

BOARD MINUTES

Wednesday, 20 November 2024, 6:30pm

Whangaparāoa College Boardroom



WHANGAPARĀOA COLLEGE
Together Believe Achieve Ngātahi Whakapono Tutuki

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

Apologies: Tim Davis (TD), Marina Vaha (MV), Sam Ereckson (late)

In Attendance: Rachel Boyd (Board Secretary), Tim Bayes Powell (Head of Learning), Rhys Hodson (Head of Learning), Ginni Wootton (International Director)

Agenda Item		Action
1	Opening Karakia	
	Meeting opened at 6:30pm	
2	Faculty & Strategic Reports	
2.1	Faculty - PE & Health	
	Tim Bayes Powell spoke to the PE & Health faculty report. Noted that there are challenges in reviewing achievement data from 2020/2021 with the data being unreliable due to Covid pandemic and recognition credits. <i>Sam Ereckson joined the meeting at 6:41pm</i>	
2.2	Faculty - Science	
	Rhys Hodson spoke to the Science faculty report. <i>Action: All of Government suppliers to be checked for providers of science resources (specifically chemical supplies) with the aim of reducing costs.</i>	SM
2.3	Faculty - International	
	Ginni Wootton spoke to the International faculty report. Explanation given around the student numbers, projected and final finance projections leading into this year. It was highlighted that the International programme has recovered a lot quicker than other schools due to the school's commitment to keep existing staff through the pandemic and the ability for them to move into action as soon as the borders reopened. Clarification sought around the ESOL needs of international students (minimal) and the impact on teaching staff (minimal). The board recognises the need to support the school with the resources required to meet the different or additional needs of international students. International Director thanked for hard work and excellent report. <i>Tim Bayes Powell, Rhys Hodson and Ginni Wootton left the meeting at 7:37pm.</i> Motion: That the PE & Health, Science and International Reports be accepted. - SM, CC, carried	
3	Meeting Administration	
3.1	Apologies	
	As above. Congratulations to Charlie Teviotdale for being re-elected to the Board as Student Representative for the 2024/2025 year.	

	3.2	Conflicts of Interest Register	
		No updates.	
4	Principal's Report		
	4.1	Principal's Report	
		<p>The Principal spoke to the Principal's report. Explanation given of the 2025 10 day timetable and how this will work and impact on learners. Achievement levels are looking positive for 2024 although estimated credits are probably sitting a little high at this stage.</p> <p>Motion: Board moved to endorse the request for the serving of one alcoholic drink per staff member at the school's end of year Staff Farewells function, held onsite but outside of school hours, on Wednesday, 11 December 2024. - IM, KP, carried</p> <p>Discussion held about the impact of the increasing school roll and the pressure on facilities and the property master plan.</p> <p><i>Action: The Board requests that measurable statistics be provided for the impact of the Police Youth Prevention Programme on the learners involved, in terms of attendance, as well as specific feedback from the Police Youth team on what has been achieved.</i></p> <p>The Board discussed the pressure on staff and how the school is supporting them, particularly through the gambit of NCEA changes, and the demands that are putting on hauora. Principal feels the staff are well supported and management is careful to consider the impact on staff of decision making and implementation requirements.</p> <p>Motion: That the Principal's Report be accepted. - KP, JS, carried</p>	SM
	4.2	2024 Action Plan	
		<p>The Principal spoke to the Action Plan.</p> <p>Progress on the plans for the proposed Trades Academy is encouraging.</p>	
5	Decisions/Resolutions/Board Actions		
	5.1	No requirements.	
6	Information / Risk		
	6.1	Finance	
		No additional reporting.	
	6.2	Property	
		Discussion held about the funding of school projects and Ministry approvals required.	
	6.3	Policy	
		<p>The Policy Committee has, at this point, made little progress on the implementation of SchoolDocs and expressed reservations in proceeding.</p> <p><i>Action: Policy Committee to review the decision to move the school to SchoolDocs at the next Policy Committee meeting and make a recommendation back to the Board early in 2025.</i></p> <p>Motion: That the Board approve the Timetable and Funding of Staff Qualifications/Staff Study Assistance Policy changes, and the implementation of the Safeguarding Children Policy as presented. - IM, JS, carried</p>	CC

6.4	Health & Safety	
	The Board is pleased with the improved level of Health & Safety reporting, but would like to see further detail on incident followup. <i>Action: Principal to follow up on health and safety report of electrical shock to ensure level of reporting has been followed including report to Worksafe if required.</i>	SM
6.5	Personnel (In Committee)	
	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. The Board moved In Committee at 8:41pm	
6.6	Discipline (In Committee)	
	Report noted.	
6.7	Correspondence Register (In Committee)	
	Correspondence noted.	
7	Previous Minutes & Actions	
7.1	Approval of In Committee Board Meeting Minutes (In Committee)	
	The Board moved out of In Committee at 8:54pm Motion: That the Sub Committee Reports be accepted. - CC, DM, carried	
7.2	Approval of Board Meeting Minutes	
	Board moved that the minutes of the Board meeting held 18 September 2024 be approved as a true and correct record - JS, CJ, carried	
7.3	Review of Actions	
	<i>Action: Board communication will be issued in Week 7 of Term 4, focusing on high level strategic approaches.</i> Terms of Reference for Complaint reviews of discipline incidents updated with Board agreement. School Docs deferred.	CC
8	Any Other Business	
8.1	Board Requested	
	<i>Action: Board discussed convening with former member Ben Creevey to recognise his service to the Board and the College, date to be confirmed (Monday or Tuesday preferred by Board Members).</i> <i>Action: The Board noted that the Policy Assurances scheduled for this month will be deferred to the next meeting.</i>	CC CC
9	Meeting Close	
9.1	Board Professional Development	
	Updated.	
9.2	Confirm date of next meeting	
	4 December 2024	
9.3	Calendar of School Events	
	Noted.	
9.4	Confirm actions recorded this meeting	
	Actions noted.	

10	Closing Karakia	
	Meeting closed at 9:14pm	

Signed
Craig Caminos, Board Chair

Date