

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on
Wednesday 15 April 2015 at Delshaw Ave Whangaparaoa
Commencing at 6.30 pm**

Present

Stephen Parker, Ben Creevey, Mike Enright, Grant Dabb, Stephanie Muller-Pallares, Berneece Tait, James Thomas (Principal).

In Attendance

Delwyn Argar (Minute Secretary).

Apologies

Derek Middleton, Gillian Steele and Craig Caminos

Karakia– Lead by James

1. Conflict of Interest

Nil

2. Minutes of the Previous Meeting

Motion:

“That the minutes of the previous meeting held on 11 February 2015 are accepted as true and correct.”

Moved: Stephen Parker
Motion Carried:

3. Matters Arising from Previous Minutes

Meeting with Orewa College regarding Zones

Orewa College are no longer accepting ‘out of zone’ students with the exception of those who have a sibling attending, or are staff children. They believe that their zone may not require readjusting until about 2020. They suggested inclusion of Red Beach School in any further discussions.

Whangaparaoa Colleges’ proposal is to ‘overlap’ zones with Orewa on the Peninsular extending our zone to the Hibiscus Coast Highway. An extended zone (overlapping with Orewa) would attract particularly ‘new’ residents to the area giving them a choice of Colleges for their children to attend. In many instances Whangaparaoa College is physically closer.

All in agreement that this proposal should start and proceed with vigour.

Matters Arising from Strategic Meeting

Feedback from 6 different schools regarding their management of Sexual Health Services show a wide range of support given by the schools. It appeared to reflect what decile rating the school had. Lower decile schools had funding to give extensive onsite services. However, higher decile schools lack funding and most adopt the listen / advise / refer to health professional, approach. With a few having qualified Family Planning professionals on site. Contact was made with the Orewa Family Planning and there is no increase in numbers of appointments available for learners. However, if more appointments are required on that day and there are free appointments they are able to be used by learners. (This service is available only one day per week, as it is run as a ‘Satellite Service’ from the Takapuna branch and services the whole of the Hibiscus Coast Community).

Contact has been made with Family Doctors regarding referrals being made to them, at present they do not have a nurse available who is qualified in teen sexual health services. However, Dr Hall is consulting with his staff and we are awaiting a response.

Outcome

James to look at our education for sexual health across all year levels. Possible inclusion of parent/caregiver learner evenings. James to inform Karen and Kim the conclusion of the Boards discussions. Learners, 15 years and under, will still have to have parental consent to leave the college for any reason eg Doctors appointment. The Health Clinic will be able to listen to learners, provide guidance regarding health and wellbeing including sexual health, screening of SDI's and referral to qualified health professionals. We will not dispense contraceptive or the ECP. We will ensure that pamphlets are available for learners.

4. Correspondence

Inwards: Nil

5. Principal's Report

James informed the Board of sad news regarding a staff member. Jan Crouch RTLB and valued staff member is terminally ill. James has notified staff, and he SLT, and Kim have met regarding support for both Jan, her family, staff and learners.

Know and Grow Our Learners.

A range of strategies to ensure learners' academic achievement as per our goals were outlined and discussed most are already being implemented eg Learners and their specific needs have been identified, and communication with parents has begun.

ANZAC Assemblies

James formally invited all to the ANZAC Assemblies to be held on 22, 23 and 24 April commencing at 10.15 in the Auditorium.

Self-Review

All staff had been sent a Survey Monkey to complete anonymously, regarding our 2015 Annual Goals 'Know and Grow our Learners' and 'Develop and Support our Staff'.

Grease

Whole Board agreed this was a spectacular production. They want to send a message of congratulations to Jo White and her team for such an amazing production.

Learner Led Conferences

Previous attendance rate of parents/caregivers to the 'Meet the Teacher' evenings (where there is an opportunity to meet with all the teachers) was 20 to 25%. Last year the Learner Led Conferences had an attendance rate of 85%. However, there are several parents who would prefer to still meet with all teachers rather than with only the Academic Counsellor. Therefore, there will be a 'Meet the Teacher' night available in the first term (from 2016) for those who find this beneficial, along with the Learner Led Conferences late in term 2.

MU Review

Due to the lower roll there are less funded Management Units from the Ministry. The Board are currently funding seven extra Management Units. James is currently in discussion with all staff, MU holders and the PPTA regarding the situation. There will be a reduction of seven units.

Motion:

“That the Board of Trustees delegate the responsibility and authority to the principal James Thomas to work through the Management Unit Review to reduce the units allocated by seven.”

Moved: Berneece Tait

Seconded: Ben Creevey

Motion Carried:

4. Finance Report

Cheques over \$2,000.00 for December 2014, January and February 2015 presented.

Motion:

“That the Board of Trustees move to ratify the Annual Report and Financial Statements.”

Moved: Grant Dabb

Seconded: Berneece Tait

Motion Carried:

5. Property

Land Sales:

Grant confirmed that the area of land to be sold was upwards from the track that goes across to Whangaparaoa Road, which is the mown area and some bush. The timeframe for this is unknown at this stage.

4. Sports Council

Ben shared the Sports Council's mantra “Build pride in the school and individual learner through exposure to a quality sports experience.”

James and Ben explained that a proposal had been put to the Finance committee regarding the employment of a sponsorship/grants person, using Board reserves of \$40,000 pa for two years. If there was a dedicated person to approach companies and apply for grants it would give us more opportunity to access the funds that are currently available in the community and through charities. There would be a structure to ensure that the full potential of each contributor was obtained. These funds would be used to enhance all areas of the College, Sports, Performing Arts, Community, Robotics etc. With this in mind it was suggested that a Governing Board is established to oversee this development. To include and not be limited to the Principal, BoT member, Sports Council Rep, Performing Arts Rep. Ben and James are going to develop a Model / Job description / Key Characteristics and KPI targets. These are going to be tabled at the next Finance Committee.

Motion:

“That the Board of Trustees approve the appointment of a sponsorship/grants person once the Finance Committee is in agreement with the development and structure that is presented by the representatives of the Sports Council.”

Moved: Grant Dabb

Seconded: Berneece Tait

Motion Carried:

5. General Business

The Board approved the proposed Vietnam Trip, with instructions that the last page on the proposal in the agenda to be remove due to privacy.

Moved into Committee at 9.35 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

6. Discipline

7. Personnel

The Board moved out of committee at 9.57 pm.

Stephen Parker, Chairman _____

Meeting Closed at 9.57 pm

Next Strategic meeting **Wednesday 13 May** 2015 at 6.30 pm

Next Board meeting **Wednesday 10 June** 2015 at 6.30 pm