

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

Present

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

In Attendance

Delwyn Argar (Secretary)

Apologies

Anania Hohaia

Karakia and Waiata – Lead by Derek

1. Conflict of Interest

Nil

2. Minutes of the Previous Meeting

Motion: "That the minutes of the previous meeting held on 12 February 2014 are accepted as true and correct".

Moved: Stephen Parker

Motion Carried

3. Matters Arising from Previous Minutes

- i. BoT Milestones dates accepted, will be updated as necessary.
- ii. James reported back regarding reimbursement for staff's tertiary study. Work will be done to create a process in consultation with the appropriate committee.
- iii. The suggested reciprocal visits re; school grounds has not progressed

4. Correspondence

Inwards:

- i. Ministry of Education – Increase of maximum roll Carmel College, it was decided that no objection will be placed. James to send letter.
- ii. Ministry of Education – Planning & reporting for 2014; school Charter in the process of being formulated, Ministry informed.
- iii. Board & Principal Alert

Outwards:

Nil

5. Principal's Report

James invited questions/comments from the Board regarding progress with the Annual Plan.

The HoD for Science will start on the first day of Term two.

James has had a meeting and emails from a parent who is not happy with the 'Sun Safe' policies of the College. She was especially concerned regarding the recent Athletics Day. James has acknowledged that there could have been more shade available and will endeavour to ensure that more will be available for future events. Sunscreen was widely available to all learners participating outdoors; this will remain the same. The request for compulsory Cancer Society approved wide brim hats as part of the school uniform was considered, but not seen as practical.

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6. Finance Report

Cheques over \$2000.00 for January presented.

Motion: "That the Draft Budget presented by the Finance Committee for 2014 be accepted as the Budget for 2014".

Moved: Grant Dabb

Seconded: Martin Wootton

Grant Dabb expressed his thanks to James and especially Debbie Plant for there tireless efforts in the preparation of the draft budgets.

7. Property Report

Work Priorities 10YPP from the Condition Assessment Report– Auditorium and STA block for water tightness, louvers, although some elements of the report fall into the Central Infrastructure.

The Board decided not to make the payment to Watercare and will dispute the Infrastructure Growth Charge.

Motion to: "Challenge the Infrastructure Growth Charge on the basis that Whangaparaoa College will not be consuming any more water than what is already being used, therefore the College should only be paying for the meter charge not another Infrastructure Growth Charge".

Moved: Martin Wootton

Seconded: Ben Creevey

Ben is going to talk to Ginny regarding making contact with Watercare concerning their pilot project around water strategy.

At the next Property meeting the committee will make-up a frame of reference for a new Futures Facilities Group.

8. Policy Committee

There are 50 policies that need to be reviewed. The Policy Committee are going to re-evaluate the review cycle and how we 'group' policies. Top priorities being Health and Safety, Board of Trustees Procedures and Curriculum, the others will then follow. This process will be completed by the end of Term 2.

Motion: Policies and Procedures for Donations and Grant Applications to be accepted with the minor grammar/keyboarding error corrected.

Moved: Derek

Seconded: Ben

9. Fundraising for Participation and Achievement (FPA) Committee

James to put together a job description for a possible Grants, Sponsorship and Fundraising Co-ordinator. Consideration needs to be made regarding the structure and re-numeration. The remaining actions as noted in the agenda will be referred back to the Senior Learning Team once the decision to employ a Co-ordinator is made.

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

Motion carried

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10. Personnel

11. Discipline

The Board moved out of committee at 9.40

12. General Business

The proposed date for the 10th Birthday Celebrations on 21 February 2015 was agreed to by the Board.

The date of the Strategic meeting was changed to April 16 2014, due to the school production.

Stephen Parker, Chairman _____

Meeting Closed at 9.45pm

Next Strategic meeting **Wednesday 16 April** 2014 6.30 pm
Next Board meeting **Wednesday 14 May** 2014 at 6.30 pm