

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees  
held on Wednesday 8 May 2012 at 25 Delshaw Avenue, Whangaparaoa,  
commencing at 6.30 pm**

**Present**

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

**In Attendance**

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

**Apologies**

Nil

**1. Conflict of Interest**

Nil

**2. Minutes of the Previous Meeting**

**Motion:** "That the minutes of the previous meeting held on 13 March 2013 are accepted."

**Moved: Stephen**

*Motion carried*

**3. Matters Arising from Previous Minutes**

- a) One questionnaire sheet returned – decided that this is ongoing and will be kept on the 'work in progress' sheet, with the expectation that one or two places in the community will be visited by each Board member by next meeting. Kate has visited two places; The Leisure Centre and the Library. She had positive feedback from them. Both wanting to receive the College's newsletter and have a relationship with the College. James mentioned that this information needs to be passed on, so there can be follow-up contact from the College. Kate to gather/collate information and pass on.
- b) Uniform survey returned to Kate, she requested the comments from the survey. Kate to meet with Debbie, Jacquie and James, will update in June.
- c) 10 Year property plan still no confirmation from the Ministry of Education.
- d) Results from eVote;

Motion 1

"That Stephen Parker be co-opted up until the Board of Trustees election on 30 May 2013."

**Moved: Grant Dabb**

**Seconded: James Thomas**

*Motion carried*

Motion 2

"That Berniece Tait be co-opted up until the Board of Trustees election on 30 May 2013."

**Moved: Grant Dabb**

**Seconded: James Thomas**

*Motion carried*

Kate

Kate

#### **4. Correspondence**

##### **Inwards**

Nil

##### **Outwards**

Nil

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

James clarified some points in his report

Goal 4 'at risk' is referring to learners 'at risk of underachieving'.

GATE – Gifted and Talented.

James spoke of the NMA - NZQA Review assessment moderation that took place late last term. He commended Jason Pocock (DP) for his pro-activeness and preparedness for the review. Rob Grant from NZQA was very impressed with the College and made special mention of the commitment of the SLT for all being present to hear his report. A written report will be sent to the College, it was suggested that this report be made public via the Newsletter either the whole document or extracts.

#### **6. Finance**

Cheques over \$2000 presented.

Stephen noted that the College ran at a deficit for the month, this was contributed to by the water leak, which caused extra unbudgeted expense for the month, also payments to staff who have had no payment from Novopay.

The finance committee put forward a motion to go ahead with the instigation of Data Com as the payroll provider for the support staff.

"That the Whangaparaoa College Support Staff payroll is moved from Novopay to Data Com, and that the Board of Trustees understand the requirements outlined by the Ministry of Education."

**Moved: Greg Ellis**  
**Seconded: Grant Dabb**

*Motion carried*

#### **7. Property Report**

No property meeting held last month. There was a meeting with Bill Grove regarding the lighting plan which is now underway.

#### **8. Community**

Nothing to report.

#### **9. Policy**

A policy for BYOD (bring your own device) is being worked on by Ginni Wootton.

#### **10. Personnel**

Nothing to report.

## **11. Discipline**

**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/staff.

**Moved Stephen**

*Motion carried*

*The board moved into committee at 7.45*

*The board moved out of committee at 7.55*

## **11. General Business**

### **a) BoT Elections**

Ginny requested all current Board members who are standing in the election to provide a photo and profile. An information meeting is being held tomorrow night Thursday 9 May for anyone interested in standing for election. Alan Curtis will be convening the meeting all current Board members welcome.

### **b) Education Review Office**

The Education Review Office visit to Whangaparaoa College starts 17 June 2013. James and Stephen had a meeting with ERO last Thursday. They welcomed the opportunity to contribute to the planning process. Once the report has been completed ERO will present it to the Board for discussion and feedback. Then a draft will be sent back to the Board around June 24 for review.

### **c) Vietnam trip for 2014. The proposal for a second trip to Vietnam was agreed in principle, therefore planning can commence by the History Department.**

### **d) Stephen expressed his thanks to all Board members for their contribution they have made to Whangaparaoa College, quoting from the STA News to express this. Grant Dabb commended Stephen on his Chairmanship, and conveyed his thanks to Greg for all that he has contributed to the Board.**

**Signed: Stephen Parker, Chairman** \_\_\_\_\_

**Meeting Closed at 8.20 Next meeting 12 June 2013 at 6.30pm**