

1 **MEETING OF THE WAIHEKE HIGH SCHOOL BOARD OF TRUSTEES**
2 **TUESDAY 11 APRIL 2017 at 7.00PM**

3
4 **Present:** Andrew Walters, Jude Young, Maree O'Brien, Paora Toi Te Rangiuaiia, Rebecca
5 Goodenough, Emma Musson, Lisa Smith & Eva Blok

6
7 **Apologies:** Robyn Woodall & Gary Wilton

8
9 **1. Submissions & Deputations**

10 *The meeting moved into in-committee at 7.06pm*

11
12
13 *The meeting moved out of in-committee at 7.35pm*

14
15 ***33/17 move THAT the Board thanks Tom Parsons for his work and that the Principal's Appraisal***
16 ***2016-2017 is accepted – Maree/Lisa – carried unanimously***

17
18 **2. Karakia**

19
20 **3. Minutes of Previous Meeting**

21
22 Page 5/Line 13 - rather than looking at the Te Reo teachers this was about the visibility of Te Reo
23 in the school. The current teachers of Te Reo are conducting an inquiry about why the uptake is
24 low and the reasons for this.

25
26 ***34/17 Move THAT the minutes submitted for the board meeting held on 7th March 2017 are true***
27 ***and correct – Jude/Maree carried unanimously.***

28
29 ***35/17 Move THAT the in-committee minutes submitted for the board meeting held on 7th March***
30 ***2017 are true and correct – Paora /Rebecca carried unanimously.***

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32 **4. In committee Correspondence**

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34 *The meeting moved in to in-committee at 7.47pm*

35
36 *The meeting moved out of in committee 7.49pm*

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38 **5. Correspondence**

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40 Letter of appreciation from Nick Fitness for the BOT Scholarship. Book ready to be published very
41 shortly.

42
43 COL letter regarding appointments panel - Jude and Adam will sit on this panel. Thereafter the 3
44 Waiheke Principals will take a year each as Lead Principal of WaiCOL.

45
46 ***36/17 Move THAT the Board approves the Bronze Hillary Award Practice Camp for May 2017 -***
47 ***Andrew – carried unanimously***

48
49 ***37/17 MOVE that Julie Campbell's maternity leave be extended to middle of 2018 –***
50 ***Andrew/carried unanimously***

51
52 ***38/17 Move THAT the correspondence be received – Emma/Maree carried unanimously***

1 **6. Sub Committee Reports**

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3 • **Finance**

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5 Andrew requests that he be noted as ‘apology’ rather than ‘absent’.

6 With regard to the conversation at the previous Board meeting regarding the surplus and
7 spending, Jude informed the Board that she has included in her current KPI’s to put together a
8 strategic plan around the budget and any surplus and this will come to the Board each meeting.
9 This plan will show the detail that the Board would like of where money is being spent in the
10 school.

11
12 Jude also explained that she has asked John Kahl about how we can get back the \$1.5M left over
13 from the new Wastewater management system. She spoke with Nikki Kaye regarding the same
14 matter while at the SPANZ conference. Jude is assured the Ministry are investigating this.

15 Jude has also made it clear that any future costs incurred by problems with the wastewater
16 systems and/or the new bore, must be shared by Te Huruhi Primary School as currently WHS is
17 subsidising them.

18
19 Over the summer break, Keith (KJT Builders) and Steve Waters went through all our buildings and
20 they are now watertight, apart from roofs.

21
22 The Principal assures the Board that there will be spending this year. Documents supporting this
23 will be brought to the Board as part of her KPI’s.

24
25 Maree – wants to ensure the school is healthy and ensure we can move ahead with the teacher
26 housing project also.

27
28 The Board would like to see the school maintain a ‘prudent’ surplus.

29
30 ***39/17 Move THAT the Finance Committee report be received –Rebecca/Emma carried***
31 ***unanimously***

32
33 • **Property Report**

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35 Community Pool proposal:

- 36
37 • When we gave our original statement last year we were not aware of the amount of water
38 and land that would be required for a community pool housed on the school grounds. The
39 waste disposal field alone would take up a significant amount of space.
40 • Maree has also been looking over the figures in the proposal provided to the Board and
41 they do not add up. A large amount of their projected revenue seems dependent on gym
42 memberships.
43 • Does this Board really want the Property committee to spend more time on the Pool
44 proposal?
45 • Our priority is to Teacher housing and space for school fields.

46
47 Community Pool proposal to go back into the Property committee for the time being.

48
49 ***40/17 Move that the Property Committee report be received – Rebecca/Emma carried***
50 ***unanimously***

7. Principals Report (including Health & Safety)

- Clarification of what is meant by 14+ - this used to be needed for UE. UE will probably no longer exist by end of this year.
- Level 3 Maths – excellent Calculus results but there was a drop in Statistics. (This is possibly due to Julia Crawford leaving and also NZQA exam problems).
- The school is reactive and responsive to alternative pathways for all.
- Future movement – Maori into STEAM (Science, Technology, Engineering, Art, Mathematics) subjects.
- Level 3 English – currently a large class at Level 3 (33). This will be alleviated once our funding according to current roll is sorted out in Term 2.
- Question about International students taking English – does this hold back the class? *ESOL testing on arrival to ensure the students taking English are competent.*
- Lisa – this is a great report, very informative with great strategies by departments.
- Maree – agrees this is a wonderful report and makes for very interesting reading.
- The report gives a great insight to what is happening in the school.
- Jude would like to suggest that each Faculty have the opportunity to come and talk to the Board (10 mins only) at the beginning of meetings. *(agreed)*
- Curriculum Review – Staff and Parent surveys.
- Larger parent engagement would be desirable. Principal not sure if the wider community really understand what is actually available in the school and she will look at ways of conveying this information.
- Annual Plan discussion deferred.

41/17 Move THAT the Principals Report be received – Maree/Lisa carried unanimously.

8. Policies

Changes to Safe School and Positive Behaviour policy:

- Point 1 – change ‘should’ to ‘will’ be treated with respect.
- Point 10 – ensure everyone knows where the complaints policy is kept (website, main office).

27/17 move THAT the Safe School and Positive Behaviour policy is adopted by the Board of Trustees - Jude/Lisa carried unanimously

Changes to the Privacy policy:

- Point 4 – change ‘will be’ to ‘have been’ developed

28/17 move THAT the Privacy policy is adopted by the Board of Trustees - Maree/Paora carried unanimously

Changes to the Principal’s Appraisal policy:

- Change biannually to annually.
Point 7 – add that interviews will be conducted with both past and present staff and students.
- Exit Interviews to be conducted.

29/17 move THAT the Principal’s Appraisal policy is adopted by the Board of Trustees - Rebecca/Paora carried unanimously

1 Property & Buildings Policy – definition of ‘GETs’ = Government Electronic Tendering service

2

3 **30/17 move THAT the Property/Buildings policy is adopted by the Board of Trustees -**

4 **Lisa/Maree carried unanimously**

5

6 **9. Matters Arising**

7

8 Report to come to the Board about having fresh, clean water. Principal will undertake to ensure
9 this happens.

10

11 Design of new buildings well underway and it is now important that members of the Board look at
12 these plans and feedback to the Principal.

13 Meeting to be held tomorrow afternoon at 5.00pm – Andrew, Maree and Paora confirmed
14 attendance.

15

16 **10. General**

17

18 Meeting closed at 9.00pm.

19 Reminder to all Board members of the special meeting with the Boards of all 3 Waiheke
20 Schools on **Tuesday, 9th May at 7.00pm** – venue to be confirmed.

21 Next Finance & Property meeting scheduled for **Tuesday, 23rd May** – time to be
22 confirmed.

23 Next Board meeting to be held in the Boardroom at 7.00pm on **Tuesday May 30th, 2017**