzina, James Thomas.

In Attendance

Ginny Catterall (Minute Secretary).

Apologies

Trish Graham, Murray Roberts.

Minutes of the Previous Meeting

**Motion: that the minutes of the previous meeting held on 9th April
2008 be approved as a true and correct record.**

Moved Berniece / Wendy

Matters Arising from Minutes

1. Acting Principal

Motion: that James Thomas is Acting Principal in Brian's absence.

Moved Berniece / Grant

2. Board Secretary

Motion: that Ginny Catterall assumes the position of Board Secretary

Moved Berniece / Mark

Update on Action points

1. Strengthening of House Structure

James tabled a report by Connor Beggs on progress. A further update is requested for next meeting. James would like Brian's input so the matter will not be finalised until after Brian returns.

James

3. Behaviour Review

In Murray's absence this is deferred to the next meeting. James will meet with Murray prior to then.

James

3. Meeting with Neighbouring Boards

No progress. Mark will pursue.

Mark

4. Review of Committees

**Motion: that the Emergency Committee merges with the Policies and
Review Committee. The Personnel Committee is no longer required
and personnel issues will be dealt with by the Board as and when
they occur.**

Moved Peter / Berniece

**Motion: That delegation is made to sub committees of the Board as
follows:**

<i>Policy</i>	<i>Berniece (Leader,) Trish, Wendy and Hayley</i>
<i>Discipline</i>	<i>Murray (Leader), Berniece and Peter</i>
<i>Property</i>	<i>Grant (Leader), Peter and Murray</i>
<i>Finance</i>	<i>Mark (Leader), Grant, James</i>

The Policies and Review Committee will meet soon to consider how best to operate and proceed; and then report at the July meeting

5. J Block Opening

A young role model was being sought, with a Shortland St actor in mind. However the Prime Minister Helen Clark will now be visiting the school on 4th June, and has been invited to "open" J Block.

6. NCEA Exam Results

James presented a report on the situation, aims, insights, and the actions to be taken for improvement. The college will set a target for 2008 to achieve the average for our decile at Level One NCEA.

The college will ensure parents know how to access NCEA progress via the NZQA website, and keep parents up-to-date with credit totals when Term Two reports are sent out. Mark has asked James to track progress against last year's data if at all possible.

James

7. Plans for School Ball

This will be held at the North Harbour Stadium, for Year 12 learners only. Due to low numbers, partners from outside the school may be invited if they are 18 or under. They will be ID'd and approved prior to the ball. Normal behaviour guidelines stand and learners attending will sign a code of behaviour. Learners will be monitored on entering the ball and any who are intoxicated will be refused entry. If there are any issues during the evening, learners will be sent home. There will be no Whangaparaoa College pre or post ball parties. Parents may well arrange these privately. Education around alcohol will be provided prior to the ball.

Staff and Board members are welcome, at a subsidised rate.

James will report on progress at the next meeting. A letter will be sent out to parents of Yr 12 Learners in week 6.

James

Correspondence

Inwards:

a) Banking Staffing

2007 relief costs and overstaffing (shown in the 2007 final accounts as a cost) have reduced the bulk grant in 2008, but an accrual was set aside in 2007 to offset the effect of this. The financial effect of the overstaffing was entirely accounted for in the 2007 accounts. There is no financial impact carrying over into 2008.

b) Cognition Consulting

Free workshops are offered to Board members.

Motion: that the inwards correspondence be accepted.

Moved Wendy / Mark

Acting Principal's Report

1. Annual Plan Objectives Progress

#33 To Develop a stronger focus in the community – James has received a great response by inviting community figures into the school for a tour and to observe learning.

2. Staffing

New staff and internal changes reported.

3. Buildings

The refurbished hall is almost ready and is now called the ICT suite. This will be handed over in the week starting 14th May.

The Maori Studies centre will be in use in the week starting 26th May.

The English dept will be moving into the refurbished Tech Block in June.

Admin will move into B Block in the week of 16th June.

4. Upcoming Events

Important Dates:

The school ball is on 2nd August.

The Prime Minister will visit on 4th June.

The school production "Alice in Wonderland" is from 1st – 3rd July.

Careers Expo Night is on 5th August. Mark will speak on this night. James will inform Peter.

James

5. Bellissimo Choir Trip Funding

Motion: The Board approves the funding application of the Bellissimo Choir to the Perry Foundation Ltd, to assist with the cost of their trip to Hawaii.

Moved Grant / Wendy

Finance

Finances have turned around and are ahead of budget. The Finance report, prepared by accountant, is to be presented at each meeting. Some teaching resources have been impacted by budget cuts. The Set-up Cost budget will be prepared for the next Finance Committee meeting.

James

Property

Plans for the new classroom block were presented. The budget for this is on target and will be funded by the Ministry. It is due for completion by 2009.

Student Issues

a) **Learner Behaviour**

A suspension hearing held during the term break saw the learner returned to school. Following this, greater communication with parents over behaviour issues, particularly year 12's may be necessary. James will table Behaviour Management Plan at the next meeting, and will report at the July meeting on attendance trends for year 12's.

James

Motion: The Board delegates to Robyn Brownlee the authority for Standdowns and Suspensions.

Moved Grant / Bernece

Motion: The Board approves the early release from college for Tim Redshaw (age 15 years 10months) to attend a full time course, under Section 71 of the Education Act.

Moved Grant / Wendy

James

b) **Prefect's Fundraiser**

The prefects are planning an all night party to raise funds for World Vision. There will be a maximum of 250 students. EOTC forms need signing by Board. James will organise security.

Signed: Mark Powell, Chairman _____

Meeting Closed at 9.55pm.

Next meeting: Wednesday June 12th at 6.30pm.