

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on
Wednesday 10 September 2014 at Delshaw Ave Whangaparaoa
Commencing at 6.30 pm**

Present

Stephen Parker, Craig Caminos, Terri Cochrane, Ben Creevey, Derek Middleton, Mike Enright, James Thomas (Principal)

In Attendance

Janice Richardson (Minute Secretary) Tim Salhahub (HoL Maths)

Apologies

Grant Dabb, Gillian Steele, Berneece Tait, Delwyn Argar (Secretary)

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 02 July 2014 are accepted as true and correct".

Moved: Stephen Parker

Motion Carried:

3. Matters Arising from Previous Minutes

- i. Futures Facilities Group – in light of Anania Hohaia's resignation from the Board, there is a need to find another co-ordinator of this group.
- ii. Outcome of 'Blue Skies' – James unable to find document.
- iii. College site map has been distributed to all Board members
- iv. Decile rating – now that the results of the census have been published, MoE has indicated that they will look at our decile rating but have not given a timeframe. Craig Caminos noted the advisement from the Ministry of Education that a school could request a decile review, this would have to be in by late October if the Board chose to take a proactive approach to our decile rating. Stephen suggested that the Board needed to think about the ramifications of being a Decile 9 school dropping to Decile 8, as there is a perception that a Decile 9 school is a better school. Craig asked, if we end up being a decile 8 school what extra funding would we receive and how could this benefit the college, to which James Thomas replied \$27,000.00 and Derek Middleton suggested that amount would roughly equate to a teacher aid and, to that extent, could help with student achievement. James will contact the MoE and ask when a review is likely.
- v. IES – very few Principals would want to be away for 2 days a week. Suggest a non-Principal (retired) might be ideal person to act as project manager for a number of schools. Interesting situation in this area, not an easy fit, could be 5 or even 15 schools to manage.

4. Correspondence

Inwards:

- i. Board & Principal Alert
Stephen pointed out this information was being phased out and only available online. Stephen would like these to be printed and included in the Board pack. Trustee Study Awards noted as a significant amount of money for training

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- ii. NZSTA News – Auckland Region
Stephen highlighted the professional development available for trustees if anyone is interested. NZSTA is also happy to undertake training for Boards at their own school if required.
- iii. Spirit of Adventure Trust – Student Trustee Voyage 2015 - noted
- iv. MoE - Achievement Story – James mentioned that we are continuing to monitor achievement.

Outwards:

- i. MoE – KingsWay School Roll Increase – no objection

5. Principal's Report

- i. Craig referred to Objective 5 and asked what the process is for identifying when a teacher is not exhibiting excellent teaching practice. James said listens to feedback, as he cannot act without knowing what is of concern. Each staff member is involved in the performance management programme which involves discussions with HoL on how the teacher is progressing. There is also the opportunity to visit classrooms if there are any worries or concerns. Derek suggested that HoLs already look at a teacher's AsTTle and NCEA results, reflect on this information and suggest ways in which we can improve on these results. Terri indicated that if learners have a concern they can see their Dean or the relevant HoL.
- ii. Craig asked if our numbers of fee-paying students increased this year. James indicated that we were 8 learners down on our target this year and thought we were at about the same number this year as last year.
- iii. Objective 13 – missing a bullet point and orange key.
- iv. Objective 9 – Craig mentioned that Anania held a position on the Board as the representative for our Maori community. We need to take this into consideration when co-opting another Board member.
- v. James mentioned that the biggest highlight for him was to see teachers teaching and learners learning. We have a lot of hard working staff. Thinking about next year, he suggested that there are too many annual goals, should be 2-4 maximum as a number of our goals are given, business as usual. The process will start soon. James will bring a draft to the Board early next term after consultation with HoLs. Stephen suggested the November meeting for sign off of the annual plan and budget. Ben would like to know what has gone right this year and what wrong before the Board can make its decision. James talked about how we ensure we consider at risk of under achievement 'numbers, names, needs and next' for any learner at risk of underachievement. Terri pointed out that having the same academic counsellor for 3 years helped, she felt more confident with her counsellor.
- vi. James mentioned that the MoE give out \$81m for professional development to various organisations. Works out at \$106 per student and would increase our PD budget significantly. Principals' group is trying to ensure that a greater share of the money available for PD is given to help teachers to teach.
- vii. There was a discussion about the net roll drop during the year. Noting that some seniors have moved to jobs/course.

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6. Finance Report

Cheques over \$2000.00 for June & July presented.

Stephen pointed out in the July report that we had just gone into deficit by around \$3,000. He asked that we look at areas where we can make savings. James and Debbie Plant are reviewing different budget areas around curriculum, admin and support and property. Stephen suggested that if things had not been purchased by now, then they were unlikely to be needed resulting in a saving. Two groups of international students have cancelled, the aim is that we will meet our deficit target next year of - \$66,000. Craig asked if the budget holders were told on the 99 / 66 / 33 / 0 balance objective for the deficit target over three years. This information was given to HoL's but not budget holders. Stephen also mentioned that when they produce their budgets, they are worked through with James and Debbie.

That the Whangaparaoa College balance sheet be approved

Moved: Craig Caminos

Seconded: Derek Middleton

Motion Carried

7. Property Report

James spoke to the Property report. Anticipated that next winter there will be safe lighting around the school as this contract has gone to tender. The gym has been declared a leaky building resulting in around \$150,000 to fix.

8. Policy Committee

Craig said that 7 policies had been reviewed and simplified. Stephen asked if there would be any liability to the school if there was an accident when using private vehicles with no insurance. This will be checked and if necessary the policy will be amended.

That the following seven policies be approved:

- A. Health & Safety Policy
- B. Staff Study Assistance Policy
- C. Emergency Response Policy
- D. Fire and Industrial Incidents Policy
- E. School Lockdown Policy
- F. Concerns & Complaints Policy
- G. Use of Vehicles for College Business Policy

Moved: Ben Creevey

Seconded: Terri Cochrane

Motion Carried

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Delegated Authorities – some discussion around this document which was presented to the Board by James.

Motion: “That the Delegated Authorities document be approved in its present format but to be reviewed at a later stage after further discussion.”

Moved: Ben Creevey
Seconded: Derek Middleton
Motion Carried

Moved into Committee at 8.10 pm 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

9. Personnel

10. Discipline

The Board moved out of committee at 8.40 pm

13. General Business

Stephen thanked Terri for her time and contribution to the Board as the student representative. Terri thanked the Board for the opportunity.

Karakia

Stephen Parker, Chairman _____

Meeting Closed at 8.42 pm

Next Strategic meeting **Wednesday 8 October** 2014 6.30 pm
Next Board meeting **Wednesday 11 November** 2014 at 6.30 pm