

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on
Wednesday 12 February 2014 at Delshaw Ave Whangaparaoa
Commencing at 6.30 pm**

Present

Stephen Parker, Craig Caminos, Terri Cochrane, Ben Creevey, Grant Dabb, Anania Hohaia, Derek Middleton, Berniece Tait, James Thomas (Principal)

In Attendance

Delwyn Argar (Secretary), Robyn Brownlee, Tim Salahab

Apologies

Martin Wootton

Karakia and Waiata – Lead by Anania

Election of Board Chair

Stephen Parker vacated the Chair to James Thomas for the election of Board Chair for 2014. Craig Caminos nominated Stephen Parker as Board Chair, seconded by Grant Dabb. No further nominations were made. Nominations closed. Stephen Parker returned as Chair.

1. Conflict of Interest

Nil

2. Minutes of the Previous Meeting

Motion: "That the minutes of the previous meeting held on 12 December 2013 are accepted as true and correct".

Moved: Stephen Parker

Motion Carried

3. Matters Arising from Previous Minutes

- i. Clarification on reporting of Serious Harm to Board of Trustees; Ben had documentation which will be passed to Ginny Catterall.
- ii. James reported that a controlled burn-off was not favourable.
- iii. Orewa College found that there was good support from Pub Charities etc for fundraising if it is for a specific project eg Arts Centre, but not so good for regular activities.
- iv. There is a link on the Web-site that informs parents about 'second hand uniform'.
- v. Overview of school grounds still to be completed.

4. Correspondence

Inwards:

- i. Ministry of Education – Security Upgrade
Grant reported that Tenders have already been sought
- ii. Board & Principal Alert
NZSTA Conference 18 – 20 July 2014

Outwards:

Nil

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5. Principal's Report

For future years James would like a tighter timeframe on the Annual Plan so it can be a working document from the start of the year. Timeline proposed;

September Develop	October Consultation	November Draft	December Ratification
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- i. Pleasing NCEA results reflected in bar graph. If National figures can be obtained for 2013 data, graph to be published in newsletter. One of the reasons for such a positive result is quality teaching. In future information may be sourced differently ie from the total number of learners in the College from the July annual return, rather than the actual number of learners who sat the exams. Whangaparaoa College caters for learners who have difficulty in our Senior Alternative Learning Program SALP, which helps these learners achieve credits towards their NCEA.

Motion: "That the Draft Annual Plan for 2014 be approved as the Annual Plan for 2014".

Moved: Stephen Parker
Motion Carried

- ii. As part of the Principals Report, Robyn Brownlee Deputy Principal gave a presentation on Professional Development for Staff at Whangaparaoa College, and also outlined the new communication/reporting system for 2014.

6. Finance Report

Cheques over \$2000.00 for November and December presented.

7. Property Report

Grant read the Property Minutes from their last meeting

- i. 10YPP / 5YA
Design work on dust mitigation in the STA block, and sound proofing of S14 is being completed by Babbage. Their fee of \$16,100 will be paid by the school and reimbursed by the Ministry at the end of the project. Their letter of offer lists what the fee covers. The timeframe for this project is:
Design Documentation – February
Consent / Tender – March
MOE Approval – 1-16 April
Construction – 17 April – 4 May (school holidays)
Bryan Perrow is the project manager.
- ii. Security Review
Funding of \$427,500 has been approved for the project. Scope of Works attached. Planning and implementation via a Tender/ Quotation process is now beginning with the advertising of the project on GETS.
- iii. Land Sales

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No update on the Whangaparaoa Rd block.

Bonita Ave land is in the process of being appraised and valued.

iv. Water

The water bill for December was \$12,338.13. \$9244.26 of this was the wastewater charge. However school closed on 11th December, and the majority of this was for field sprinklers. We have paid the water usage charge and have written to Watercare to dispute the wastewater charge. Our field water and mains supply are fed through the same meter. (This is how it was set up). We are applying to Watercare to have a new meter installed on the field supply to avoid this happening in future.

v. Staffing

In Committee

vi. Facilities Meeting

A meeting with BOT property members and the sustainability group is to be scheduled in the near future. The Sustainability group are meeting with an outside provider regarding solar power.

The Property committee had a recent walk around the College to identify any problems or potential future problems that may arise.

8. Policy Committee

There will be a meeting of the Policy committee on March 5, when they will assess the procedure of Policy review.

9. Fundraising for Participation and Achievement (FPA) Committee

The following Policies and Procedures were accepted, with the following amendments

Fundraising Procedure item 3, seconded bullet point to read;

- All monies generated must be given to Learner Accounts and be deposited in the College account within 24 hours or the next business day of the fundraising activity.

Sponsorship Procedure item 5, first bullet point to read;

- All monies generated must be given to Learner Accounts and be deposited in the College account within 24 hours or the next business day of being received.

Motion: Policies and Procedures for Fundraising and Sponsorship are accepted with the above changes.

Moved: Berneece Tait

Seconded: Anania Hohaia

Moved into Committee for the Personnel & Discipline reports

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, Robyn Brownlee was invited to stay."*

Moved: Stephen Parker

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Motion carried

10. Personnel

11. Discipline

The Board moved out of committee at 9.10.

12. General Business

Grant Dabb expressed his thanks and praise for the Year 13 Camp that was held in February. He was extremely impressed with the timing, planning and logistics of the whole camp. Special thanks to Chris Bright who organised the learners, Derek with the transport, and Mel Brown for the catering. Grant said that the learners are a credit to Whangaparaoa College and that they are following the positive effective examples from the staff.

Terri Cochrane thanked the Board for sending her on the Student Representative Camp held on the Barrier. The experience was amazing she has made friendships and has gain knowledge that will help her in her role as Student Representative on the Board of Trustees.

Stephen Parker, Chairman _____

Meeting Closed at 9.20 pm Next Board meeting **Wednesday 12 March** 2014 at 6.30 pm