

BOARD MINUTES

Wednesday, 27 March 2024, 6:30pm

Whangaparāoa College Boardroom



WHANGAPARĀOA COLLEGE

Together Believe Achieve Ngātahi Whakapono Tutuki

Present: Craig Caminos (CC), Tim Davis (TD), Sam Ereckson (SE), Charlotte Jones (CJ), Ian MacLeod (IM), Steve McCracken (MCR), Kat Porter (KP), Josh Sanford (JS), Charlie Teviotdale (CT)

Apologies: Marina Vaha (MV), Derek Middleton (DM), Ben Creevy (BC),

In Attendance: Rachel Boyd (Board Secretary), Sharon Duley (Head of Learning, Maths)

Agenda Item		Actions
1	Opening Karakia	
	Meeting opened at 6:30pm	
2	Opening from the Chair	
	The Board acknowledged the success of the school's polyfest performers and the work done by Josh Fox and Marina Vaha in supporting the two performance groups.	SM
3	Faculty Reports	
3.1	Maths	
	<p>The Head of Learning spoke to the Maths Faculty report. Clarification provided on initiatives to support growth of learners into senior maths programmes. A strong mathematics teaching team is now in place with a balance of good classroom practitioners and maths specialists. The Principal and the Board acknowledged the hard work of Sharon Duley, her outstanding leadership, passion and commitment. The Head of Learning noted she feels well supported and thanked the Board for their work on behalf of the school.</p> <p><i>Sharon Duley left the meeting at 6:59pm</i></p>	
4	Apologies	
	Noted above	
5	Conflicts of Interest Register	
	Kat Porter has noted her change in employment to Glenfield Primary School.	
6	Strategic Aims	
6.1	2024 Action Plan	
	The Action Plan will be worked through over the coming weeks and represented to the Board at the next meeting.	
7	Previous Minutes	
7.1	Approval of Board Meeting Minutes	
	<p><i>Board moved that the minutes of 3 March 2024 be approved as a true and correct record</i></p> <p>- SE, KP, carried</p>	
7.2	Approval of In Committee Board Meeting Minutes	
	<p><i>Board moved that the In Committee minutes of 3 March 2024 be approved as a true and correct record</i></p> <p>- CC, CT, carried</p>	
7.3	Matters Arising from Previous Minutes	
	None	
7.4	Review of Actions	

		<ul style="list-style-type: none"> Board Members to review the Board Manual and provide any feedback to Board Chair. Board Capability Matrix to be shared and reviewed. Record of Board NZSTA Training to be created and updated as training is completed. Board Members to consider attendance at NZSTA Conference and confirm by 28 March. CC plus one other, SE in absence of any other interest. Te Tiriti - shared document to be produced and reviewed at next meeting. Focus on the Board's collective responsibility. Letters of service to be added to Correspondence Register Ensure report on previous conditions of disciplinary actions are included in suspension packs. <p>Noted that Ben Creevey has been appointed Deputy Chair of the Property Subcommittee. Board Subcommittee record to be updated.</p>	<p>ALL</p> <p>CC SM</p> <p>ALL</p> <p>ALL</p> <p>SM SM</p> <p>SM</p>
8	Decisions/Resolutions		
	8.1	Principal's Report	
		Principal spoke to the report. Board noted the Space School initiative outlined.	
9	BOT Workplan		
	9.1	Delivery of Policies	
		Reports on delivery of policies noted by the Board. Query as to whether Industrial Incidents suitably covers the requirements of dealing with hazardous substances. Confirmed that appropriate staff have applicable training.	
	9.2	Learners with Learner Support Needs	
		The report has raised additional questions, further detail to be provided through a more comprehensive Learning Support report to be presented to the next meeting, with specific reporting guidelines to be given to the SENCO. Board Plan to be updated to reflect this.	SM
10	Information / Risk		
	10.1	Finance	
		Student/Guidance ratio is currently below the specified level in the Board's Policy. Personnel Committee to make a recommendation to the Finance Committee around what the cost implication would be of bringing this back in line with policy. Report outcome back to Board at May meeting.	
	10.2	Property	
		Verbal update given.	
	10.3	Policy	
		Verbal update given. Consultation on mobile phone rules is underway with community, learners and staff and legal advice has been sought.	
	10.4	Health & Safety	
		New level of Health & Safety reporting provided. Discussion about level of reporting and level of incident that is reported.	
	10.5	Personnel (In Committee)	
		<p><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></p> <p><i>The Board moved In Committee at 8:37pm</i></p> <p><i>Motion: The Board supports the Principal's application for a sabbatical in Term 2, 2025.</i></p>	

		- SE, All, carried	
	10.6	Discipline (In Committee)	
		Report noted.	
	10.7	Correspondence Register (In Committee)	
		<i>The Board moved out of In Committee at 8:48pm</i>	
11	Meeting Close		
	11.1	Confirm actions recorded	
		Actions noted.	
	11.2	Confirm date of next meeting	
		15 May 2024	
	11.3	Calendar of School Events	
		Open Evening 4 April noted	
12	Closing Karakia		
	Meeting closed at 8:54pm		

Signed
Craig Caminos, Board Chair

Date