

**MEETING OF THE WAIHEKE HIGH SCHOOL BOARD OF TRUSTEES  
TUESDAY, 27 FEBRUARY 2019 AT 6.00PM**

**Present:** Robyn Woodall, Gary Wilton, Emma Musson, Maree O'Brien, James Petronelli, Presley Cox, Grant Duffy, Rebecca Goodenough, Darleen Tana Hoff-Neilson and Paul Knighton.

**Apologies:** Jude Young & Paora Toi Te Rangiuaia

**1. Submissions & Deputations**

**2. Karakia**

*7/19 move THAT Robyn Woodall is duly elected as Board Chair until triennial elections in June 2019 – James/Grant carried unanimously*

*8/19 move THAT Gary Wilton is duly elected as Deputy Chair until triennial elections in June 2019 – Maree/James – carried unanimously*

*9/19 move THAT Brenda Harrington is appointed in the role of Returning Officer for the 2019 triennial elections – James/Darleen carried unanimously*

*10/19 move THAT the elections will be held on 7<sup>th</sup> June 2019 as per NZSTA guidelines – Robyn carried unanimously*

**3. In committee correspondence**

*11/19 Move THAT in terms of Section 47 of the Local Government Official Information and Meetings Act 1987, the public be excluded from this meeting because the Board wishes to discuss matters relating to staff and students for the reason that discussion of these matters in public would infringe on the privacy of a natural person under Section 9 (2) (a) of the Official Information Act. Robyn – carried.*

*12/19 Move THAT the in-committee correspondence be received –Robyn/carried unanimously*

**4. Correspondence**

*13/19 move THAT the Piringakau Polyfest trip in March 2019 is approved by the Board – Robyn/Darleen – carried unanimously*

*14/19 move THAT leave without pay for Russell Duurloo in July 2019 is approved – Robyn carried unanimously*

*15/19 move THAT leave without pay for Annie Melchior in April 2019 is approved – Robyn carried unanimously*

*16/19 move THAT Annual Leave for Jude Young in April 2019 is approved – Robyn carried unanimously*

**17/19 move THAT Annual Leave for Jude Young in October 2019 is approved – Robyn carried unanimously.**

**18/19 move THAT the Board approves Professional Development for Jude Young and Paul Knighton at the Future Schools Conference in Melbourne, March 2019 – Gary/James – carried unanimously**

**19/19 Move THAT the correspondence be received – James/Grant - carried unanimously**

## **5. BOT Annual Work Plan**

All Board members to look at the School Docs site for WHS within the next 2 weeks with a view to adopting these policies as the official school policies.

<b>Action</b>	<b>Actioned by:</b>	<b>Timeline:</b>
Become familiar with the WHS School Docs site	All Board members	By 13 <sup>th</sup> March 2019

## **6. Sub Committee Reports**

- **Finance**

**20/19 move THAT the board approves payments from 1 to 30 November 2018 for \$371,406.92, from 1 to 31 December 2018 for \$267,728.42 and from 1 to 31 January 2019 for \$398,917.521. – Maree/James carried unanimously.**

### **Discussion points:**

- Staff room improvement – the board wants this work to be a priority.
- Layout of budget spreadsheet
- Consider switch to Xero
- 2019 Budget to be resubmitted

**21/19 move THAT the Board would like to allocate \$100,000 from uncommitted funds for improvements to be made in the staff room. The Board formally requests that the school prioritise this work due to its importance to staff wellbeing – James/Maree carried unanimously**

<b>Action</b>	<b>Actioned by:</b>	<b>Timeline:</b>
Resubmission of 2019 Budget	Business Manager	By 8 <sup>th</sup> March 2019

- **Property Report**

### **Discussion points:**

- A & B block refurbishments continue.
- New building well underway
- Lift held up at present due to shortage of installers

- **Health & Safety**

### **Discussion points:**

Issue with alarms being heard in F-Block (Bells, fire alarms).

Mitigation of this risk?

Action	Actioned by:	Timeline:
Board concerned that this is a potentially serious Health & Safety threat and would like assurance that it is being addressed.	Health & Safety Committee	TBA

**22/19 move THAT the Business Managers report is received – James/Presley carried unanimously**

**23/19 move THAT the Property, Finance and Health & Safety reports are received –Maree/James carried unanimously**

## 7. Principals Report

Discussion points:

- Current roll
- Aggregation of some classes at Years 12 & 13
- New outdoor Education programme for Year 10 – this is run by Mathew Jacomb
- Inquiry Based Learning – rebrand of the Pathways course
- ACM (Academic Mentoring) programme up and running for Years 11 & 12
- Katherine Cole will remain Science Faculty Leader.
- Sam Carroll’s scholarship – how much time out of school does this involve? Board aware of issues in Maths Faculty over the past 2 years and how this reflects on the school. Discussion in the wider community about use of relievers in Maths classrooms.
- Roll of the Across Schools Teacher – Kevin Wilson
- Board would like clarification of Rob Smith’s appointment.

**The meeting moved into in-committee at 7.52pm**

**The meeting moved out of in-committee at 7.57pm**

### Analysis of Variance 2018

Discussion point:

- Changes to the way the statistics are now being reported (Participation rather than Enrolment)
- Appendix 1 – figures not comparable to previous years as based on new way of reporting this data
- University Entrance – this figure is disappointing. Bill Godbout and Paul Knighton have been working with some students for extra credits.
- Strategic Goal - students will be working at or above the “below national achievement level” in writing and reading.

**24/19 Move THAT the Principals Report be received – James/Darleen - carried unanimously.**

## 8. Report re Community Engagement Committee

- Gulf News article next week
- Focus groups established
- Slot in the Library – Board members encouraged to drop in.
- Survey to parents on Friday
- Newsletter, website, Facebook

## 9. Matters Arising and Minutes of Previous Meeting

**25/19 Move THAT the minutes submitted for the board meeting held on 27 November 2018 are true and correct – Robyn/Gary- carried unanimously.**

## 10. AOB

### Principal appraisal

#### **Discussion points:**

- Principal requests that Peter Gall be re-engaged for 2019/2020 appraisal
- Board agrees that they would like to see Peter's report first.
- Peter Gall to come and report to the Board.
- Paul has felt supported by Peter throughout the process so far.
- Robyn to contact Peter.

Action	Actioned by:	Timeline:
Contact Peter Gall regarding Principals Appraisal	Robyn Woodall	By 1 <sup>st</sup> March 2019

### School Hours

#### **Discussion points:**

- Any interest in exploring options for different school hours?
- Wide community discussion and consultation would be required
- Paul Knighton (PPTA Chair) advises caution in light of potential industrial action

### Board Elections

#### **Discussion points:**

- Given that potentially 3 or 4 elected Board members do not intend to stand in the 2019 triennial elections, succession planning is crucial.
- Board chair to investigate mid-term/staggered election options.

Action	Actioned by:	Timeline:
Options for mid-term/staggered elections	Robyn Woodall	Next Board Meeting

The meeting closed at 9.00pm. The next meeting of the Board will be held at 6.00pm on Wednesday, 27<sup>th</sup> March 2019.