

BOARD MINUTES

Wednesday, 14 August 2024, 6:30pm

Whangaparāoa College Marae



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), Derek Middleton (DM), Kat Porter (KP), Josh Sanford (JS), Charlie Teviotdale (CT), Marina Vaha (MV)

Apologies: None

In Attendance: Rachel Boyd (Board Secretary), Josh Fox, Awatea Nathan (Heads of Learning, Māori), Marama Schreurs (Deputy Principal)

1	Opening Karakia	Action
	Meeting opened at 6:32pm	
2	Faculty & Strategic Reports	
	2.1 Faculty - Māori	
	<p>Board welcomed to the school Marae by Josh Fox. Josh Fox and Awatea Nathan spoke to the Māori Faculty report. Space continues to be a challenge for the faculty. It was highlighted that additional teaching space is required and is going to be an increasing challenge. Bringing kapa haka into the faculty from Performing Arts has been seamless and the addition of Marama Schreurs in the faculty has provided additional resource. Explanation given for expectations and application process for wananga learners. More can be done to highlight what the Te Matatini courses offer during course selection - this is a tech issue that is being worked on. Discussion about how success is celebrated for the wananga and how that sits within the school and other school celebrations such as end of year prizegivings.</p> <p><i>Josh Fox and Awatea Nathan left the meeting at 7:18pm</i></p>	
	2.2 Strategic - Te Tiriti o Waitangi	
	<p>The Principal spoke to the Strategic Report for Te Tiriti o Waitangi. Clarification of the ERO review process that will be undertaken in Term 1 2025 on the school's specified Te Tiriti o Waitangi goal.</p> <p><i>Marama Schreurs left the meeting at 7:38pm</i></p> <p>Motion: That the Māori Faculty and Te Tiriti o Waitangi Strategic Reports be accepted. - SE, KP, carried</p>	
3	Meeting Administration	
	3.1 Opening from the Chair	
	Noted.	
	3.2 Apologies	
	Ben Creevy has resigned from the Board and will be formally acknowledged for his contribution to the Board over many years, in due course.	
	3.3 Conflicts of Interest Register	
	No changes.	
4	Principal's Report	
	4.1 Principal's Report	
	<p>The Principal spoke to the Principal's Report. Principal to provide a report at the next meeting with details of the police intervention programme that has been run successfully through this year.</p>	SM

	<p>Outline given of 2025 timetable changes and the benefits of the new structure. Change to a 10 day timetable will need to be reflected in policy and will be processed through the policy committee once fully confirmed by management.</p> <p>Head of Learning, Social Sciences, Tim Rea acknowledged for his work with the school's beginning teachers.</p> <p>Outline given of staff PLD with Dr Linda Bendikson and how it aligns with the school's strategic goals.</p> <p>Following on from a report on the NZSBA Conference, the board asked what questions it should be asking in regards to the school's cyber security.</p> <p>Management to follow up with N4L and take advantage of an offer for a cyber security audit. This can be reviewed by Sam Ereckson on the board's behalf.</p> <p>Clarification of EOTC processes and expectations around large scale trips, such as AIMS and Year 13 camp, particularly transport requirements.</p> <p>Strategic Planning day will need to be rescheduled to a mid week meeting, tentatively scheduled for Wednesday, 25 September. Doodle poll to be issued for date.</p> <p>Motion: That the Principal's Report be accepted. - CC, JS, carried</p>	<p>Policy Committee Chair</p> <p>SM</p> <p>SM</p>
4.2	2024 Action Plan	
	<p>Action plan reviewed.</p> <p>Technology & Innovation has been dropped in priority due to the responsive need to focus on literacy and engagement. This is probably the most significant area of concern in terms of strategic achievement.</p> <p>The Principal and Chair will review metrics regularly moving forward, in terms of the level of work required to meet end of year targets. Principal to advise the board if some metrics will need to be parked to prioritise other work.</p> <p>Principal spoke to the Literacy and Numeracy Co-requisite exam results as it is currently available.</p> <p>Principal will provide a more detailed report to the Board, on lifting the school's Literacy and Numeracy Co-requisite exam results, as soon as all figures are available and analysed.</p> <p>Management to detail plan for lifting Literacy and Numeracy results, as part of the Board's Strategic Planning day, tentatively scheduled for 25 September.</p>	<p>SM</p> <p>SM</p> <p>SM</p>
5	Decisions/Resolutions/Board Actions	
5.1	Enhanced Funding Report	
	<p>Principal spoke to the Enhanced Funding Report.</p> <p>Request that management look at creative ways to utilise additional funding allocated to the enhanced funding resource proposed.</p> <p>Business Manager Ginni Wootton and Assistant Principal Stuart Peacock commended for their work on this report.</p> <p>Moved: That the Board endorse the Principal's recommendation to appoint a .75 FTE resource to support the school's enhanced funding strategy. - IM, MV, carried</p> <p>Moved: That the Board accept the Enhanced Funding Report - CC, CT, carried</p>	
5.2	Japan Trip 2025 Proposal	
	<p>Confirmed that the Japan trip is self funded and the expectation is that any learner applying for this trip would participate in kapa haka as a prerequisite. Request that the Japan Trip is clearly framed as a Cultural Trip.</p> <p>Moved: That the Japan Trip 2025 Proposal be accepted. - JS, IM, carried</p>	
5.3	Returning Officer - Board Student Representative Election	

		Moved: That the Board appoints Rachel Boyd as Returning Officer for the 2024 Board Student Representative Election. - SM, CC, carried	
6	Information/Risk		
	6.1	Finance	
		Report shared and discussed. Half Year Financial Report deferred to the next meeting once the report is received from the external provider.	SM
	6.2	Property	
		Report shared and discussed. Maynard Marks reports for Playground, AstroTurf and Trades Academy to be shared with the Board.	SM
	6.3	Policy	
		Policy assurances shared. Board to show more of the rationale behind suspension meeting decisions in the meeting documentation. Suspension meeting template to be amended with the inclusion of a prompt for clearly “justifying” the decisions.	SM
	6.4	Health & Safety	
		Report shared and discussed. Board requests a full and school wide electrical inspection following several electrical incidents noted through Health & Safety reporting.	SM
	6.5	Personnel <i>(In Committee)</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. The Board moved In Committee at 9:14pm	
	6.6	Discipline <i>(In Committee)</i>	
	6.7	Correspondence Register <i>(In Committee)</i>	
7	Previous Minutes & Actions		
	7.1	Approval of In Committee Board Meeting Minutes <i>(In Committee)</i>	
		The Board moved out of In Committee at 9:31pm Motion: That the Sub Committee Reports be accepted. - CT, KP, carried	
	7.2	Approval of Board Meeting Minutes	
		Board moved that the minutes of the Board meeting held 26 June 2024 be approved as a true and correct record - IM, CC, carried	
	7.3	Review of Actions	
		Board’s Te Tiriti collective responsibility document reviewed. Discussion about Māori and Pacifica representation on the Board and the possibility of co-opting a member of the community to meet this need. To be reviewed through the Policy Committee to ensure a position can be built into policy for such a role. Overall Board succession planning discussed. Attending school events to actively promote the work of the Board is seen as a good way to encourage interest. Chair will pursue these opportunities over the remainder of this year.	CC CC

		Te Ao Māori Concept and Te Reo reference document to be developed for use by the Board, sitting alongside other board documentation and a commitment made to utilising it as a living document. Chair to look into the option of the Board and SLT attending Te Herenga o Waka for some of the Board's annual Strategic Planning Session.	CC/SM CC
8	Any Other Business		
	8.1	Board Requested Items	
		<i>Uniform Refresh</i> Principal spoke to the Uniform Refresh process and community engagement. Principal will consider possible compromises that acknowledge community feedback and report back to the Board on the outcome. Guidelines for speaking to the community on the uniform issue to be compiled and issued to Board members.	SM SM
9	Meeting Close		
	9.1	Board Professional Development	
		Provided.	
	9.2	Confirm date of next meeting	
		18 September 2024 confirmed. October Strategic day to be rescheduled and new date confirmed.	
	9.3	Calendar of School Events	
		Provided.	
	9.4	Review of Actions	
		Actions Noted.	
10	Closing Karakia		
		Meeting closed at 10:43	

Signed
Craig Caminos, Board Chair

Date