

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees  
held on Wednesday 10 February 2010 at 25 Delshaw Avenue,  
Whangaparaoa, commencing at 6.30pm.**

**Present**

Mark Powell, Gilly Noon, Grant Dabb, Peter van Kampen, Stephen Parker, Greg Ellis, Berneece Tait, Wendy Glamuzina, Brian O'Connell, Courtney Morgan.

**In Attendance**

Ginny Catterall (Board Secretary)

**Apologies**

Trish Nathan

**Election of Board Chair**

Mark vacated the Chair to the Principal for the election of Chairperson. Berneece nominated Mark as Board Chair. Seconded by Peter. Berneece moved that the nominations are closed. Gilly seconded. Mark returns as Chair.

**Minutes of the Previous Meeting**

**Motion: That the minutes of the previous meeting held on 8<sup>th</sup> December 2009 be approved as a true and correct record.      Moved: Mark**

**Update on Action Points from Previous Minutes**

**a) Board Transition**

The timeline for elections is included in the Board View. A change in board may require a board advisor to oversee the transition and review the skillset of members. Brian will approach Ron Scott to do this.

**Brian**

**b) Financial Management Guidelines**

Re Credit card fraud: to be reviewed by the Finance Committee and presented at the next meeting.

**Brian**

**c) Cleaning and Litter**

This has now been added to the Annual Plan and the "Clean and Tidy School Environment" will commence after February 13 celebrations.

**Correspondence**

**Inwards:** (for Information Only)

- a) MOE: National Standards Information for Schools
- b) Board View

**Motion: That the inwards correspondence be accepted.**

**Moved Mark**

An update on National Standards will be presented at the next meeting.

**Brian**

**Principal's Report**

Report Presented.

## **1. NCEA Results**

Level 1 and 2 results were good. Level 3 results were disappointing. Targets have been put in place for this year. At the next meeting Brian will present a report on NCEA with a breakdown of analysis by different trends and other local schools. Three students were awarded four scholarships. Attendance, Completion rates and Teaching strategies are focuses for 2010. Year level targets will be included in the next board report.

**Brian**

## **2. International Students**

We have 30 international students for the beginning of 2010 which is a considerable increase on 2009. A support system for these learners is needed if numbers keep growing and Brian will report on this, plus a full marketing proposal at the next meeting.

**Brian**

## **3. Board / Staff Function**

Scheduled for Friday 26<sup>th</sup> February, 4.00pm.

Orewa College board have invited our board to meet with them. June would be suitable, or April if there is a specific agenda. Combined board training may be an option.

**Brian**

## **4. 2010 Annual Plan**

**Motion: That the plan as presented is accepted**

**Moved Stephen / Grant**

## **5. Guidance report**

A pro-active program is in place.

## **5. Standdowns and Suspensions Summary**

Males dominate. Exclusions are settling. Thanks to James and Robyn for their work on this. Brian will present a report at the next meeting including the school roll.

**Brian**

## **Finance**

The YTD deficit is \$29K against a budgeted \$249K which is a great result. However this may increase when assets are finalised.

Cheques over \$2000 presented.

## **Policy, Guidelines and Review**

Four policies were reviewed:

1. Procedure for Principal's Performance Agreement (no change)
2. Internet Use (Brian to update).
3. Procedure for Education of Gifted Learners (to be reviewed with new BOT)
4. Reporting to Parents. No changes in terms of National Standards. Brian will report back at the April meeting on the review.

The Financial Management policy will be reviewed by the Finance Committee.

**Brian**

## **Property**

The northern driveway has extended to the middle of the school and includes carparks, with funds still remaining. The property committee will need to act quickly.

Cleaning in year 7 & 8 blocks has increased.

Water rates are high and Brian is looking into this.

Heating / Boiler – To be resolved before winter.

Land disposal is in progress.

## **General Business**

The Chairman of Elim College is available to talk to our board regarding their disaster. Our board would like to also invite the boards of contributing schools. This will be in June / July after the election. Greg and Brian will discuss the meeting with the Elim chairman. Brian will bring a date back to the board.

**Greg / Brian**

Brian will ask Ron to present a Health and Safety update.

**Student Issues**

Nil

**Signed: Mark Powell, Chairman** \_\_\_\_\_

**Meeting Closed at 8.10pm. Next meeting: Wednesday March 10, 2010 at 6.30pm.**