

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on  
Wednesday 12 August 2015 at Delshaw Ave Whangaparaoa  
Commencing at 6.30 pm**

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**Present**

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

**In Attendance**

Graeme Williams (Deputy Principal), Delwyn Argar (Minute Secretary).

**Apologies**

Nil

Karakia– Lead by Derek  
Waiata – Lead by James

**1. Conflict of Interest**

Nil

**2. BoT resignation**

Gillian Steele's resignation as tendered (via email) was accepted. As Gillian was a co-opted board member, Stephen asked all to think about her replacement in light of the School Trustee Elections being held in May 2016. Consider any specific attributes that may be required eg, the gender balance of the Board, availability for hearings, skill and expertise etc. Please email Stephen your thoughts.  
Stephen thanked Stephanie for her year on the Board as Student Trustee.

**3. Minutes of the Previous Meeting**

Motion:

"That the minutes of the previous meeting held on 10 June 2015 are accepted as true and correct, with a minor typing error corrected."

Moved: Stephen Parker

Motion Carried:

**4. Ratification of electronic vote**

The below electronic motion for the application to Infinity Foundation Limited was ratified.

"The WGP College B.O.T supports the Whangaparaoa College application to Infinity Foundation Limited for \$12,679.15 to assist with accommodation, transport, registration fees and uniforms for our teams to play in the AIMS Games Tournament."

Moved: Derek Middleton

Seconded: Stephanie Muller-Pallares

## 5. Matters Arising from Previous Minutes

- Once daylight-saving has started the Board will meet at Te Maramara a Tane to learn about the Pou.

## 6. Correspondence

Inwards: Letter from Orewa College has been forwarded to TiC of Stage Challenge.

## 7. Principal's Report

### *Report on Achievement*

Graeme Williams and James presented a Report on Achievement, see attachment. James explained how we use Numbers, Names, Needs, Next to identify learners at risk of under achieving. The information is shared with the appropriate Year Level Dean, Academic Counsellor and discussions are had with the learner to find pathways to help them with their learning. Over the last couple of years the role of Dean has developed from focus on discipline to improving academic achievement. An aim is to get all learners who want to go to University to pass UE and Level 3. There will however, be some learners who want to choose a different pathway and chose their subjects accordingly making it nearly impossible for them to achieve UE. Thus our pass rate for UE could be lower than average although our learners needs have been met. It was requested that when the figures for 2015 come in they are 'unpacked' to give an overview of the result. The aim is to get 100% of our learners achieving what they set out/need to achieve. Knowing the pathways of our alumni would also be helpful. How many of our learners go on to apprenticeships? Should this information be made public to our community? How does our Gateway programme link in, do we have the information on our Website? James to investigate.

### *Enrolment Scheme*

Still waiting for a letter from the Ministry of Education regarding adjusting our enrolment scheme. In meantime we have advertised that in 2016 we will be able to accept learners from a larger catchment area. In the interim we will hold ballots for current 'out of zone' applications.

Motion:

"Ballots will be held on Wednesday 19 August, Tuesday 15 September, Wednesday 21 October and Wednesday 11 November 2015, the Board deem that there will be a maximum of 300 places available for out of zone enrolments for the 2016 year".

Moved: Craig Caminos  
Seconded Ben Creevey

### *Marketing Trips*

Very positive trips by both James and Jason, resulting in two immediate students. Also an increase from short term stays to longer. James will be attending a conference in NingBo for four days in September and visiting a 'Sister School'. He will also be visiting Korea on the way back. The International Department is running to budget. Mike wanted to be sure that we don't just view International Students as a business and ensure that we take care of the students' wellbeing, and that they have good homestay experiences.

### *Other*

2016 Annual plan will follow the same lines as 2015, Know and Grow Our Learners, and Develop and Support Our Staff; with special focus on Academic Counsellors and Yr 7 to 10. We are also looking at changing the timetable structure, to allow for more contact time.

There has been a lot of positive feedback from visitors to our school, parents, and others from the community.

The Jazz Band had a very successful trip to the Bay of Islands performing over the weekend.

## **7. Appointing a Returning Officer for Student Election 2015/16**

Motion

"That Delwyn Argar be appointed the Returning Officer for the Student Election 2015/16".

Moved	Berneece Tait
Seconded	Derek Middleton

Delwyn Argar was duly appointed Returning Officer for the Student Election 2015/16.

## **8. Finance Report**

Cheques over \$2,000.00 for May and June 2015 presented.

Stephen noted that the level of Donations paid this year is down from last year. He will write a letter to be sent out. He also noted that we appear to have more money at the same time as previous years, but this is partly because we have received income earlier and the related expenditure going out slightly later.

There are no concerns regarding a budget blowout, and we are heading in the right direction.

## **9. Property**

Grant firstly thanked Ginny Catterall for her outstanding job with Property, and commended her on her work regarding the 5YA, Security, Lighting and other projects.

There needs to be concrete added to the carpark area down by the Gym to incorporate more carparks, as there is spill-over onto the grass areas which are being ruined.

The 5YA has been approved and will be underway in due course.

Energy Saving; we have been refitted with power saving fittings, we are actively trying to reduce our power bills by switching off lights etc and we are participating in an energy monitory saving program.

## **10. Policy**

The Policy committee have reviewed the existing Staff Leave Policy and it has been retired, as it is now covered in other policies.

After discussion it was decided that there needed to be more clarification on wording of item 3 and item 4 in the Privacy Policy. These will be resolved at the next Policy Meeting.

Motion:

"That the Privacy Policy is approved with the changes in the wording of Item 3 and 4 that the Policy Committee deem fit".

Moved	Grant Dabb
Seconded	Berneece Tait

## 11. Sports Council

No written report, Ben commented that there has been significant changes in the sports department, and we are moving forward positively; and will ensure Term 4 is a key time to be prepared for Term 1 and 2, 2016.

Moved into Committee at 9.01 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

The Board moved out of Committee at 9.17 pm.

Meeting closed with a Waiata

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

Meeting Closed at 9.19pm

Next Strategic meeting **TBA**  
Next Board meeting **Wednesday 14 October** 2015 at 6.30 pm