

BOARD MINUTES

Wednesday, 12 March 2025, 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), Derek Middleton (DM), Kat Porter (KP), Josh Sanford (JS), Charlie Teviotdale (CT), Nariah Tikinau (NT)
- Apologies:** Marina Vaha (MV), Craig Caminos (CC) and Tim Davis (TD) (late)
- In Attendance:** Rachel Boyd (Board Secretary), Davina Dean (Deputy Principal), Justin Lintern (Acting Assistant Principal), Jon Williams (NZ Police)

Agenda Item		Action
1	Opening Karakia	
	Meeting opened at 6:30pm	
2	Opening from the Principal	
	<p>Introductions and welcome to Nariah Tikinau who joins the board as Māori Student representative.</p> <p>Davina Dean, who will be Acting Principal during Steve McCracken's sabbatical in Term 2 2025, was welcomed to the meeting.</p> <p>The Board noted the resignation from the Board of Marina Vaha and acknowledged her many years of service to the Whangaparāoa College. Marina's service will be celebrated alongside that of Ben Creevey, who resigned in 2024, at a future function.</p> <p><i>Davina Dean given speaking rights for this meeting.</i></p>	
3	Apologies	
	<p>Marina Vaha, Tim Davis (late) and Craig Caminos (late).</p> <p><i>Tim Davis joined the meeting at 6:33pm</i></p>	
4	Conflicts of Interest	
	2025 updates completed	
5	Faculty & Strategic Reports	
5.1	Hibiscus Hub Report	
	<p><i>Craig Caminos joined the meeting at 6:35pm.</i></p> <p>Verbal report from Sergeant Jon Williams, NZ Police, regarding the Hibiscus Hub youth intervention programme. Key factor is that education gives young people choices and the aim is to keep learners in school, with early intervention now also stretching into local primary schools.</p> <p>The board sought clarification around programme participants being taken out of school for activities and the nature of the activities. The learners in the programme are generally from highly dysfunctional families and the resources dedicated to them are aimed at regulating their behaviour so they can participate fully in their educational opportunities. The board is looking for a data base line that supports the anecdotal improvements that are being seen and heard, particularly around attendance, pastoral incidents and educational engagement.</p> <p>Criteria for inclusion in the programme is mainly learners who have potential for or are at risk of exclusion. Work starts with the learners, usually with support from the families, despite the fact the families are generally struggling themselves. These learners have a level of disengagement at school anyway so are getting a different set of life skills in the programme.</p>	

	<p>School to liaise with NZ Police to develop a set of data that identifies attendance, pastoral incidents and numeracy and literacy levels in participants and a comment on their progress and development in the programme.</p> <p>Board also requested that if learners enrolled in the programme do come before the board for a suspension hearing that a feedback comment from the Hibiscus Hub programme, is included in the suspension pack.</p> <p>School to facilitate a PLD session for teaching staff with Hibiscus Hub, at a suitable opportunity.</p> <p>Hibiscus Hub would rather have learners recommended to the programme than be excluded and are happy to work with the Board to support them, particularly younger learners.</p> <p><i>Jon Williams left the meeting at 7:15pm.</i></p>	<p>MCR</p> <p>MCR</p> <p>MCR</p>
5.2	Trades Academy Report	
	<p>Acting Assistant Principal Justin Lintern presented a proposal for the school's Trades Academy.</p> <p>Proposal is an excellent start strategically, however the Board still has concerns about the financial outlay and risks and would like to see further risk mitigation factors (insurance, health & safety, employment liability). Noted that the project would require the appointment of a licenced building practitioner and the site would be covered by site safe regulations.</p> <p>Board member Tim Davis is to act as a conduit between the Board and the school to facilitate the additional questions the board has about the Trades Academy project. Questions to be forwarded by Board members to Tim Davis by Friday, 14 March 2025.</p> <p><i>Motion: That the Board approves the relocation of a relocatable building onto the school site to be utilised for the development of a Trades Academy.</i></p> <p><i>Motion: That the Board agrees to fund up to \$50,000 for Stage 1 of the Trades Academy project to cover, purchase and relocation of a relocatable building onto the school site, and development of the site location.</i></p> <p><i>Motion: That the Board moves that the Board must approve the Health & Safety plan for the project prior to the commencement of demolition, refurbishment and construction work prior to the building coming onto the school site.</i></p> <p>- KP, TD, Carried</p> <p><i>Justin Lintern left the meeting at 8:01pm</i></p>	<p>TD/ALL</p>
6	Annual Board Requirements	
6.1	Election of Board Chair	
	<p><i>Motion: That Kat Porter be elected to the position of Board Chair.</i></p> <p>- SE, IM, Carried</p>	
6.2	Election of Deputy Board Chair	
	<p><i>Motion: That Sam Ereckson and Josh Sanford be elected to the position of Joint Deputy Board Chair</i></p> <p>- SM, DM, Carried</p>	
6.3	Review Code of Conduct for Board Members	
	Reviewed and noted.	
6.4	Confirmation of Board Subcommittees	
	<p><i>Finance Committee</i></p> <p>Craig Caminos removed from Finance Committee</p> <p>Josh Sanford, Chair</p>	

	<p>New schedule to dates to be confirmed</p> <p><i>Property Committee</i> Ben Creevey to be removed Charlie Teviotdale to be removed Josh Sanford to be added Nariah Tikitau to be added New schedule to dates to be confirmed</p> <p><i>Policy Committee</i> Kat Porter, Deputy Chair</p> <p>Noted changes to be made to Schedule of Subcommittees</p>	SM
6.5	Review of Delegated Authorities	
	<p><i>Motion: That the Board Delegations for 2025 are agreed</i> - Carried, CC, KP</p>	
6.6	Review Board Annual Workplan	
	Workplan reviewed and accepted.	
7	Principal's Report	
7.1	Principal's Report	
	<p>The Board acknowledged the 20 years of service of Deputy Principal Lisa White who has been appointed Principal at Taipa Area School. Charlotte Jones will arrange a suitable leaving gift on behalf of the Board and Josh Sanford will speak at Lisa's farewell function on 28 March 2025, on behalf of the Board.</p> <p>Thank you from Principal to the Board for supporting the Principal's sabbatical in Term 2 2025.</p> <p><i>Motion: That the Board accept the Principal's Report</i> - KP, IM, Carried</p>	
7.2	2024 Analysis of Variance	
	The Board noted the full 2024 Annual Report and Analysis of Variance, will come to the Board for final approval following the completion of the finances.	
7.3	2025 Action Plan	
	<p>Noted that metrics for academic achievement will be included in the 2025 Action Plan following final analysis of 2024 results, which were confirmed on 1 March 2025.</p> <p>"Engage experts in the field to support school objectives" to be added to the Technology strategic goal.</p> <p><i>Motion: Board approved 2025 Action Plan for implementation</i> - Carried, SM, IM</p>	MCR
8	Decisions/Resolutions/Board Actions	
8.1	World Challenge Trip 2026 Proposal	
	<p><i>Motion: That the Board approve the World Challenge Trip 2026 Proposal</i> - Carried, SM, JS</p>	
9	Information / Risk	
9.1	Finance	
	<p>Finance Committee Chair spoke to the report.</p> <p><i>Motion: That the Board approves the 2025 Budget for implementation</i> - Carried, IM, SM</p>	
9.2	Property	
	Property Committee Chair spoke to the report.	

		Invitation to be extended by the Board to Rob McCallister, MOE to attend the April 2025 Board meeting.	KP
9.3	Policy		
		<p>Policy Committee Chair spoke to the report.</p> <p><i>Motion: That the Board approve the proposed Equal Employment Opportunity Policy</i> - Carried, CC, CJ</p> <p><i>Motion: That the Board moves not to proceed with implementation of SchoolDocs</i> - Carried, CC, KP</p>	
9.4	Health & Safety		
		<p>Learner collapse noted in the Health & Safety Report to be coded to “Incident” in addition to “Near Miss” in reporting.</p> <p>Board requested a review of work guarding and interlocks in school workshops be undertaken by external provider.</p> <p><i>Motion: That the Board accepts the Subcommittee reports</i> - KP, CT, carried</p>	<p>MCR</p> <p>MCR</p>
MOVE IN COMMITTEE			
9.5	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 learners and the grounds is to protect the privacy of individuals.</i></p> <p><i>Motion: That Davina Dean remain in room for the In Committee meeting.</i> - SM, KP, carried</p> <p>The Board moved In Committee at 8:58pm</p>	
9.6	Discipline (In Committee)		
9.7	Correspondence Register (In Committee)		
10	Previous Minutes & Actions		
10.1	Approval of In Committee Board Meeting Minutes (In Committee)		
MOVE OUT OF IN COMMITTEE			
Board moved out of In Committee at 9:30pm			
10.2	Approval of Board Meeting Minutes		
		<p><i>Motion: That the minutes of the Board meeting held 20 November 2024 be approved as a true and correct record</i> - KP, SM carried</p> <p><i>Motion: That the minutes of the Board meeting held 4 December 2024 be approved as a true and correct record</i> - KP, SE carried</p>	
10.3	Review of Actions		
		Actions noted.	
11	Any Other Business		
11.1	Board Requested		
		No additional items.	
12	Meeting Close		
12.1	Board Professional Development		

		Reminder to Board members to complete the PLD record.	
	12.2	Confirm date of next meeting	
		Sam Ereckson gives apologies for the next meeting, 9 April 2025. Change of May meeting date from 21 to 28 May noted.	
	12.3	Calendar of school events	
		7 March 2026 will be the school's "21st Birthday" celebration.	
	12.4	Confirm actions recorded this meeting	
		Noted	
13		Closing Karakia	
<i>Meeting closed at 9:41pm</i>			

Signed
Kat Porter, Board Chair

Date