

BOARD MINUTES
Wednesday, 18 September 2024, 6:30pm
Whangaparāoa College Boardroom



Present: Craig Caminos (CC), Tim Davis (TD), Charlotte Jones (CJ), Ian MacLeod (IM), Steve McCracken (MCR), Derek Middleton (DM), Josh Sanford (JS), Charlie Teviotdale (CT), Marina Vaha (MV)

Apologies: Sam Ereckson (SE), Kat Porter (KP)

In Attendance: Rachel Boyd (Board Secretary), Tim Rea (Head of Learning), Lisa Williams (Head of Learning), Stuart Peacock (Deputy Principal)

Agenda Item		Action
1	Opening Karakia	
	Meeting opened at 6:34pm	
2	Faculty & Strategic Reports	
2.1	Faculty - Social Sciences	
	Tim Rea, Head of Learning, spoke to the Social Sciences report. Noted that anecdotal feedback indicates learners are enjoying the PALS Programme pilot and it has highlighted for staff that learners like being read to which is a positive outcome.	
2.2	Faculty - Year 7	
	Lisa Williams, Head of Learning, spoke to the Year 7 report. Transition information between primary schools and the college continues to be a challenge. Staff are continuing to look at ways in which this could be improved. Behavioural challenges in Year 7 recently are considered usual for Term 3 where there is traditionally a spike due to growing confidence, testing of boundaries and mid year tiredness. Consistent testing across the Kahui Ako is proving beneficial for identifying problem areas within incoming cohorts. Explanation given on how Year 7 classes are allocated. Recommendation that the Year 7 curriculum map in some form or other be shared with parents.	
2.3	Strategic - Special Character	
	Stuart Peacock, Deputy Principal, spoke to the Special Character report. Information given about the facilities hire processes and intentions for this area of the school. <i>Tim Rea, Lisa Williams and Stuart Peacock left the meeting at 7:41pm</i> Motion: That the Social Sciences, Year 7 and Special Character Reports be accepted. - CC, DM, carried	
3	Meeting Administration	
3.1	Apologies	
	Sam Ereckson and Kat Porter	
3.2	Conflicts of Interest Register	
	Noted that Marina Vaha is now employed at the Education Review Office	
4	Principal's Report	
4.1	Principal's Report	

		<p>Principal spoke to the report.</p> <p>Indications are that the school's roll will increase again in 2025 putting additional pressure on already tight use of space. The school is working through the options to manage teaching spaces to accommodate this increase.</p> <p>Principal took the board through the NCEA Progress Report. Explanation given around estimated credits, POD takeup for 2025, and how the Strategic Goal of ensuring Te Tiriti O Waitangi is central to everything we do is being implemented.</p> <p>The current attendance statistics are still concerning despite additional resourcing. The SLT will be speaking more to this at the upcoming combined Strategic meeting.</p> <p>Motion: That the Principal's Report be accepted. - CC, CJ, carried</p>	
	4.2	2024 Action Plan	
		<p>The Board appreciates the tracking of stand-downs and suspensions but does not expect to see a percentage reduction in these as it is adamant that management's hard line approach to discipline and consequences needs to be maintained.</p> <p>The Principal noted that there are aspects of the Action Plan that will not be progressed significantly beyond where they are now for 2024, due to changing priorities and significant curriculum changes being implemented at government level that are requiring significant amounts of work in preparation for 2025.</p> <p>Management are looking at some creative ways in which to invite community funding towards the new junior playground.</p> <p>Board to prepare a communication to the community on school developments and progress.</p>	CC
	5	Decisions/Resolutions/Board Actions	
	5.1	Japan Cultural Trip 2025/2026	
		Board notes that next year's cultural trip to Japan has been postponed to 2026 due to the tight time frame for 2025.	
	6	Information / Risk	
	6.1	Finance	
		The Finance Subcommittee Chair spoke to the report. From a governance point of view finances are good and are being managed well.	
	6.2	Property	
		The Property Committee Chair spoke to the report.	
	6.3	Policy	
		<p>The Policy Committee Chair spoke to the report.</p> <p>Motion: The Board moved that the Community Code of Conduct Policy is approved for implementation. - TD, JS, carried</p> <p>The Board discussed the proposed new Board Constitution. Advice was sought from the NZSBA who strongly endorsed the definition in policy of designated positions on the board being allocated to Māori and Pacific Nation members, as well as a Māori student representation, and use of the 4th co-opted seat to address remaining gaps i.e. in skills or representation.</p>	

		<p>Discussion was had and resolved on whether the proposed policy will strengthen its reflection of the community. Discussion was had and resolved on whether the proposed policy would enable the Board to attain key skills. Discussion was had on the meaning and process of applying for an alternate constitution. The Board acknowledged the strength of its community partnerships.</p> <p>Motion: The Board moved that the Policy on Board Constitution is approved for implementation.</p> <p>- DM, MV, carried</p> <p>Professional Development and Funding of Staff Study Qualifications and Assistance Policy assurances noted.</p>	
	6.4	Health & Safety	
		Report noted.	
	6.5	Personnel (In Committee)	
		<p>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 learners and the grounds is to protect the privacy of individuals.</p> <p>The Board moved In Committee at 9.14 pm</p>	
	6.6	Discipline (In Committee)	
	6.7	Correspondence Register (In Committee)	
7	Previous Minutes & Actions		
	7.1	Approval of In Committee Board Meeting Minutes (In Committee)	
		<p>The Board moved out of In Committee at 9:33pm</p> <p>Motion: That the Sub Committee Reports be accepted.</p> <p>- CC, JS, carried</p>	
	7.2	Approval of Board Meeting Minutes	
		<p>Board moved that the minutes of the Board meeting held 14 August 2024 be approved as a true and correct record</p> <p>- SM, CT, carried</p>	
	7.3	Review of Actions	
		Principal and Chair to meet with the Business Manager to further School Docs project.	CC/SM
8	Any Other Business		
	8.1	Board Requested	
		No additional items	
9	Meeting Close		
	9.1	Board Professional Development	
		Updated as required.	
	9.2	Confirm date of next meeting	
		<p>25 September - combined Strategic Planning Meeting</p> <p>20 November - scheduled Board meeting</p>	

	9.3	Calendar of School Events	
		Senior Prizegiving - 30 October Dates for all prizegivings to be forwarded to board members.	SM
	9.4	Confirm actions recorded this meeting	
		Actions noted.	
10	Closing Karakia		
	Meeting closed at 9:47pm		

Signed
Craig Caminos, Board Chair

Date