

1 **MEETING OF THE WAIHEKE HIGH SCHOOL BOARD OF TRUSTEES**
2 **WEDNESDAY, 24 FEBRUARY 2021 at 6.00PM**

3
4 **Present:** Robyn Woodall, Jude Young (Principal), Jane Scorey, Gary Wilton, Maree O'Brien,
5 Brent Simpson, Paora Toi Te Ranguiaia, James Petronelli & Grant Duffy

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7 **Presentations & Deputations**

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9 **Election of Board Chair and Deputy Board Chair for 2021**

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11 Principal called for nominations for Board Chair.
12 Jane nominated Robyn/seconded by Grant. All in favour.
13 Robyn is duly elected Board Chair for 2021

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15 ***03/21 move THAT Robyn Woodall is elected Board Chair for 2021 – Jane/Grant – carried***
16 ***unanimously***

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18 Robyn called for nominations for Deputy Chair
19 Grant nominated Jane as Deputy Chair/seconded by James. All in favour.
20 Jane is duly elected Deputy Board Chair for 2021

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22 ***04/21 move THAT Jane Scorey is elected Deputy Board Chair for 2021 – Grant/James –***
23 ***carried unanimously***

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25 ***05/21 move THAT Maree O'Brien is elected Finance Committee Chair for 2021 –***
26 ***Robyn/Jane – carried unanimously***

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28 ***06/21 move THAT Jane Scorey is elected Chair of the Discipline Committee 2021 – Robyn***
29 ***– carried unanimously***

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31 **1. In committee Correspondence**

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33 ***07/21 Move THAT in terms of Section 47 of the Local Government Official***
34 ***Information and Meetings Act 1987, the public be excluded from this meeting***
35 ***because the Board wishes to discuss matters relating to staff and students for the***
36 ***reason that discussion of these matters in public would infringe on the privacy of a***
37 ***natural person under Section 9 (2) (a) of the Official Information Act. Robyn –***
38 ***carried.***

39
40 ***The meeting moved into in-committee at 6.09 pm***
41 ***The meeting moved out of in-committee at 6.12 pm***

42
43 ***08/21 Move THAT the in-committee correspondence is received – Robyn/Jane carried***
44 ***unanimously***

45
46 ***09/21 move THAT the Board approves the Level 2 Snorkel trip to Goat Island in March –***
47 ***Robyn/Grant***

1 **2. Sub Committee Reports**

- 2 • **Finance –**

3 **Discussion points:**

- 4 • Interviews for the new Business Manager are complete and the successful candidate
5 will be offered the role on Thursday, 25 February. There were over 60 applicants
6 who were then whittled down to a short list of three applicants.
7 • Issues with employing cleaning staff. No applications received after the last
8 advertisement.
9 • Some classrooms are self-managing at present and the staff have been supportive.
10 • Support staff employment matters – Dave Chamberlain is covering Hedi while she
11 is on ACC leave.

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13 **Discussion points:**

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15 ***10/21 move THAT the board approves payment of invoices from 1 December – 31***
16 ***December 2020 for \$291,445.10 & from 1 January – 31 January for \$62,668.84 /- carried***
17 ***unanimously***

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19 **Property Report**

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21 **Discussion points:**

- 22 • Concern about the MPM Project Manager who is unwell. A number of projects held
23 up and a new project manager is getting up to speed with the jobs.
24 • Issues with the bore over December and January. This has now gone to the Ministry,
25 as there is significant cost involved to fix the problems.
26 • Fencing – there has been one incident where the ‘runner’ tried to get to Hooks Lane
27 but was stopped immediately. Fencing around the back perimeter will be going
28 ahead.

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30 **Discussion points:**

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32 • **Health & Safety – no meeting held.**

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34 ***11/21 move that the Business Managers report is received –Maree /Jane- carried***
35 ***unanimously***

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37 ***12/21 move that the Finance Report & Property reports are received –Maree /Jude -***
38 ***carried unanimously***

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40 **3. Principals Report**

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42 **Discussion points:**

- 43 • Results for 2020 – Principal is very pleased with these results given the disruptions
44 we had in 2020 due to the pandemic.
45 • UE results impacted by seven students from Year 13 who did not return after the
46 Lockdown in 2020.

- 1 • Changes to entrance requirements made by Universities because of COVID meant
- 2 that students, who might otherwise have missed University, were accepted to the
- 3 courses they wanted.
- 4 • The 2020 Year 12 (current Year 13) cohort is a very strong group and have tracked
- 5 well since they were Year 11.
- 6 • Tracking of students who have left school – this continues until they are 22 years of
- 7 age.
- 8 • Delivery of the results – some board members would prefer a narrative to
- 9 accompany the results to make the tables provided clearer. A member of the public
- 10 reading the Board notes, may not fully understand the information currently
- 11 provided. Other board members like the tables and figures provided in the Ministry
- 12 reports.
- 13 • Jude assured the Board that more information will be coming to the Board once
- 14 results are finalised and the Faculty reports are complete. There will be a full report
- 15 for the next Board meeting.
- 16 • The Board would like to extend sincere congratulations to all the staff for such great
- 17 results in a tough year.
- 18 • Jude has signalled to the community and the staff that she does intend to resign at
- 19 the end of 2021.
- 20 • Jude has taken on the role of Lead Principal for the WaiCoL in 2021.
- 21 • ERO have confirmed that we will have a review, using the new model, in Term 2 of
- 22 this year. Further details to follow.
- 23 • Principal Appraisal – Adam Cels was unable to complete this. An outside person will
- 24 do the appraisal this Term.

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Discussion about Strategic Plan 2021-2024

- ERO have previously told WHS that the Annual Plan needs some paring down.
- Work on the Strategic Plan based on the new Charter.
- Feedback from staff and the board needed.
- James – add indicators showing end of year outcomes.
- Grant – the goals need a stronger link to the four points highlighted in the Charter (Island-based, Treaty Partners, Open & Diverse, Great performers Holistic educators). Would like the goals to be easily understood.
- Presentation of Charter to wider community.
- How do we celebrate current achievements? How can this be communicated to the community?

Action	Actioned by:	Timeline:
<ul style="list-style-type: none"> • Find a time for a special Board meeting for discussion of goals. 	Board Secretary	Before next Board meeting

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13/21 move THAT the Principals Report is received – Maree/Jane carried unanimously.

14/21 move THAT the Draft Strategic Plan is accepted – Robyn – carried unanimously.

4. Minutes of Previous Meeting and Matters Arising

1 **15/21 Move THAT the minutes submitted for the board meeting held on 16 December**
2 **2020 are true and correct – Robyn / - carried unanimously.**

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4 **16/21 Move THAT the in-committee minutes submitted for the board meeting held on 16**
5 **December 2020 are true and correct – Robyn/ - carried unanimously.**

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7 **5. AOB – Letter from Niki Schuck**

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9 Discussion points:

- 10 • Member of staff who has responsibility of communication with the parent and wider
11 community.
12 • Niki keen to finish the work that was started in early 2020.
13 • Communication Plan
14 • Budget restrictions
15 • The board will request that Niki put together a plan for the school, being mindful
16 of our budgeting restrictions.

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18 **6. Review & Evaluation of Meetings –**

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20 Planning

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22 The meeting finished at 8 pm. The next formal meeting of the Board will be held on Wednesday,
23 14 April 2021 at 6.00 pm.

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