

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees  
held on Wednesday 11 August 2010 at 25 Delshaw Avenue,  
Whangaparaoa, commencing at 6.30pm.**

**Present**

Grant Dabb, Peter van Kampen, Greg Ellis, Stephen Parker, Kellie Tremayne, Berniece Tait, Anania Hohaia, Wayne Spittal, Wendy Glamuzina, Brian O'Connell, Courtney Morgan.

**In Attendance**

Ginny Catterall (Board Secretary) , Jason Pocock, Robyn Brownlee

**Apologies**

Nil

**Items From Planning Meeting**

**1. Jason Pocock Re: Whangaparaoa College Sports Department**

Netball management is a strength and other sports can be set up using the same template. Smaller numbers are leaving year 8 to attend North Shore schools for sports. Further work needs to be done on exploring relationships with clubs, and the management and allocation of resources.

**2. Robyn Brownlee Re: Assessment**

Asttle is the tool used for assessment in years 7 – 11, for reading, writing and maths. This gives detailed information to plan learning programmes.

Learner lead conferences were introduced this year and have been successful. Learner / Parent interviews will become compulsory for parents next year.

**3. Special Needs**

The Special Education Grant provides funding. Expenditure is mainly on Teacher Aides and is much higher than income. Two special needs classes are 9PAT and 10HEN. These are small classes with teacher aides allocated. Progress in these classes has been good. Year 11 offers differentiated courses. 11SALP is specifically designed for students who struggle with learning.

**Minutes of the Previous Meetings**

**Motion: That the minutes of the previous meeting held on 14<sup>th</sup> July be  
accepted. Moved: Grant**

**Matters Arising from Previous Minutes**

**1. Board Dinner**

Ginny will email all for a possible date.

**Update on Action Points from Previous Minutes**

**a) Drugs Report**

Brian presented an update on drugs in the college.

**Correspondence**

**Inwards (All For Information Only)**

- a) NZQA: report on Whangaparaoa College, Managing National

**Ginny**

Assessment.

This is an external audit. The report is very good. The Board commends the SLT and staff for their work on this and for gaining a good report. All staff will be thanked for this and following the final ERO report.

**Outwards:**

a) Orewa, Kingsway, Whangaparaoa and Mahurangi Colleges to Metro Magazine re their NCEA Analysis.

**Motion: That the inwards correspondence be accepted. Moved Wendy / Anania**

**Motion: That the outwards correspondence be approved. Moved Stephen / Wayne**

**Principal's Report**

- a) Report attached.
- b) Clean and Tidy School: Areas that Greg has worked with remain clean and tidy. Further work is to be done in new areas.
- c) Media Reporting: Reporting has increased this year.
- d) 60 Minutes programme: Background information puts this into context. Communication with the board chair should have been better.
- e) International Students: There has been a large increase in numbers. Income for the remainder of this year is \$191K. There has been a large increase in the workload without any increase in staffing. A sustainable plan needs to be put in place for the next three years.  
Brian will present a trading report to the next finance meeting.

**Brian**

**Finance**

- a) Finances report presented.
- b) Cheques over \$2000 presented.

There is a \$69K deficit for June. The budget for relievers has blown out due to unusually large amounts of sick leave this winter, up to 10% of staff on some days.

Income is 25% ahead of budget, but compulsory fees are \$40K in deficit. A strategy to improve collection of donations is needed.

All further expenditure for this year needs to be approved by James or Brian.

Vandalism costs have been high but can be claimed back.

**Motion: that the board approves the balance sheet budget for 2010.**

**Moved Bernece / Kellie**

**Policy, Guidelines and Review**

Four policies as presented were reviewed and updated

Policies reviewed:

- a) Copyright
- b) Counselling
- c) Self Review. No departmental reviews have been done due to financial constraints.
- d) Visitors. A sign for visitors is now displayed.

**Property**

Land disposal has been delayed due to part of the land which needs to be surveyed off. Costings have been sought from Tubmans to address boiler issues. The 5YA should be approved by the Ministry by the time quotes are received.

Opus is investigating cracks in the STA block floor, and leaks in the PAC walls.

Carpet tile issues are ongoing, particularly in the IT suite. The wooden floor creates movement which impacts on this.

Steel beam corrosion at the welds is being disputed by Resene.

### **General Business**

1. RAMs re Snorkeling in Vanuatu.
2. Yearbook. Students will pre-order and pre-pay. Staff who request one will be given a copy.

### **Student Issues**

***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. Moved Grant / Greg***

**Motion: That the Board moves out of Committee**

**Moved Grant**

**Signed: Grant Dabb, Chairman \_\_\_\_\_**

**Meeting Closed at 9.10pm. Next meeting: Wednesday September 8th, 2010 at 6.30pm.**