

1 **MEETING OF THE WAIHEKE HIGH SCHOOL BOARD OF TRUSTEES**  
2 **TUESDAY 10 APRIL 2018 at 7.00PM**  
3

4 **Present:** Robyn Woodall, Maree O'Brien, Paora Toi Te Rangiuiaia, Emma Musson, Rebecca  
5 Goodenough & Jude Young  
6

7 **Apologies:** Gary Wilton

8 **Absent:** Zane Hambly  
9

10 **1. Submissions & Deputations**  
11

12 **2. Karakia**  
13

14 **3. Election of Deputy Board Chair for 2018**  
15

16 *Robyn nominated Gary Wilton as Deputy Chair. In his absence the vote will be deferred to seek*  
17 *his acceptance of this nomination.*  
18

19 **4. Minutes of Previous Meeting**  
20

21 *22/18 Move THAT the minutes submitted for the board meeting held on 27 February 2018 are true*  
22 *and correct – Emma/Rebecca- carried unanimously.*  
23

24 *23/18 Move THAT the in-committee minutes submitted for the board meeting held on 27 February*  
25 *2018 are true and correct – Rebecca/Paora carried unanimously.*  
26

27 *Matters Arising to be moved from end of meeting to beginning of meeting.*  
28

- 29 • The Property & Finance committee have met with Barnett Bond and Barnett has now met  
30 with Marketing & Fundraising Director Tim Kay. Discussions continue about the future of  
31 the Scholastic Trust particularly with regard to who will actually run the Trust.
- 32 • Barnett Bond will continue to assist with the Moulin Rouge run as an annual fundraiser for  
33 the Trust.
- 34 • Tim Kay has been in touch with parents already about setting up Friends of the School.  
35
- 36 • Catalyst information came in today (handout)
- 37 • 3 options provided of varying cost and size
- 38 • Drug testing will be carried out for the school houses. This is standard protection of the  
39 Board as landlord of the school houses.  
40

41 **5. In committee Correspondence**  
42

43 *The meeting moved into in-committee at 7.26pm*

44 *The meeting moved out of in-committee at 7.40pm*  
45

46 *24/18 Move THAT the in-committee correspondence be received – Robyn carried unanimously*  
47

48 **6. Correspondence**  
49

50 Letter of thanks sent to Bruce Plested for his generous donation towards the outdoor playground.  
51

1 **25/18 Move THAT the correspondence be received – Robyn carried unanimously**

2  
3 **7. Sub Committee Reports**

- 4 • **Finance**

5  
6 **Schedule of Delegations**

7  
8 **/18 Move THAT the Board resolves to delegate to the Principal, Jude Young and her second in**  
9 **charge, Tony Sears, the following powers and responsibilities:**

10 (a) **Appointment of:**

- 11 • **Non teaching staff**  
12 • **Teaching staff up to and including the level of [4MU ] excluding senior management**  
13 • **Staff required for long term relieving and fixed term positions**

14 (b) **Engagement of:**

- 15 • **Contractors to a value of \$15,000 per annum for up to three years, providing they**  
16 **are within budgetary levels. Such contracts must be reported to the Board and**  
17 **recorded in the minutes.**

18 (c) **Performance Management, disciplinary action (excluding dismissal) of non teaching**  
19 **staff.**

20 (d) **Competency procedures in relation to teaching staff in accordance with the Secondary**  
21 **Teachers' Collective Agreement ("STCA") through to the completion of the evaluation**  
22 **report as set out in clause 3.3.2(d) of the STCA. The report and any recommendation will**  
23 **then be provided to the Board for any decision as set out in clause 3.3.2(e) of the STCA.**

24 (e) **Undertaking any inquiry into a possible breach of discipline. In the event the issues**  
25 **under investigation are not resolved informally by discussion or the Principal is of the**  
26 **view that the matter should proceed to the Board, then the Principal may initiate formal**  
27 **disciplinary procedures by forwarding relevant documents to the Board for this purpose.**

28 (f) **Suspending any employee during any inquiry or following receipt of a complaint if**  
29 **satisfied that the welfare and interests of any student attending the school or of any**  
30 **employee at the school so requires.**

31 (g) **Grant and/or require the following in relation to leave:**

- 32 • **Medical certificate for an absence on sick leave in excess of five days**  
33 • **Discretionary leave not exceeding [ 5] days**

34 (h) **Authorising budgeted expenditure / payments:**

- 35 • **up to a value of \$5,000**  
36 • **\$5,001 - \$15,000 with agreement from the Board Chair or Business Manager**

37 (i) **Applying for funds, sponsorship or other monies up to a value of \$100,000**

38 (j) **Signing of declarations on behalf of the Board in relation to information required by the**  
39 **Ministry of Education, overseas students.**

40 (k) **Mandatory reports to the Education Council.**

41  
42 **Deferred**

43  
44 **26/18 Move THAT the Board approves payments from 1<sup>st</sup> to 28<sup>th</sup> February totalling \$163,931.29**  
45 **Maree/Jude carried unanimously**

- 46  
47 - **Business manager now including staffing information in her Board report. The Ministry say**  
48 **we are overstaffed at present. Staffing is managed throughout the year and will continue**  
49 **to be reported regularly.**  
50  
51 - **Principal requests that it is clear to the Board that Tony Sears is the delegated Acting**  
52 **Principal in her absence.**

1  
2 **27/18 move THAT the Board acknowledges Tony Sears as delegated Acting Principal in the**  
3 **Principal's absence – Robyn/carried unanimously**  
4

5 The Board requests that the Schedule of Delegations is deferred back to the Finance committee  
6 before approval by the Board.  
7

8 • **Property Report**  
9

- 10 - Boiler on track for installation over the school holidays.  
11 - Plans are in place for what will happen when E block finally comes down.  
12

13 **28/18 move THAT the Business Managers report be received - Robyn carried unanimously**  
14

15 **29/18 move THAT the Property & Finance reports be received - Maree/Emma carried**  
16 **unanimously**  
17

18 **8. Principals Report**  
19

- 20 - Faculty Reports well received by the Board  
21 - Draft Annual Plan for 2018 – ERO have said that our Annual Plan is too ambitious. Principal  
22 feels this was unfair but has done some thinking about our Annual Plan and how it looks.  
23 - The COL has been added to the Annual Plan.  
24 - Principal requests that the Board look over the Draft Annual Plan in detail. It is yet to go to  
25 the Faculty Leaders.  
26 - Treaty of Waitangi/the Hautu – Piritahi Marae is missing from this document at present.  
27 Paora will write an addition to this document.  
28 - 10MAO class – may not continue at Year 11.  
29 - Piringakau successes may generate more interest in Te Reo and help with uptake beyond  
30 Year 10.  
31  
32 - Faculty Reports – difficulties with 6<sup>th</sup> subject mentioned more than once – is this an ongoing  
33 issue?  
34 - Sixth subject came about as a result of parent voice. It proved extremely successful in 2017  
35 and continues this year in Years 11 & 12. There were teachers in 2017 who did not believe  
36 it would work but change is always hard.  
37  
38 - GATE (Gifted & Talented) Register has been established. There will be a meeting with  
39 parents in Term 2 about this.  
40 - Extension opportunities for students that are deemed as gifted and talented  
41 - Gifted & Talented is not limited to academic talent but includes creativity.  
42 - Programmes will be put in place to extend identified students.  
43  
44 - Year 10 certificate – opportunity for Year 10 students to gain NCEA credits. Can then be  
45 endorsed at Merit or Excellence. Helps them to understand how NCEA works.  
46 - Gives them a focus for the year.  
47 - Seeing previous years receive their acknowledgement is an incentive.  
48 - WHS does not currently have a culture of 'blazers and badges' which is unfortunate as  
49 competition is good for young people.  
50  
51 - SPEC programme – alternative programme to NCEA  
52  
53 - BYOD classes – nothing has been reported in detail about BYOD and its success (or not)

- 1 - The school does continual issues with connectivity and overall IT issues.
- 2 - Principal will speak with Tony Sears about BYOD.
- 3 - Devices have come such an integral part of day to day schooling.
- 4 - BYOD does not transition to Year 11.

5

6 **30/18 Move THAT the Principals Report be received – Emma/Paora carried unanimously.**

7

8 The Board would like to thank the teachers for all hard work on the Faculty Reports.

9

10 **9. Board Assurance Statement and Self Audit Checklists**

11

12 Section 5

13

14 **10. Maori Education**

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16 No written applications received regarding the Maori Rep position.

17

18 **11. General**

19

20 *The meeting moved into in-committee at 8.55pm*

21

22 *The meeting moved out of in-committee at 9.05pm*

23

24 ***By-election update from Returning Officer.***

25 Currently no nominations received. Nominations close on 27<sup>th</sup> April.

26

27 The meeting closed at 9.10pm. The next meeting of the Board of Trustees will be held on Tuesday,  
28 29<sup>th</sup> May 2018 at 7.00pm.