

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on  
Wednesday 02 July 2014 at Delshaw Ave Whangaparaoa  
Commencing at 6.30 pm**

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**Present**

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

**In Attendance**

Delwyn Argar (Secretary)

Due to Stephen Parker being delayed Grant Dabb stepped in as temporary Chair.

**Apologies**

Nil

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 14 May 2014 are accepted as true and correct".

Moved: Grant Dabb

Motion Carried

**3. Ratification of Electronic Votes**

Motions that had been sent out to Board Members electronically were formally ratified.

Moved: Grant Dabb

Motion Carried

**4. Matters Arising from Previous Minutes**

- i. As the ratification of Gillian Steele to the Board took place 'in-committee' at the previous meeting James re-prosed  
"That Gillian Steele is co-opted onto the Whangaparaoa College Board until the next election."

Moved: James Thomas

Seconded: Terri Cochrane

- ii. In light of electronic voting, Grant wanted all to ensure that their current email address is secure, as there could be sensitive data emailed out to Board members.
- iii. Future Facilities Group – Referred to the Property Committee to set up.
- iv. Sponsorship Fundraising Co-ordinator; Draft job description not formed and may be requested for the 2015 budget. However, Michele Hellesoe is now the Fundraising Co-ordinator. All fundraising activities or events are now recorded and then approved by the SLT.
- v. Donation Survey Monkey – A Survey was sent out to parents who have not made a donation to establish their thoughts around donations, and the reasons behind non payment etc. The strong theme came through regarding not being able to afford the donation on top of other school expenses. Discussion about Decile rating followed. James to investigate and possibly challenge our decile rating of '9' which is high

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and does not seem to correspond with the parents/caregivers of our learners.

**5. Correspondence**

Inwards:

- i. Board Article

Outwards:

Nil

**6. Principal's Report**

- i. James briefly outlined the Investing in Educational Success (IES) initiative that the Ministry of Education is rolling out. The Government are looking at around 6 to 8 schools joining together, and within that group having an Executive Principal, Lead Teacher, forming a Community of Schools (CS). At present we are putting a proposal together with Orewa, KingsWay and Mahurangi.
- ii. Staffing; Six staff members leaving this term, for a variety of reasons. Four are moving overseas, one is moving up north (family reasons). We have some excellent new staff joining us. Update on sick staff members; Both undergoing tough times at present.
- iii. James and three other principals spent last Friday in Wellington, and had meetings with Peter Hughes – Secretary of Education and Graham Stoop. Then with Richard Thornton from NCEA. Both were very interesting and worthwhile.
- iv. Learner Led Conferences (LLC's) James asked for feedback from Board members regarding LLC's. Mostly very positive feedback from all. Terri thought that it was very beneficial especially for learners who may require more help. Attendance rate at LLC's (77%) was much higher than previous Parent/Teacher Interviews (20% – 25%). Parents who hadn't previously attended before did not find it threatening, as they were only talking to one teacher and their child.
- v. Stage Challenge/J Rock, James wished Terri (and all others) well for Stage Challenge.
- vi. Over the holiday break James and the SLT are presenting at an Education Workshop. James is also attending a First Time Principal Conference 9 – 11 July. James will be on an Asian marketing trip from 15 – 29 July. Robyn Brownlee will be acting Principal while he is away.
- vii. Points of Clarification;  
Objective 9 – Communication with whanua/community; noted some parents/caregivers struggle with email/text communication as they don't own a device, and or they have limited credit on their cell phones.  
Objective 12 - Newspaper articles; positive increase in media coverage noted. Always good to cover successes and other items.  
Objective 6 - eLearning integration into our curriculum; Feedback is being gathered from teachers in Yrs 7 & 8 regarding effectiveness and engagement with learners.

**7. Finance Report**

Cheques over \$2000.00 for May presented.

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**8. Property Report**

Request for a site map to be distributed to Board members, to help identify parcels of land that are being negotiated for sale. Referred to property committee.

**9. Policy Committee**

The Policy committee will review their proposals at their next meeting. Ben will join the policy committee's next meeting to offer his expertise regarding Health and Safety.

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 9.07

**12. Appointment of Returning Officer – Student Election**

Proposal:

"That Delwyn Argar is appointed Returning Officer for the Student Election 2014/15."

Moved: Berneece Tait

Seconded: Anania Hohaia

**13. General Business**

Stephen Parker will be overseas from 20 -29 July 2014, Grant Dabb will be acting Board Chair in his absence.

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

Meeting Closed at 9.10 pm

Next Strategic meeting **Wednesday 13 August** 2014 6.30 pm  
Next Board meeting **Wednesday 10 September** 2014 at 6.30 pm