

1 **MEETING OF THE WAIHEKE HIGH SCHOOL BOARD OF TRUSTEES**
2 **WEDNESDAY, 10 NOVEMBER at 6.00PM (via Zoom)**
3

4 **Present:** Robyn Woodall, Jude Young (Principal), Gary Wilton, James Petronelli, Jane
5 Scorey, James Stainton, Nick Crawford & Brent Simpson.

6
7 **Absent:** Paora Toi Te Ranguiaia

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9 *Gary Wilton left the meeting at 6.22 pm with internet issues.*
10

11 **Presentations & Deputations**

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13 **1. Karakia & welcome to new Board members James Stainton and Nick Crawford**

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15 **2. In committee Correspondence – No in-committee correspondence**

16
17 ***07/21 Move THAT in terms of Section 47 of the Local Government Official***
18 ***Information and Meetings Act 1987, the public be excluded from this meeting because***
19 ***the Board wishes to discuss matters relating to staff and students for the reason that***
20 ***discussion of these matters in public would infringe on the privacy of a natural person***
21 ***under Section 9 (2) (a) of the Official Information Act. Robyn – carried.***
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23
24 **3. Correspondence**

25
26 ***86/21 move THAT the correspondence is received – Robyn/Jude carried unanimously***
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28 **4. Sub Committee Reports**

- 29 • **Finance –**
30

31 **Discussion points:**

32 2022 Budget

33 Business Manager Rachael Wheeler joined the meeting to present the 2022 Budget.

- 34 • Majority of the bank balance amount is on term deposit
35 • Performing well on budget projections
36 • Surplus in excess of \$140,000.
37 • Other Grants – some grants not received this year that were received in 2020.
38 • A Covid resurgence grant recently paid to the School.
39 • Donations will be lower as we have not been able to run some of the usual
40 fundraising events, e.g. Quiz Night & the Christmas Market.
41 • Currently processing refunds of trips that were cancelled because of the lockdown,
42 e.g. Football Tournament, Music trips etc.
43 • BOT expenses are over budget but this was expected.
44 • Faculty Costs – overall under spent and Covid has had an impact. Message to staff
45 is that this is an unusual year and they should not spend remaining budget.
46 • Over in Student Engagement
47 • Some property expenses are over
48 • Overall result is that the school is in a very good position.

1 **Staffing:**

- 2 • Underuse of staffing – this is a good position to be in and as it runs until March
3 2022, we will be able to use this.
4
5 • Question about the amount being held in Cash? *This is elevated at present*
6 *because it includes recent Ministry funding. There will be payments coming out of*
7 *this for the ongoing property work over the next few months.*
8

9 **87/21 move THAT the board approves payment of invoices from 1 September to 30**
10 **September 2021 for \$118,566 plus GST – James Petronelli/Jane - carried unanimously**
11

- 12 • Discussion about the Summary Income and Expenditure Report.
13

14 **88/21 move THAT the board approves the draft budget for 2022 – James Petronelli/Jude**
15 **- carried unanimously**
16

17 **Property Report**

18 **Discussion points:**

- 19 • Aiming for a more collaborative sharing of costs relating to the bore and the sewage
20 field, with Te Huruhi Primary School. Ongoing operational costs shared between
21 WHS, Te Huruhi and the Recreation Centre (40:40:10). However, the costs of large
22 capital upgrades have fallen to the High School.
23 • The Ministry has agreed that we can now remove all the remaining trees in the
24 effluent field, fully funded by them. This is a huge win for the school and the Board
25 thanks Jude for her persistence in this matter.

26 **5YA projects:**

- 27 • Canopy now installed in B-block. This is now a lovely, shady area where the students
28 can sit at morning tea and lunchtime.
29 • Effluent upgrade as above
30 • Work on repairing the Carpark has started this week.
31 • Some paving work to be done when the term ends.
32 • Staffroom and adjoining office refurbishment approved and Infratel will complete
33 this work. Staffroom will likely commence week of 6 December.
34 • Out for Tender – new hospitality room & commercial kitchen.
35 • Science Labs – upgrades
36 • Remainder of D-block with the exception of D7.
37 • Light touch on the Library.
38 • Work on heating pipework managed in-house

39 **Other property work:**

- 40 • Finally have a solution to the drainage issue at the front entrance to the school. This
41 will be completed by the end of the week.
42 • Old foundations above T-block area removed.
43 • Furniture replacement in C-block classrooms.
44 • Cleaning staff gave the Hall a deep clean before students returned.
45 • Looking at the cyclical maintenance plan.
46 • Finish staining the pavilion and C-block to be painted
47 • 4A Alison Road will probably be repainted once the current tenant moves out.
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Health & Safety

Discussion points:

- Immune compromised staff having booster shots.
- We are in a privileged situation with all of our staff fully vaccinated.

Other:

- Been difficult to employ cleaners – currently have five until the end of the year and will review this in early 2022.
- Rate increase for cleaners in 2022.
- Graeme Todd, who has been working as an assistant caretaker, will have his hours extended from 2 days to 4 days from mid-December.

89/21 move THAT the board approves the digital storage of key student records and secure disposal of remaining items per Ministry of Education guidelines as outlined in the schedule - Jude/Jane - carried unanimously

90/21 move THAT the Business Managers Report is received – Jude/Jane – carried unanimously.

91/21 move that the Finance, Property, Health & Safety reports are received –Robyn/ - carried unanimously

5. Principals Report

Discussion points:

The meeting moved into in-committee at 6.50 pm

The meeting moved out of in-committee at 6.55 pm

- Changes made to Assessment week because of late start to Term 4. These derived grade exams were held last week and results must all be in by Friday, 12 November.
- No academic report due to timing of this but full academic report will be included in next Board meeting pack.
- Deans have been tracking at risk students.
- NCEA will use the best of either the student’s derived grade or the external exam grade.
- Learning Recognition Credits given to students because of the lockdown. This also happened in 2020.
- There will be less students sitting external exams this year but we expect this.
- Year 13 adversely affected because they cannot have their usual ‘rite of passage’ antics at the end of the year.
- This has been a very successful Year 13 cohort with already 15 scholarships and more expected. This success has been feted in the Gulf News and on our Facebook page and we will continue to celebrate this success as more results come in.
- BCITO today advised that they have 30 students from WHS who are now trained builders.
- We will be holding a Virtual Prizegiving for Sports & Cultural awards and for Year 11 and Year 12 academic Prizegiving.

- 1 • We are planning to hold a Year 13 Prizegiving, outdoors on Friday, 10 December.
2 This will include a lunch and then the traditional ‘walk up the drive and into the
3 future’.
- 4 • D7 – is our Whare. This donated building needs a significant amount of
5 maintenance work. D-block is 22% owned by the Board. Jude has met with Pita
6 Mahaki about the idea of shifting Piringakau to D6 so that work on D7 can be
7 completed. Possibility that in the future D7 could become a space for carving/flax
8 work etc.

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10 **92/21 move THAT the Principals Report is received – Robyn/Jane carried unanimously.**

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12 **6. Minutes of Previous Meeting and Matters Arising**

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14 **93/21 Move THAT the minutes submitted for the board meeting held on 29 September**
15 **2021, with the changes discussed, are true and correct – Robyn/Jane - carried**
16 **unanimously.**

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18 **94/21 Move THAT the in-committee minutes submitted for the board meeting held on 29**
19 **September 2021 are true and correct – Robyn/James Petronelli - carried unanimously.**

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21 **7. AOB**

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23 **Update on Student Trustee Elections**

- 24 • NZSTA advise that these are on hold for the Auckland region. Hoping to be able to
25 hold these elections early 2022.

26
27 **The Grant Duffy Cup**

- 28 • This cup will be awarded to a Year 13 student who has shown kindness, generosity,
29 support and care for others.
- 30 • Robyn will invite Louise to attend the Year 13 Prizegiving.

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32 **Government Announcement today**

- 33 • Jude has spoken with the Principals of the two primary schools today and they
34 have clear plans in place for the return of students in Years 1 – 8. We are also
35 formulating a plan for the return of our Year 7 – 10 students and will advise the
36 community by Friday.

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38 **8. Board Evaluation – Risk Assessment**

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40 The next Board meeting will be held on Wednesday, 8 December at 6.00 pm. As this will
41 be the final Board meeting for Jude, it will partly be a social occasion.

42
43 The meeting closed at 7.30 pm with a Karakia.