

1 **MEETING OF THE WAIHEKE HIGH SCHOOL BOARD OF TRUSTEES**  
2 **WEDNESDAY, 28<sup>TH</sup> AUGUST 2019 at 6.00PM**

3  
4 **Present:** Robyn Woodall, Maree O'Brien, Gary Wilton, Brent Simpson, Grant Duffy, Presley  
5 Cox and Jude Young.

6  
7 **Apologies:** James Petronelli

8  
9 **1. Presentations & Deputations**

10  
11 Deferred as neither co-opted Maori representative was available for this meeting.  
12 These two reps will be welcomed on Monday, 23<sup>rd</sup> September.

13  
14 **2. In committee Correspondence**

15  
16 *The meeting moved into in-committee at 6.06pm*

17 *The meeting moved out of in-committee at 6.10pm*

18  
19 *76/19 Move THAT the in-committee correspondence is received –Robyn/Maree carried*  
20 *unanimously*

21  
22 **3. Correspondence**

- 23  
24
  - Request for leave without pay from Katherine Cole for Term 2, 2020.

25  
26 *77/19 move THAT leave without pay in June 2020 for Katherine Cole is approved by the Board -*  
27 *Robyn/Gary – carried unanimously*

28  
29 *78/19 Move THAT the correspondence is received –Robyn/Maree carried unanimously*

30  
31 **4. Sub Committee Reports**

- 32
  - **Finance**

33  
34 **Discussion points:**

35 Deficit higher than expected due to legal fees and striving for success project.

36  
37 *79/19 Move THAT the board approve payments in MUSAC from 1 to 30 June 2019 for*  
38 *\$261,353.78 and from 1 to 31 July 2019 for \$59,992.74; and in Xero from 1 to 31 July 2019 for*  
39 *\$80,397.06 – Robyn/Grant – carried unanimously*

40  
41 *80/19 move THAT the board approve the contact under All of Government for Genesis and*  
42 *Contact Energy – Robyn/ - carried unanimously*

- 43  
44
  - **Property Report**

45  
46 **Discussion points:**

- 47
  - Decommissioning of the lift in the Recreation Centre
  - Update on the new build.

- 48  
49
  - **Health & Safety**

1 **Discussion points:**

- 2 • Measles – no cases on the Island to date. School will continue to update parents.  
3 • Ministry update has been received regarding toilet and food situation in a Lockdown.  
4 • Cyclists needing to dismount to come down the driveway. This is due to the recent near  
5 misses that have occurred in the carpark.  
6 • Still students on scooters not wearing helmets when using the back courts at break times  
7

8 ***81/19 move that the Business Managers report is received – Jude/Presley - carried unanimously***

9  
10 ***82/19 move that the Finance and Property Reports are received – Jude/Brent- carried***  
11 ***unanimously***

12  
13 ***83/19 move that the Health & Safety meeting minutes are received – Robyn/Maree - carried***  
14 ***unanimously***

15  
16 **5. Principals Report**

17  
18 **Discussion points:**

- 19 • Education (School Donations) Amendment Bill – more information coming from ASSPA  
20 (Auckland Secondary School Principal’s Assoc).  
21 • Tupu Mai update  
22 • Hawaii 2020 – update for the Board with fundraising and numbers  
23 • CORE assignments – cultural competencies.  
24 • Faculty audit – this will become part of ERO information  
25 • Wellbeing Survey 2019 – positive results from this survey.  
26 • Education Gazette article about WHS students working in the wetlands at Hooks Lane.  
27 • Data tracking – keeping a close eye on some Year 13 students who are underperforming.  
28 • Pastoral report – high number of students on Waiheke who go overseas on an annual  
29 basis for extended periods. Attendance rates are affected by these absences.  
30 • Truancy – there is a truancy officer working in the school for 10 hours per week. Patterns  
31 of truancy are reported to Auckland Truancy Service who then follow up with families.  
32

33 ***84/19 Move THAT the Principals Report be received – Robyn/Maree carried unanimously.***

34  
35 ***85/19 move THAT both the Data Tracking and Pastoral reports are received – Robyn/ - carried***  
36 ***unanimously***

37  
38 **6. Waiheke High School Uniform**

39  
40 **Discussion points:**

- 41 • SLT planning meeting – discussion about the difficulty in policing our uniform.  
42 • A previous Board decided that any jacket could be worn to school if it was cold. This has  
43 meant we see more non-school jackets, hoodies and sweatshirts being worn in school all  
44 day during winter.  
45 • The school offers a good jacket that is inexpensive and waterproof. The jacket is plain navy  
46 blue – no logos.  
47  
48 • A relaxed attitude to uniform has culminated in a uniform policy that is difficult to manage  
49 and hard for teachers to enforce.  
50 • Principal is of the opinion that there are too many choices in our uniform.  
51 • Has been discussed by Student Council – they agree re no piercings and jewellery. Shoes to  
52 be plain black.

- 1 • The Principal requests that the uniform be simplified.
- 2 • PE uniform not to be worn as uniform.
- 3 • Sports shirts and jumpers are not part of the uniform.
- 4 • Further discussion to be had regarding uniform once the Principal has met again with
- 5 Student Council.

Action	Actioned by:	Timeline:
Further information for the Board regarding Uniform.	Principal	By end of Term 4

## 7. Minutes of Previous Meeting and Matters Arising

11 *86/19 move THAT the Property, Finance and Health and Safety committees are combined –*  
 12 *Maree/Jude – carried unanimously*

14 *87/19 Move THAT the minutes submitted for the board meeting held on 26 June 2019 are true and*  
 15 *correct – Robyn/Grant- carried unanimously.*

17 *88/19 Move THAT the in-committee minutes submitted for the board meeting held on 26 June*  
 18 *2019 are true and correct – Grant/Brent - carried unanimously.*

20 *89/19 Move THAT the minutes submitted for the board meeting held on 30 July 2019 are true and*  
 21 *correct – Robyn/- carried unanimously.*

23 *90/19 Move THAT the in-committee minutes submitted for the board meeting held on 30 July 2019*  
 24 *are true and correct – Maree/Robyn- carried unanimously.*

Action	Actioned by:	Timeline:
Process of co-option of Maori Reps is to be published to the Board.	Principal	23 <sup>rd</sup> September 2019

## 8. School Docs Current Review

- 30 • Performance Management
- 31 • Health, Safety and Welfare Policy

## 9. AOB

### Update from Steering Group (Striving with Success)

- 37 • Gulf News article
- 38 • Positive Facebook posts
- 39 • WHS has received a lot of publicity lately.
- 40 • Committee is moving to marketing the two fixed term roles (Communications and
- 41 Visioning)
- 42 • Marketing statement has been formulated for all media releases.
- 43 • Gulf News and Weekender articles this week.
- 44 • Website – communications brief and the visioning brief
- 45 • Newsletter to go out to parents on Friday
- 46 • RFP's available on request

- 1 • FB posts also going ahead
- 2 • Board welcome to send these documents on to their own contacts.
- 3 • Applications close on 20<sup>th</sup> September
- 4 • Committee will short-list the candidates and request proposals. Board will then be
- 5 involved in the process from there.
- 6 • General agreement that the Visioning role is the most important and the full Board should
- 7 be involved in the decision about who will fulfil that role.
- 8 • Communication role selection can be dealt with at Steering group level.
- 9 • Request has been made that there be student representation and parent representation
- 10 (from FoWHS).
- 11 • Principal is looking at the student rep and feels that role should be taken by the Student
- 12 rep on the Board of Trustees.
- 13 • The Principal and the Chair will attend a Friends of Waiheke High School meeting to
- 14 discuss.

15  
16 **Audio Visual equipment in the Boardroom**

- 17
- 18 • Robyn would like assurance that the audio visual equipment in the Boardroom is
- 19 operational and can be used as an alternative way for people to join meetings.
- 20 • There has been some damage to cords while the Boardroom has been doubling as a music
- 21 room.
- 22 • A microphone is required and also a safe place to lock away cables/Chromecast etc.
- 23

Action	Actioned by:	Timeline:
Replacement of damaged HDMI cable and purchase of microphone.	Business Manager	TBC

24  
25 **Governance manual**

- 26
- 27 • The Principal would like the Board to finalise the Governance Manual.
- 28 • Some suggestions have been made on the Google doc created by Brenda.
- 29 • All suggestions to be amalgamated by the principal and then shared again with the Board.
- 30

Action	Actioned by:	Timeline:
Governance manual with new suggestions to be shared with the Board.	Principal/Board Secretary	Prior to September meeting.

31  
32 Meeting closed at 8.00pm. Next Board meeting to be held Monday 23<sup>rd</sup> September at 6.00pm.