

# BOARD MINUTES

Wednesday, 6 March 2024, 6:30pm

Whangaparāoa College Boardroom



WHANGAPARĀOA COLLEGE  
Together Believe Achieve Ngātahi Whakapono Tutuki

**Present:** Craig Caminos (CC), Ben Creevey (BC), Tim Davis (TD), Sam Ereckson (SE), Steve McCracken (SM), Ian MacLeod (IM), Derek Middleton (DM), Kat Porter (KP), Josh Sanford (JS), Charlie Teviotdale (CT) Marina Vaha (MV)

**Apologies:** Charlotte Jones (CJ)

**In Attendance:** Rachel Boyd (Board Secretary)

Agenda Item		Actions
1	<b>Opening Karakia</b>	
	Meeting opened at 6:37pm	
2	<b>Opening from the Principal</b>	
	Happy New Year and welcome back. Principal led a thank you to Ian Macleod for leadership as Board Chair over the past three years and presented a gift. Acknowledgement from Ian Macleod.	
3	<b>Apologies</b>	
	Charlotte Jones	
4	<b>Annual Board Requirements</b>	
4.1	<b>Election of the Chair</b>	
	Craig Caminos nominated by Marina Vaha, Seconded by Kat Porter <i>Moved that Craig Caminos be confirmed as Board Chair</i> - <i>carried, all.</i>	
4.2	<b>Confirm Deputy Chair</b>	
	Sam Ereckson nominated by Ian Macleod Kat Porter nominated by Marina Vaha, Seconded by Craig Caminos  The Chair noted a desire to promote diversity in Board leadership. Discussion had on the responsibilities of the role. It was agreed the Deputy role could and should be a jointly held role.  <i>Moved that Kat Porter and Sam Ereckson be confirmed as joint Deputy Board Chairs</i> - <i>carried, all</i>	
4.3	<b>Confirm Subcommittees</b>	
	Discussion about the potential priorities and demands of the subcommittees for 2024. International student numbers will be an area of focus, along with financial and infrastructure (property) requirements. Terms of Reference for each Subcommittee needs to be reviewed by each Subcommittee Chair. As part of that process Deputy Chairs of each Subcommittee should also need to be nominated.  Changes noted: Kat Porter removed from Property Subcommittee Kat Porter added to Personnel Subcommittee Marina Vaha removed from Property Subcommittee Tim Davies appointed as Chair of Property Subcommittee Personnel Subcommittee structure amended to include the school HR Manager	Subcommittee Chairs

		Sam Ereckson to confirm if Charlotte Jones wishes to continue on Personnel Subcommittee	<b>SE</b>
	<b>4.4</b>	<b>Review Code of Conduct for Board Members</b>	
		A reminder noted that Board Members should remember their role and be very aware of what they say outside the Boardroom and treat learners, staff and community with respect.	
	<b>4.5</b>	<b>Review Delegated Authorities</b>	
		<p>Change to Delegated Authorities as noted:</p> <p>Amend: 10) Remove “ including those related to compliance with ministerially imposed Covid-19 guidelines”.</p> <p>Add: 14) Furthermore the Principal may delegate low risk activity approvals for day trips and trips within walking distance in accordance with the EOTC classification."</p> <p>Insert: 17) “The Principal is delegated the decision to provide (or revoke) authorisation of non-teaching staff to use physical restraint, in accordance with the school's Policy on the Use of Physical Restraint."</p> <p><i>Moved that Delegated Authorities be updated as noted</i> - <i>KP, IM, carried</i></p>	<b>SM</b>
	<b>4.6</b>	<b>Review Board Annual Workplan</b>	
		<p>Board members to review the proposed Workplan circulated by the Chair. Chair to consider feedback from members prior to completing a final workplan by Friday, 15 March and then approved by the board via email.</p> <p>A number of changes were noted: Report on Policies to be grouped for review in line with subject matter. Report on Bilingual unit to be combined with Māori Studies report at end of Term 1. Te Tiriti Review to be moved to middle of year from November. International Business Plan to be added prior to International P&amp;L later in year.</p> <p>Reminder to be given to school leaders about expectations for length of presentations and structure of their presentations.</p>	<p><b>All</b> <b>CC</b></p> <p><b>CC/SM</b></p> <p><b>SM</b></p>
	<b>4.7</b>	<b>Review Conflicts of Interest Register</b>	
		2024 changes noted.	
<b>5</b>	<b>Strategic Aims</b>		
	<b>5.1</b>	<b>2024 Action Plan</b>	
		<p>Principal updated Board on current position of the 2024 Action Plan.</p> <p>Board requests each priority to have one key metric either quantitative or qualitative to be reported on a monthly basis.</p> <p><i>Board moved to accept the 2024 Action Plan</i> - <i>IM, DM, carried</i></p>	<b>SM</b>
<b>6</b>	<b>Previous Minutes</b>		
	<b>6.1</b>	<b>Approval of Board Meeting Minutes</b>	
		<i>Board moved that the minutes of 6 December 2023 be approved as a true and correct record</i>	

		- CC, DM, carried	
	<b>6.2</b>	<b>Approval of In Committee Board Meeting Minutes</b>	
		Board moved to accept the In Committee minutes of 6 December 2023 be approved as a true and correct record - JS, DM, carried	
	<b>6.3</b>	<b>Matters Arising from Previous Minutes</b>	
		None	
	<b>6.4</b>	<b>Review of Actions</b>	
		Board Manual to be updated. Ian Macleod to work with Principal to further develop the Health & Safety reporting with improved report to be presented at the next Board meeting.	<b>CC SM/IM</b>
<b>7</b>	<b>Decisions/Resolutions</b>		
	<b>7.1</b>	<b>Principal's Report</b>	
		Principal spoke to the report. School is noisy without mobile phones! Learners are talking with one another. Feedback has generally been positive, endorsed by Student Representative, Charlie Teviotdale. There is a question mark over whether the school will continue with Linewize following changes it is making to its operating model. 2024 SLT portfolio structure document to be shared with the Board.  <i>Moved that the Principal's report be accepted</i> - CC, KP, carried	<b>SM</b>
	<b>7.2</b>	<b>Budget 2024</b>	
		<i>Moved that the Board approve the previously approved Budget for 2024</i> - IM, CC, carried	
	<b>7.3</b>	<b>Use of Restraint and Restraint Training</b>	
		Principal proposes that all staff employed at Whangaparāoa College, apart from school ground staff, are authorised to use physical restraint as per the Ministry of Education guidelines and subject to having completed the Ministry of Education Use of Physical Restraint training module. Board notes and approves the recommendation. Has also been added to Delegated Authorities as noted above.	
<b>8</b>	<b>BOT Workplan</b>		
	<b>8.1</b>	<b>Board Self Assessment Checklist</b>	
		Board Chair and Principal to review and collate comments from the assessment checklist, in conjunction with the previously compiled Board Capability Matrix, to see where further action and/or PLD may be needed.  Board challenged to honour Te Tiriti o Waitangi more in its own work and dare to be a different and unique Board, truly representative of Whangaparāoa College. All in support of considering how this can be done. All Board members to consider this and bring their ideas to the next board meeting.	<b>CC/SM  ALL</b>
	<b>8.2</b>	<b>Strategic Plan sent to Ministry</b>	
		Principal confirmed Strategic Plan has been sent to the Ministry of Education in line with requirements.	
<b>9</b>	<b>Information / Risk</b>		
	<b>9.1</b>	<b>Finance</b>	
		Auditor's letter received and responded to by Ian Macleod.	
	<b>9.2</b>	<b>Property</b>	
		Tim Davis spoke to the Property report.	
	<b>9.3</b>	<b>Policy</b>	
		Explanation given around the legislated consultation process required for the rules on "Phones away for the day, gate to gate".	

		Change made to commence Use of Mobile Phones at School policy with “As per Education (School Boards) Regulations 2020 V18 24”.	<b>SM</b>
		<i>Moved that the Board approves the Policy on Use of Mobile Phones at School with the noted amendment</i> - BC, IM, carried	
	<b>9.4</b>	<b>Health &amp; Safety</b>	
		School H&S Committee is going to invite Worksafe to conduct a proactive audit of the school site. Internal H&S audit schedule is going to be developed and implemented by the Committee. Increased level of breakdown and analysis required in the H&S Reporting. This will form part of the work conducted by SM and IM.	
	<b>9.5</b>	<b>Personnel (In Committee)</b>	
		<b><i>Motion: That the Board move In Committee and that the public be excluded from agenda items pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987. The reason being to discuss matters related to personnel and the grounds is to protect the privacy of individuals.</i></b>  <b><i>The Board moved In Committee at 8:53pm</i></b>  Verbal report noted.	
	<b>9.6</b>	<b>Discipline (In Committee)</b>	
		Report noted.	
	<b>9.7</b>	<b>Correspondence Register (In Committee)</b>	
		Correspondence reviewed and noted. <b><i>The Board moved out of In Committee at 9:18pm</i></b>	
<b>10</b>	<b>Meeting Close</b>		
	<b>10.1</b>	<b>Confirm actions recorded</b>	
		Confirmed	
	<b>10.2</b>	<b>Confirm date of next meeting</b>	
		27 March 2024	
	<b>10.3</b>	<b>Calendar of School Events</b>	
		Still to be populated for 2024	
<b>11</b>	<b><a href="#">Closing Karakia</a></b>		
	<b><i>Meeting closed 9:28pm</i></b>		

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Signed  
Craig Caminos, Board Chair

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Date