

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees  
held on Wednesday 12 June 2012 at 25 Delshaw Avenue, Whangaparaoa,  
commencing at 6.30 pm**

**Present**

Stephen Parker, Anania Hohaia, Berniece Tait, Derek Middleton, Kate Risbrook, Craig Caminos, Ben Creevey, Olivia Soesbergen, James Thomas.

**In Attendance**

Robyn Brownlee, Lisa Ballantyne, Jason Pocock, Graeme Williams, Debbie Plant, Delwyn Argar (Minute Secretary).

**Apologies**

Grant Dabb, Ginny Catterall.

**1. Election of Board Chair**

As outgoing Chair Stephen Parker suspended normal meeting procedures, vacated the chair and asked Delwyn Argar to run the election process. Before calling for nominations Delwyn invited James Thomas to give a brief summary of the role of the Board Chair. Nominations were then called for.

Bernice Tait nominated Stephen Parker for Board Chair.

Seconded by Anania Hohaia.

No other nominations were received.

All voted in favour of Stephen Parker as Board Chair.

Delwyn Argar then declared Stephen Parker Board Chair for Whangaparaoa College. Stephen Parker resumed the Chair, and the meeting continued.

**2. Conflict of Interest**

Nil

**3. Minutes of the Previous Meeting**

Motion: *"That the minutes of the previous meeting held on 8 May 2013 are accepted as true and correct."*

**Moved Stephen Parker**

*Motion carried*

**4. Matters Arising from Previous Minutes**

- a) Another questionnaire sheet has been returned to Kate.
- b) The uniform shop survey has been completed. Kate met with Debbie and Jacquie, the outcome was that a 'link' on the website will be created where parents can advertise to sell/buy second-hand uniform. A notice board in the uniform shop may also be erected if needed. There could also be a table set-up once a year for parents to sell uniform. This information is going to be given to The Friends of Whangaparaoa.
- c) A building consultant has been appointed to assist with the 10 Year Property Plan – draft.
- d) Datacom transition still in process, some unforeseen issues need to be resolved.

James

Kate

## **5. Correspondence**

### **Inwards**

- a) NZSTA Membership Memorandum: M-13-7
- b) MoE Rebecca Elvy Education Payroll Services
- c) Board & Principal Alert
- d) STA news

### **Outwards**

Nil

## **6. Principal's Report**

As part of the Principal's Report James introduced the Senior Executive commenting on what a strong and committed team we have at Whangaparaoa College then he invited them to give a verbal overview of their responsibilities as detailed in the principal's report. James invited all members of the Board to the Powhiri/Whakatau being held in the Auditorium on Monday 17 June 8.30 am for ERO.

## **7. Finance**

Cheques over \$2000 presented.

Stephen explained the reporting system for the Financial Report going over specific details. It was mentioned that the notes from Debbie the Finance Executive Officer were very useful, these will be added in future agendas. The subject of low donation recovery was raised. A suggestion was made to consult Colleges that successfully recover donation asking what strategies they use. A Survey Monkey could be created to question parents regarding Donation payments, and other relevant questions.

## **8. Property**

Nothing to report this month

## **9. Community**

Nothing to report this month.

## **10. Policy**

Nothing to report this month.

## **11. Personnel**

**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 with the exception of Robyn Brownlee, Lisa Ballantyne, Jason Pocock, Graeme Williams, Debbie Plant. The board wishes to discuss the matter in private as it involves the privacy of students/staff."**

**Moved Stephen Parker**

*Motion carried*

*The board moved into committee at 8.35*

## **12. Discipline**

*The board moved out of committee at 8.47*

## **13. General Business**

Stephen asked all existing board members to let him know the sub committees on which they'd like to serve. Stephen has asked for a list of all committees with members to be emailed out to all. Stephen put forward the following motions:

Motion 1: "That Delwyn Argar be appointed Board Secretary."

Motion 2: "That Delwyn Argar is appointed Returning Officer for the student and staff Elections."

**Moved: Berneece Tait**  
**Seconded: Anania Hohaia**

*Motions carried*

A social function has been proposed for all existing board members and those who have served on the Board either as a board member or secretary in the previous three years together with their partners.

Ben queried why there was no specific mention of the Performing Arts and Sport in the Charter. This was explained that both those areas have been the focus in previous Charters.

It was mentioned that there is a training meeting being held on August 12 at Red Beach.

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

**Meeting Closed at 9.10 Next meeting 10 July 2013 at 6.30pm**

Delwyn

Delwyn