

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

Present

Stephen Parker, Craig Caminos, Ben Creevey, Heidi Parlane, Tim Rea, Gabrielle Martell-Turner, Mike Enright, Kate Jack, and James Thomas (Principal)

In Attendance

Delwyn Argar (Minute Secretary), Stephanie Muller-Pallares

Apologies

Marara Schreurs, Grant Dabb

1. Karakia - Lead by Gabrielle

2. Conflict of Interest

Nil

3. Welcome

Stephen welcomed Stephanie a former Learner Board rep to the meeting.

4. Minutes of the Previous Meeting

Motion:

"That the minutes of the previous meeting held on 12 October 2016 are accepted as true and correct".

Moved: Stephen Parker
Motion Carried

5. Ratification of Electronic Votes

Motion:

"The following 7 electronic Motions are ratified by the Board of Trustees."

Moved: Heidi Parlane
Seconded: Craig Caminos

1. "That the Delegated Authorities document be approved for the remainder of 2016."
2. "The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to the Pub Charity Limited for a contribution of costs towards the purchasing of new instruments for our College bands to the value of \$29,300.00. Our focus is to purchase additional instruments which we do not have currently available at the College. These will give the students the opportunity to learn a new instrument and introduce these into the band repertoires."
3. "The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to Constellation Communities Trust Ltd, for Accommodation Costs for our Sports Teams competing at AIMS 2017 to the value of \$4,653.88, also Accommodation Costs for our Netball Teams competing at UNISS 2017 to the value of \$5,800.00."
4. "The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to NZ Community Trust for funds to support our Sports Department with Sports Gear and Uniforms to the value of \$74,116.90."
5. "The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to Trillian Trust for funds to support our Sports Department with Sports Gear and Uniforms to the value of \$25,933.57."
6. "The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to Pelorus Trust for funds to support our Sports Department with Sports Gear and Uniforms to the value of \$30,232.59."

7. "The Whangaparaoa College Board of Trustees supports the Whangaparaoa College application to The Lion Foundation for funds to support our Sports Department with Sports Gear and Uniforms to the value of \$32,075.20."

6. Matters Arising from Previous Minutes (WIP)

- Covered in either Principals Report, or Property Report.

7. Correspondence

Inwards:

Nil

Outwards:

Nil

8. Principal's Report

Staffing

James talked briefly about the New Zealand wide shortage of teaching staff, but more significantly the Auckland wide shortage. He is in agreement with other Auckland principals that it is hard to attract staff to the Auckland area. However, at Whangaparaoa we are receiving more applicants on average compared to other Auckland schools. Nevertheless we should not be complacent as we are still in the Auckland area, which is expensive to live in. To help with the substantial smaller number of teachers in New Zealand/Auckland the principals would like the MoE to fund a group to travel overseas to 'Talent Fairs' on a recruitment drive for more teachers.

There are several teachers leaving this year, most are moving out of Auckland for family or other reasons. At present we have two positions at the interview stage, and two that are currently advertised.

James thanked the Personnel Committee, especially Heidi for their time and effort around the appointment process for the new Deputy Principal. We were lucky to receive a high calibre of applicants. James reported that Dawn Sullivan has been appointed Deputy Principal. Dawn comes from being Head of Science at Kristin School. She has already attended SLT meetings, met most of the staff at the End of Year Staff function, and is keen to get started.

Annual Plan

James handed out a 'draft Annual Plan', with anticipation that it will be adopted formally at the first meeting in 2017. More input to come from staff around their expectation of the goals percentages. Once the document has been approved it will be in every classroom, and on the College web-site.

Questions arising;

How is the evidence going to be reported?

It was decided that it should be reported on each term. This will be through the Middle Management, HoL's, Deans, AC's. James will feed through to the Board. Is there a sense of priority due to the way they are listed?

No - all Focus Areas are equal.

Enrolments

Are going strong, information coming from our contributing schools with names of who they believe will be enrolling at Whangaparaoa College. We also have the largest number of International Students enrolled for 2017.

Community of Learning

Stephen reported an appointments panel for the CoL met and they have appointed Lisa White as the Lead of the Whangaparaoa Community of Learning, this appointment is for a year.

Motion:

"The Whangaparaoa College Board of Trustees endorse Lisa White as the Lead of the Whangaparaoa Community of Learning".

Moved: James Thomas

Seconded: Heidi Parlane

The first priority is to establish the Achievement Challenges, once these have been endorsed by the MoE funds will be released for the next tier of teachers. It was suggested that there is a function for the Boards from the CoL schools to meet to strengthen the CoL relationship.

Staff BoT BBQ

This will be scheduled in about week 2 or 3 next year.

9. Finance Report

It was asked if the consultancy fee for PCG Byran Perrow Consulting, is a regular payment? It was explained that PCG are used when there are big property developments happening, therefore the payments are relative to that. James clarified that the increase in the surplus is due to there being more International learners staying over the summer break. This prompted questions regarding how we gather information around academic achievement of the Internationals. When they return to their homeland how has their education in NZ compared with their peers in their country? Are we adding value? Information is gathered from Agents, and learners themselves, however, getting information from homestay families would also be useful. James/Jason also gather information when they visit agents/schools. One of the biggest challenges with the increase of International learners is finding Homestay families.

Cheques over \$2,000.00 for September and October 2016 were presented.

Draft 2017 Budget

Motion:

"That the Draft 2017 Budget be adopted as the 2017 Budget, with the expectation that there will be minor changes subject to further information available early next year."

Moved: Craig Caminos

Seconded: Mike Enright

Fixed Asset Register & Depreciation Rates

Motion:

"That the Board of Trustees approve the Depreciation Rates listed in the letter from CES for the current year (2016)."

Moved: Craig Caminos

Seconded: Ben Creevey

10. Property

Stephen and James have a meeting with the MoE regarding our requests to use the 5YA money.

11. Health & Safety

Things are working well, the Hazard register is being reviewed.

12. Policy

The Policy subcommittee recommended that the Board adopt the "Allocation of Management Units and Allowances" and "Health and Safety", policies and retire

“Guidelines for Food and Nutrition” as this is addressed in Health and Safety policy.

Motion:

“That the proposed Allocation of Management Units and Allowances, and Health and Safety Policies be approved.”

Moved: Gabrielle Martell-Turner

Seconded: Tim Rea

It was asked if the policy around school camps is being upheld? - That learners are exposed to at the least two camps in their school journey. Currently there is a Year 13 Camp that is available to all Yr 13 Learners, and curriculum based camps. James is having discussions with staff around a possible Yr 10 cross curriculum Camp, for all Yr 10's.

12. Personnel & Discipline

Moved into Committee at 8.27 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

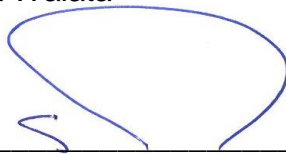
Motion Carried

The Board moved out of Committee at 8.38 pm.

13. General Business

- Draft Board Meeting schedule was discussed. Noted that every second Board Meeting is a Strategic Meeting. It was suggested that it would be a good time to have the DP's come and talk about their new portfolios. Stephen also invited Board members to email him if they have any topics that they would like to be discussed at a Strategic meeting. Thoughts that we might have too many sub-committee meetings, however, after discussion it was decided that at present all three sub-committees currently need to meet monthly.
- After the Agenda for this meeting was sent out, a letter was sent to both the Board Chair, and Principal from learners regarding Streamed Classes. James will reply to the letter in due course.
- Stephen thanked everyone for a wonderful year, and wished everyone a happy and safe Christmas. Mike thanked Stephen for all the extra hours that he puts into his role of Chairman.
- Meeting was closed with a Waiata

Stephen Parker, Chairman



Meeting Closed at 8.45 pm

Next Board meeting **Wednesday 8 February 2017** at 6.30 pm

Next Strategic meeting **Wednesday 8 March 2017** at 6.30 pm