

# BOARD MINUTES

Wednesday, 26 November 2025, 6:00pm

Whangaparāoa College Boardroom



WHANGAPARĀOA COLLEGE  
Together Believe Achieve Ngātahi Whakapono Tutuki

**Present:** Tim Davis (TD), Sam Ereckson (SE), Steve McCracken (MCR), Kat Porter (KP), Josh Sanford (JS), Nariah Tikinau (NT), Juliet Tweed (JT), Celine van Achterbergh (VAN)

**Apologies:** Sacha Fu-Oughton (SF), Dan Walker (DW), Josh Sanford (late)

**In Attendance:** Rachel Boyd (Board Secretary), Heidi Parlane (Visitor)

Agenda Item		Action
1	<b>Opening Karakia</b>	
	Meeting opened at 6:01pm	
2	<b>Meeting &amp; Board Administration</b>	
2.1	<b>Apologies</b>	
	As above	
2.2	<b>Conflicts of Interest Register</b>	
	No additions	
3	<b>Principal's Report</b>	
3.1	<b>Principal's Report</b>	
	Principal spoke to the Principal's report.	
	Whānau Hui was highlighted as a specific area of improvement over the last year. Feedback to Learning Support regarding Special Assessment Conditions and confirmation of requirement.	<b>MCR</b>
	Request for financial breakdown to be added to the request for approval of the Principal to travel overseas.	<b>MCR</b>
	<i>Moved: That the Board approve the Principal to travel to Singapore for the 2026 World EduLead Conference.</i> - KP, JT, carried	
	Attendance Management Plan to be referred to the Policy Subcommittee for policy addition related to escalation parameters for critical level attendance concerns.	<b>MCR</b>
	<i>Moved: That the Board approve the implementation of the Attendance Management Plan upon completion of the final Plan.</i> - KP, SE	
	<i>Josh Sandford joined the meeting at 6:18pm.</i>	
	EOTC Safety Management Plan endorsed and recommended for approval by the Principal. Management to confirm post trip analysis and feedback is included as a continuous loop requirement within the EOTC process.	<b>MCR</b>
	<i>Moved: That the Board approve the implementation of the EOTC Safety Management Plan upon completion of the final plan.</i> - SM, KP	
	A copy of the recently unsuccessful grant applications are to be forwarded to JT for feedback.	<b>MCR</b>
	<i>Moved: That the Board accept the Principal's Report</i> - KP, SE, carried	

	<b>3.2</b>	<b>2025 ERO Review</b>	
		<p>The Principal and Management were congratulated on the school's outstanding 2025 ERO Report.</p> <p>A congratulatory email is to be issued from the Board to staff acknowledging their work and commitment and the result captured in the 2025 ERO report.</p>	<b>KP</b>
	<b>3.3</b>	<b>2025 Action Plan Review</b>	
		<p>Only strategic area that has not been as successfully progressed this year is Technology Innovation, as staff changes and other government directives took priority. This work does flow into the 2026 Strategic Plan where further progress will be made. A full update on strategic outcomes and the Analysis of Variance will be presented at the February 2026 meeting.</p>	
	<b>3.4</b>	<b>2026 Strategic Action Plan Approval</b>	
		<p>Board acknowledged the work done to further develop the strategic planning that came out the Board's Planning day in October, which has resulted in an action plan for 2026 that reflects the vision of the Board and management team.</p> <p><i>Moved: That the Board approve the 2026 Action Plan for implementation.</i>  - KP, SE, carried</p>	
<b>4</b>	<b>Decisions/Resolutions/Board Actions</b>		
	<b>4.1</b>	(None)	
<b>5</b>	<b>Information / Risk</b>		
	<b>5.1</b>	<b>Finance</b>	
		<p>Finance Chair spoke to the report. Finance Subcommittee recommends the approval of the 2026 Budget in its current draft form. Clarification given regarding the \$50,000 earmarked for repurchase of the next building for the Trades Academy.</p> <p><i>Moved: That the Board approve the draft 2026 Budget</i>  - KP, TD, carried</p>	
	<b>5.2</b>	<b>Property</b>	
		Property Chair spoke to the report.	
	<b>5.3</b>	<b>Policy</b>	
		<p>Board has reviewed the proposed Policy on AI Use and endorses its continued refinement and implementation. Request to ensure that junior learners (Year 7&amp;8) are included in the scope of the policy and procedures.</p> <p><i>Moved: That the Board approve the Policy on AI Use for implementation.</i>  - KP, JS, carried</p>	<b>MCR</b>
	<b>5.4</b>	<b>Health &amp; Safety</b>	
		<p>The Principal spoke to the report.</p> <p>The school is working closely with the Ministry to complete the work required to reopen the school's welding bay. In the meantime, Worksafe have extended the Welding Bay PIN notice.</p> <p><i>Heidi Parlane left the meeting at 7:01pm</i></p>	
		<p><b><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></b></p> <p><b><i>The Board moved In Committee at 7:01pm</i></b></p>	
	<b>5.5</b>	<b>Personnel (In Committee)</b>	

	5.6	<b>Discipline (In Committee)</b>	
	5.7	<b>Correspondence Register (In Committee)</b>	
6	<b>Previous Minutes &amp; Actions</b>		
	6.1	Approval of In Committee Board Meeting Minutes ( <i>In Committee</i> )	
		<i>The Board moved out of In Committee at 7:12pm</i>	
	6.2	<b>Approval of Board Meeting Minutes</b>	
		<i>Motion: That the minutes of the Board meeting held 15 October 2025 be approved as a true and correct record</i> - KP, SE, carried	
	6.3	<b>Review of Actions</b>	
		Action regarding Technology Innovation??	
7	<b>Any Other Business</b>		
	7.1	<b>Board Electronic Communications</b>	
		Explanation given.	
8	<b>Meeting Close</b>		
	8.1	<b>Board Professional Development</b>	
		Noted.	
	8.2	<b>Confirm date of next meeting</b>	
		Board Workplan to be revised for 2026, including scheduling of Senior Leadership Reports. One 2026 scheduled Board meeting is to be allocated to the presentation of Faculty reports. Saturday 17 October 2026 confirmed for SLT/Board Strategic Meeting. 18-19 July 2026 NZSBA Conference to be added to the board schedule.	
	8.3	<b>Calendar of School Events</b>	
		Noted.	
	8.4	<b>Confirm actions recorded this meeting</b>	
		Noted.	
9	<b>Closing Karakia</b>		
	<b>Meeting closed at 7:32pm</b>		

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Signed  
Presiding Member

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Date