

**Minutes of a Meeting of the Whangaparaoa College Board of Trustees held on  
Wednesday 13 April 2016 at Delshaw Ave Whangaparaoa  
Commencing at 6.30 pm**

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**Present**

Stephen Parker, Craig Caminos, Ben Creevey, Grant Dabb, Derek Middleton, Luiz Paganelli, Mike Enright, Berneece Tait, Catherine Williams and James Thomas (Principal)

**In Attendance**

Delwyn Argar (Minute Secretary)

**Apologies**

Nil

Karakia– Lead by Derek

**School Trustee Elections 2016**

The date confirmed for the 2016 School Trustee Elections is Friday 3 June. The number of elected representatives will remain at five (5).

**Ratification of the Electronic Votes**

The below electronic Motions were ratified;

“The Whangaparaoa College B.O.T supports the Whangaparaoa College application to the **Lion Foundation** for a contribution of costs towards the capital expenditure of leasing 2 x minibuses. The key reason will be to assist in transporting our student/learners (including special needs) to outside classroom events and activities on a daily routine.”

Moved: Berneece Tait  
Seconded: Catharine Williams

“The Whangaparaoa College B.O.T supports the Whangaparaoa College application to the **North & South Trust** for a contribution of costs towards the capital expenditure of Playing Uniforms for our College sports teams. The key reason is to replenish our current strips which are over 3 years old and urgently need to be replaced.”

Moved: Berneece Tait  
Seconded: Catharine Williams

“The Whangaparaoa College B.O.T supports the Whangaparaoa College application to the **NZ Racing Board Trust** for a contribution of costs towards the capital expenditure of field hireage for our student/learners to play sport. The key reason is to help subsidise escalating fees our teams are charged and making it financially accessible for everyone.”

Moved: Berneece Tait  
Seconded: Catharine Williams

**1. Conflict of Interest**

Nil

**2. Minutes of the Previous Meeting**

Motion:

“That the minutes of the previous meeting held on 10 February 2016 are accepted as true and correct”.

Moved: Stephen Parker  
Motion Carried

### 3. Matters Arising from Previous Minutes

- The MoE has finalised the sale of the surplus land by the fields. The College will receive a share of the sale price which will be kept by the MoE and added to our 5YA. Board asked to think of possible projects that this could be used for, ideas floated so far;
  - Increase the upgrade of the new Café
  - Artificial turf for either Football/Hockey
  - Solar power
- Sub-Committees 2016 updated (see attachment)

### 4. Correspondence

Inwards:

- Silverdale Schools Zone notification
- MoE Enrolment Scheme Amendment

Motion:

"That the Board of Trustees as stated under Section 11H(3) will take all reasonable steps to discover and consider the view of

- a) The parents of students at the school; and
- b) The people living in the area for which the school is a reasonably convenient school; and
- c) The students and prospective students of the school (depending on their age and maturity); and
- d) The boards of other schools that could be affected by the proposed enrolment scheme".

Moved: Craig Caminos  
Seconded: Ben Creevey

### 5. Principal's Report

#### *Community of Learning*

James reported on a meeting that was held with two ministry representatives and the CoL schools for our area. The first priority is to establish Achievement Challenges.

#### *Staff Survey/Teachers Forum*

Results from both a Staff Survey and Teacher Forum have been positive and with similar feedback. The Teacher Forum was a meeting held by teaching staff without any members of Management. It is a chance for the teachers to hold a meeting and raise any issues or ideas etc. The results are being analysed and feedback is continuing.

### 6. Finance Report

The Draft accounts are with the Auditors. It was noted that the Depreciation for the SNUP (ultrafast Broadband) has increased as the budgeted amount was on the Whangaparaoa College portion (20%) not the whole actual cost.

There will be a revised Budget at the next finance meeting, this is driven by the extra International students attending, and more domestic students than predicted by the MoE. Also there needs to be an increase in the amount budgeted for Health and Safety to include extra training and ongoing training for selected staff.

Cheques over \$2,000.00 for January and February 2016 presented.

## **7. Property**

### *Health and Safety*

With the new Health and Safety Bill the whole country now has to increase compliance, formulate policy. Policy committee to insure that our Policy on Health and Safety meets requirements. Reference to the 165 page Health and Safety Guidelines for Boards which is available. Everyone takes responsibility, the excuse of "I didn't know" is not viable. The Board need to identify and manage risk. It was noted that individual Board members are not liable, but as an entity the 'Board' is. However, the Principal can be held personally liable. This will also have an impact on the budget as previously mentioned.

### *Outdoor Lighting*

This has taken far too long, James and Ginny have asked for immediate action. James has now seen a draft plan for the lighting, so progress is improving.

### *Fire System*

This is progressing and as mentioned in the report this should get upgraded in the term break.

## **8. Health & Safety**

Motion:

"The Board of Trustees instruct the Principal to identify what training and resourcing is required to be fully compliant with the new Health and Safety Resource Act."

Moved: Ben Creevey

Seconded: Derek Middleton

## **9. Sports Council**

Questions arose regarding the consequence the new Health and Safety Act has on sport.

- What are the responsibilities and liability for referees?
- Does every team have a First Aid kit? - Yes
- Do we need a qualified 'First Aider' accompany every team?

Ben Creevey to investigate.

## **10. Personnel & Discipline**

Moved into Committee at 8:45 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 8.55 pm.

## **11. Proposal for date change Hawaii Tour**

The Board approved in principal the proposed date change to July 2017 for the Combined Science/Geography trip to Hawaii.

## **12. General Business**

Grant Dabb expressed his congratulations to Jo White and her team on another fantastic school production. All agreed it was another amazing show.

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

Meeting Closed at 8.57pm

Next Strategic/Board meeting **Wednesday 11 May** at 6.30 pm  
Next Board meeting **Wednesday 8 June** at 6.30 pm