

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

**Present:** Robyn Woodall, Gary Wilton, Emma Musson, Maree O'Brien, Jude Young, Grant Duffy and Paora Toi Te Rangiuaia

**Apologies:** James Petronelli, Darleen Tana Hoff-Neilson, Presley Cox & Rebecca Goodenough

**1. Principal Appraisal**

*The meeting moved into in-committee at 6.08pm*

*The meeting moved out of in-committee at 6.25pm*

**2. Karakia**

**3. In committee correspondence**

*28/19 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.*

*29/19 move THAT the in-committee minutes submitted for Board meeting on 27<sup>th</sup> November 2018 be received – Robyn/carried unanimously*

*30/19 Move THAT the in-committee correspondence be received –Robyn/carried unanimously*

**4. Correspondence**

*31/19 Move THAT the correspondence be received – Robyn - carried unanimously*

**5. BOT Annual Work Plan and School Docs**

*Under Review Term 1:*

- **Alcohol/Drugs & Other Harmful Substances** – our previous policy includes drug paraphernalia, request that this be added. Also add e-cigarettes and vaping devices.
- Question about Staff drug testing – this is not done at Waiheke High School and not common in other schools in NZ.
  
- **Legislation and Administration Policy** – this is the first scheduled review of this policy. Board members asked to review the overarching policy only.

<b>Action</b>	<b>Actioned by:</b>	<b>Timeline:</b>
Board members to add their comments to the Review in on School docs site	All Board members	By end of Term 1

Board Secretary to add current information about drug paraphernalia and e-cigarettes/vaping devices.	Board Secretary	28 <sup>th</sup> March 2019
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Action	Actioned by:	Timeline:
Board Secretary to share information about how the School Docs Review process works.	Board Secretary	Email - 28 <sup>th</sup> March 2019

***32/19 move THAT the Board formally adopts School Docs – Grant/Jude carried unanimously***

## **6. Sub Committee Reports**

- **Finance**

***33/19 move THAT the board approves payments from 1 to 29 February 2019 for \$644,100.60 - Maree/Jude carried unanimously.***

### ***Discussion points:***

- Introduction of Xero at the school will go ahead in mid-2019. An additional reporting package will be purchased to work alongside Xero.
- The School accounts are audited to an Accounting standard.
- Faculty budgets and how this is reported.
- Striving for Success outcomes and budgeting.

- **Property Report**

### ***Discussion points:***

- Staffroom refurbishment – this will be done in two stages. Staff consultation will begin on Monday, 1<sup>st</sup> April with a visit from Furnware bringing samples and ideas. First phase will involve seating, flooring and painting. Second phase will involve possible removal of walls and upgrade in kitchen.
- School houses – Jude has established a good working relationship with Gene O’Neill from the Ministry. She is hoping to hear from him soon regarding more support for Teacher housing solutions.

- **Health & Safety**

### ***Discussion points:***

- Issues with Alarms and Bells – part of the issue has been the removal of E-Block which disturbed alarms in F-Block and the Recreation Centre.
- Lockdown has been scheduled for 11<sup>th</sup> April 2019 – this will be run by Harrison Tew.

***34/19 move THAT the Business Managers report is received – Maree/Gary carried unanimously***

***35/19 move THAT the Property, Finance and Health & Safety reports are received – Maree/Emma carried unanimously***

## 7. Principals Report

### **Discussion points:**

- Summarised Faculty reports. Thank you from the Board for these reports.
- Support being offered to some teachers in specialised subjects.
- Annual Plan – change the wording under Academic Strategic Plan, (b) ‘.....will be working at or above the “below national achievement level”’. Change this to read ‘.....will be working above the “national achievement level”’
- Maths standard on complex numbers & imaginary numbers
- E-asTTLe results – looking very positive in the Junior School.
- Boys still not achieving as well as girls
- Appendix 1 of the Annual Plan – the 2016 and 2017 figures have been removed as they were not comparable due to new way of reporting data. 2018 becomes the new baseline data.
- Jude’s visit to Government House with Year 13 student.
- Tupu Mai has started well.
- Faculties reporting this term on what their departments are doing around Maori education. An annual audit will be created from this information.
- Piringakau were first equal in the Haka in their division at Polyfest.
- Considering a Grandparents day in Term 2.
- Suggestion of a ‘Show and Tell evening’ with Faculty Leaders at the next meeting. This is to be an informal evening held on same night as the Board meeting but starting earlier. Principal to organise this.

### **Pastoral Report:**

- Issue of serial truancy – our Youth Aid Officer is now responding better in cases of recidivist truancy.
- The cases that we are working with are at the high end of the scale they are not the ‘norm’.

Action	Actioned by:	Timeline:
Principal to arrange a Show and Tell evening with Faculty Leaders at the next Board meeting	Principal/Board Secretary	Details early in Term 2

**36/19 Move THAT the Principals Report be received – Robyn/Grant - carried unanimously.**

## 8. Report re Community Engagement Committee

### **Discussion points:**

- Approximately 500 surveys have been completed.
- Focus Groups are ongoing and most have been positive and well received. Some more challenging than others.
- Maori hui on Sunday at the Marae - Grant will attend this meeting.
- Steering group will start looking at how the data will be gathered and then presented – findings, history, and actions.
- A Draft report will go to the Steering Group and then the Board.
- Aiming to have this completed before the new Board takes office so as to present some recommendations to the new Board.
- Overall the project has felt positive and optimistic.

- The Board would like to acknowledge Anne Bailey's hard work and perseverance with this project.

## **9. Matters Arising and Minutes of Previous Meeting**

***37/19 Move THAT the minutes submitted for the board meeting held on 27 February 2019 are true and correct – Grant/Emma- carried unanimously.***

***38/19 Move THAT the in-committee minutes submitted for the board meeting held on 27 February 2019 are true and correct –Robyn - carried unanimously.***

## **10. AOB**

### **Staggered/Mid-term elections**

- The Board will be running an election for 5 parent representatives.
- Co-options will be done after the elections and the new Board takes office.
- Maori co-option process to be made clear well in advance of the next election.
- Look at co-opting experienced members of the Board for a fixed term (e.g. 18 months)

The meeting closed at 8.00pm. The next meeting of the Board will be held at 5.00pm on Wednesday, 29<sup>th</sup> May 2019.