

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees  
held on Wednesday 13 February 2012 at 25 Delshaw Avenue, Whangaparaoa,  
commencing at 6.30pm**

**Present**

Stephen Parker, Anania Hohaia, Berneece Tait, Grant Dabb, Derek Middleton, Greg Ellis, Kate Risbrook, Peter van Kampen, Olivia Soesbergen, James Thomas.

**In Attendance**

Ginny Catterall (Secretary), Delwyn Argar (Minute Secretary)

Stephen officially thanked Ginny for her years of service as Board Secretary. Also thanks from Grant in regards to the countless hours of work Ginny has contributed to the sub-committees.

Stephen welcomed Delwyn to the role of Minute Secretary.

**Election of Board Chair**

Stephen Parker vacated the Chair to Ginny Catterall for the election of the Chairperson. Kate Risbrook nominated Stephen Parker as Board Chair, seconded by Grant Dabb. No further nominations were made. Nominations closed. Stephen Parker returned as Chair.

**Apologies**

Nil

**1. Conflict of Interest**

Nil

**2. Minutes of the Previous Meeting**

**Motion:** That the minutes of the previous meeting held on 12 December 2012 are accepted. **Moved:** Stephen

**3. Matters Arising from Previous Minutes**

- a) May need to review previous decision regarding resource book on learning strategies for boys, in-light of the interim results.
- b) Brochures for the community: Changes were made to draft copy last meeting. Brochures will be updated and 10 copies sent to all Board members in two weeks. The questionnaire sheet and community list will be emailed out again. Expected date of completion of lists is the end of Term One. Kate to collect and collate information.
- c) Year 10 Option classes: From the Timetable Review option classes have 3 periods per 6 day cycle; Core subjects have 4 periods per 6 day cycle. Variation is Languages are a year course, other options subjects are half year courses.
- d) Uniform shop survey: Survey was thought to have been completed end of last year. James apologised for this not being done. A survey was put out to the College

James  
Kate

Community earlier in the week. Unfortunately the questions were not discussed with Kate as requested. Information received not detailed enough to make any decisions. James and Kate to formulate a follow-up survey liaising with Greg via email.

Kate  
James  
Grant

- e) Value Proposition: Grant apologised for not having report ready but will present it at the next Board meeting.

#### **4. Correspondence**

##### **Inwards**

1. ERO – Notification of Review

James gave a brief summary of what to expect from ERO visit for those Board members who have not experienced a review.

2. Education Gazette Alerts

##### **Outwards**

1. Minister of Education – Novopay

Decided by all that the letter is to be published in the next school newsletter.

The question was asked in regards to withdrawing from Novopay for the payment of Support Staff. Rangitoto College have managed their support staff payroll for a large number of years. James to investigate options and report back to the Finance Committee. James to discuss with Local and North Shore Principals.

James  
James

#### **5. Principal's Report**

- a. New Staff – 12 new staff employed for the start of 2013. Handbook offered to all staff at start of year, received very favourably by staff. Available in e-format and booklet.

- b. Head of Social Science applications have closed. Bernice to be Board member on the Appointment Panel for the interviewing of the candidates.

James  
Bernice

- c. Learner numbers larger than MoE projection

- d. Good start with International Students with approx. 50 students, great interest from Groups.

- c. Key Focus – Effective Teaching for Learning (ET4L)

- d. Interim Results

Year 13 Boys falling behind – reconsider resource book as previously mentioned.

It was noted that in some cases there are small numbers of learners in the data eg Pacific, Asian. This year data will be analysed from 2012, and throughout 2013 to better recognise potential struggling learners. Preparation and expectations re; external exams are being evaluated.

- e. Proposed Annual Plan

Greg to work with James then circulate to the Board. Completion 1<sup>st</sup> March 2013.

James  
Greg

## **6. Finance**

Cheques over \$2000 presented.

Capital requests: Large amount requested for ICT Schoolwide, this is to cover cost of switches, servers, replacement desktops etc. This has all been accounted for in the 5 year strategy. Original request to cover the whole of the server room, Finance committee to look into viability of full replacement.

**Motion: That the Draft Operational Budget be accepted as tabled**

**Moved Grant  
2<sup>nd</sup> Greg**

**Motion: That the Capital Expenditure Requests be accepted as tabled**

**Moved Grant  
2<sup>nd</sup> Peter**

## **7. Property Report**

1. Staff very happy with new carpet in admin block
2. Fire system: unfortunately MoE did not pass this before Christmas so works will have to take place during term time, and could be very disruptive.
3. Fields: subgroup formed by May to further discuss the needs of the college.  
To be formed from Property subcommittee members, PE Department, Sports Department and James.
4. 10 Year Property Plan: Draft to be ready for new Board, providing the MoE have replied to requests for information.

**Ginny}  
James}**

**Ginny**

To better understand the all areas of property that are being discussed, it was decided that the next Board meeting will commence with a walk around the College from 6 pm to 7 pm followed by dinner, then commencement of the meeting.

## **8. Policy Report**

There is no Policy report as the Policy Committee will only meet on a 'need to' basis until the new board is elected.

## **9. Principals Appraisal**

Work in progress as James Thomas was appointed Principal at the beginning of Term 2 2012.

## **10. General Business**

1. Applications for Grants from the NZCT and LION for the Theatre Community Development and to the Pub Charity for the Western Heights Tournament, presented as a written request from Tim Rea.

**Motion: That the above applications be supported by the Board of Trustees.**

**Moved: Greg  
2<sup>nd</sup> Grant**

2. BoT Reflection Questionnaire SUMMARY was handed out to all present.