

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on  
Wednesday 14 May 2014 at Delshaw Ave Whangaparaoa  
Commencing at 6.30 pm**

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**Present**

Stephen Parker, Craig Caminos, Terri Cochrane, Ben Creevey, Berneece Tait, Anania Hohaia, James Thomas (Principal)

**In Attendance**

Gillian Steele, Delwyn Argar (Secretary)

**Apologies**

Grant Dabb, Martin Wootton, and Derek Middleton

**Welcome**

Stephen welcomed Gillian Steele to the meeting as a candidate for co-option to the Board.

Karakia and Waiata – Lead by Anania

1. Conflict of Interest  
Nil

2. Minutes of the Previous Meeting  
Motion: "That the minutes of the previous meeting held on 12 March 2014 are accepted as true and correct".  
Moved: Stephen Parker  
Motion Carried

3. Matters Arising from Previous Minutes
  - i. Draft policy regarding reimbursement for tertiary papers will be tabled at the next Policy Meeting.

4. **Correspondence**

Inwards:

- i. Board & Principal Alert

Outwards:

Nil

5. **Principal's Report**

The Annual Report, especially the non-Finance parts will be 'unpacked' in more detail in a Strategic meeting. Following from that, the Board were asked to email specific questions to James. Craig expressed that he was very impressed with learner achievement and wish this to be passed on to the staff, and that they are fully supported by the Board.

6. **Finance Report**

Cheques over \$2000.00 for February and March presented.

Donations are tracking ahead compared to last year – could be attributed to the letter sent to parents/caregivers explaining how important the donation is for the running of the college. Strategy is to continue to send out letters throughout the year, and for James to continue to send personal 'thank you' cards to those who have paid. James to compile a list of questions for a Donation Survey Monkey.

Stephen stated that the Finance Committee set the following resolution at their meeting;

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“Current budget deficit is \$99,905.00 and the plan is to reduce the deficit on a linear basis over a 3 year period with the intention to have a balanced budget by 2017.”

**7. Property Report**

In regards to the Security project, as it covers a wide range the project has been split into four packages which are being tendered for individually, within the one project. Craig asked if the property committee were certain that there are no high risk unbudgeted expenses associated with the project. He was assured that the grant should pay for the infrastructure and there shouldn't be any extra costs to the college. It was then suggested that the wider school community is notified that there is a solution to the lighting problem in progress. This information to go out in the next newsletter.

**8. Policy Committee**

Confirmed that there is a list of Policies to be reviewed, and they are going to be made more consistent and possibly merge related policies together, therefore making the policies more accessible and easier to communicate to staff. Top priorities; Health and Safety, Complaints, and Emergency Response policies.

**9. Personnel**

Gillian Steele introduced herself to the Board, giving a brief overview of what she would like to bring to the Board if selected to be co-opted. She has a child in Year 8, and is committed to community and believes that where possible children should go to their local school. She would like to build on the current good reputation of the College and is especially passionate about the sport in the College.

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.”*

Moved: Stephen Parker

Motion carried

**10. Personnel**

**11. Discipline**

The Board moved out of committee at 8.40

**12. Proposed Overseas Trips**

It was proposed that

“Both the New Caledonia French trip and the Vietnam History Trip were approved in principle, provided that they self-funding.”

Moved: Berneece Tait

Seconded: Terri Cochrane

The NZSTA Conference is in July, Delwyn to send out information to all Board members with details.

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Stephen Parker, Chairman \_\_\_\_\_

Meeting Closed at 8.50 pm

Next Strategic meeting **Wednesday 11 June** 2014 6.30 pm  
Next Board meeting **Wednesday 2 July** 2014 at 6.30 pm