



1 *12/17 move THAT refreshment leave in 2018 for Paul and Linda McKelvie be approved –*  
2 *Robyn/Maree/carried unanimously*

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4 *13/17 move THAT leave without pay for Chris Curreen at the end of Term 3, 2017 be approved –*  
5 *Emma/Lisa – carried unanimously*

6  
7 *14/17 move THAT leave without pay for Tony Sears at the end of Term 2, 2017 be approved –*  
8 *Paora/Eva carried unanimously*

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10 *The meeting moved into in committee at 7.35pm*

11 *The meeting moved out of in-committee at 7.41pm*

12  
13 *15/17 move THAT leave without pay for Suzanne Lee is approved to the end of Term 2, 2017 at*  
14 *which time it will be reviewed – Robyn/Maree carried unanimously*

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16 *16/17 Move THAT the International Rotorua Trip in March 2017 is approved by the Board –*  
17 *Andrew/carried unanimously*

18  
19 *17/17 Move that the PED2 Surf & Snow trip is approved by the Board provided an updated*  
20 *Safety Management Plan is provided by RAPU (in accordance with the H & S at Work Act 2015)*  
21 *– Andrew/carried unanimously*

22  
23 *18/17 Move THAT the correspondence be received –/Andrew carried unanimously*

## 24 25 **6. Sub Committee Reports**

### 26 27 **• Finance**

- 28
- 29 • Draft final figures for the 2016 Financial Report.
- 30 • The Business Manager has provided a detailed report on any variances.
- 31 • Question re the Surplus figure of \$25,470.00 – this will be surplus if all spending going
- 32 according to the Budget.
- 33 • Final 2017 Budget – comments at the side show any notable changes.
- 34 • Question regarding Board spending – why is this less than last year? Spending was higher
- 35 last year because of the Board elections.
- 36 • Discussion about how the surplus is used.
- 37 • Some Board members feel that more of this surplus should be used to meet educational
- 38 needs in the school.
- 39 • Some of the Faculty budgets appear to be very small.
- 40 • Finance chair pointed out that we budget to ensure we do not overspend. A surplus gives
- 41 the school a buffer against any financial surprises. The school will incur costs as part of
- 42 the partial-rebuild and we will need to show that we have capital available to address the
- 43 issue of staff housing.
- 44 • All Faculty budgets are put together with input from the Faculty leaders and teachers.
- 45 Budgets are also driven by class sizes.
- 46 • Andrew, Lisa and Paora would like to see more of the surplus earmarked for faculties that
- 47 may need more funds during the year.
- 48 • Gary – great to see a surplus as evidence of prudent financial management in the school.
- 49 Could the Board agree a contingency that must be kept as a surplus and look at spending
- 50 more in areas around the school?

51  
52 Agreed that the Board look at:

- 1 • A Contingency – what is the minimum we need to have safely in the bank for an average
- 2 ‘event’?
- 3 • What do we need to put aside for the long term for when the partial rebuild happens?
- 4 • Can the building work/moving of classrooms happen in the immediate future? Can we be
- 5 spending money on this now?
- 6 • Look at spending in the Faculties again? What changes would they like to make now.
- 7 • Can the budget better reflect this strategic plan?
- 8 • Business Manager pointed out that the Budget is a living document and the Board can
- 9 return to it at any time to review spending. The 2017 Budget needs to be endorsed by the
- 10 Board now so that the School has as budget to work with. The auditors also need to see
- 11 that we are being prudent with school finances.
- 12 • Andrew – would like to see the budget show more detail with regard to purchase of
- 13 educational resources and would like this to be reflected in the budget for this year.
- 14
- 15

16 ***19/17 Move THAT the Board approves the 2017 Final Budget in principle but would like it to go***  
 17 ***back to the Finance committee for revision with a plan for the next Board meeting –***  
 18 ***Maree/Gary carried unanimously***

19  
 20 ***20/17 Move that the board approves payments from 1 to 31 December 2016 totalling***  
 21 ***\$218,220.17, 1 to 31 January 2017 totalling \$172,271.62, and 1 to 28 February totalling***  
 22 ***\$157,462.69 – / Andre carried unanimously***

23  
 24 ***21/17 Move THAT the Finance Committee report be received. –/ Andrew carried unanimously***

25  
 26 ***22/17 move THAT the Board endorses Trudie Jamieson, as Director of International, going on an***  
 27 ***agent marketing trip to Germany and Italy in late March/early April 2017 – Maree/Robyn –***  
 28 ***carried unanimously***

29  
 30 • **Property Report**

31  
 32 ***23/17 Move that the Property Committee report be received – Paora/Rebecca carried***  
 33 ***unanimously***

34  
 35 • **Business Managers report**

36  
 37 ***24/17 move THAT the Business Managers Report be received – Rebecca/Paora carried***  
 38 ***unanimously.***

39  
 40 **7. Principals Report (including Health & Safety)**

- 41
- 42 • Duke of Edinburgh Bronze Hillary Award programme for 2017 – 31 students now
- 43 confirmed at Year 10
- 44 • Is there review of Harbournet? *This is done by the VC network independently and they*
- 45 *provide us with the results.*
- 46 • NCEA results are still conditional and Faculty Reports will come to the Board at the next
- 47 meeting.
- 48 • Class at Year 10 who have been identified with some learning gaps and specific behavioral
- 49 needs. Claire Mahaki is working closely with this group. RTLB will offer help for the
- 50 classroom teachers and develop ILPs (Individual Learning Plans) for these students.
- 51 Progressing well but there are some issues around attendance. Form Teacher (Sam
- 52 Carroll) is assisting with this.

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- Lisa offered feedback from her son who is in Year 10 - *'they are seen as the dummy class'*.
- Emma explained that she did talk with these students at the beginning of the year. Engagement is the main focus for this group. The perception of other students is difficult to control.
- Lisa is very pleased that the school has identified and is working so hard with these students as she is aware of the back grounds of some of those students and knows of the challenges at home.
- ERO 2017 – The board has been provided with 2 documents, Indicators and examples of effective practice and the School Trustee Handbook. Jude requests that the Board look over these carefully as part of preparation for ERO later this year. If there is anything that Board members do not understand now is the opportunity to ask questions. We will look at ERO readiness at the beginning of Term 3.
- The 2017 Annual Plan is to be included in the next meeting for further discussion. Chair asks that all Board members look through this document carefully. Any questions can come to Jude before the next meeting.

***25/17 move THAT the 2017 Draft Annual Plan and the 2016 Analysis of Variance is endorsed by the Board - /Andrew carried unanimously***

***26/17 Move THAT the Principals Report be received – Gary/Rebecca carried unanimously.***

**8. Policies**

- Safe School and Positive Behaviour
- Privacy Policy
- Principal’s Appraisal Policy
- Property/Buildings Policy

These are to be done electronically over the next few weeks.

**9. Fundraising**

Request that Rebecca Goodenough attend the next Property & Finance committee to discuss forming a Fundraising Committee.  
This committee could be run by Parents.

**10. Te Kahui Kuaka Update**

- Overview: pushing Maori education in all the schools on the Island. Want to address the apparent gap at Intermediate level to ensure there is more than 2 hours per week for 1 term.
- This document is specific to the Island and the schools on the Island.
- Question: Where does this document sit in the school in relation to our Charter, Strategic and Annual Plans?
- Lisa responded: The Kahui is designed to support the schools and will sit alongside the Charters, Strategic and Annual Plans. As Elisha Scott explained, the aim is to get the

1 community involved. Strong evidence to show that good outcomes for Maori students  
2 means good outcomes for all students at school and for the wider community.

- 3 • What is the Hautu? This is a self-audit tool and has been previously provided to the  
4 Board. The Hautu works alongside existing school practice.
- 5 • Paora talked about the programme at Waiheke Primary School where all teachers have  
6 gone through a Tikanga programme and Te Reo is part of daily teaching practice.
- 7 • The staff at Waiheke High School have also been involved in a programme of Tikanga, Te  
8 Reo and Waiata run by the Maori dept. This commenced in 2015 and continued in 2016.
- 9 • Paora would like all students at WHS to see the Maori unit as an integral part of the  
10 school. At Te Huruhi there is a bi-lingual unit and Elisha Scott is also working in the wider  
11 school community, offering Te Reo and tikanga.
- 12 • There is very low uptake of Te Reo at Waiheke High School after Year 8.
- 13 • Suggestion that the school needs to look at the teachers of Te Reo. (this was amended in  
14 the next Board minutes - *rather than looking at the Te Reo teachers this was about the*  
15 *visibility of Te Reo in the school. The current teachers of Te Reo are conducting an inquiry*  
16 *about why the uptake is low/reasons for this.*

17  
18 ***31/17 move THAT the Board of Trustees welcome the Te Kahui Kuaka alongside the existing***  
19 ***Charter, Strategic and Annual Plans for the improvement of all learners. The Board would also***  
20 ***like to thank the group for their work in this area – Jude/Emma carried unanimously.***

## 21 22 **11. Matters Arising**

23  
24 Since the Board's position on the Community pool was published to all interested parties (motion  
25 58/16) there has been significant progress in plans for a community pool on Waiheke.

26  
27 A formal Project Proposal has been sent to all interested parties, including Waiheke High School.  
28 There has also been a request from the Waiheke Community Pool Incorporated Society to come  
29 and present directly to the Board of Trustees. To date there has been no response from the WHS  
30 Board of Trustees.

31  
32 Gary would like to recommend that the WHS Board issues a response to the Waiheke Community  
33 Pool Incorporated Society. Te Huruhi has made it clear they are not in a position to have a  
34 Community Pool at their site.

35  
36 Maree was told by WCPIS members that their preference is that the pool be located at the  
37 Onetangi Sports Park. Other Board members have also been told this in the past.

38  
39 ***32/17 move THAT the Board reaffirms its original statement and requests that the Waiheke***  
40 ***Community Pool Incorporated Society give us their confirmed position, in good faith, including***  
41 ***their preferred site for a Waiheke Community Pool. The WHS Board reserves the right to say No***  
42 ***at any point in the process and reaffirms that there must be no liability to the High School –***  
43 ***Andrew/carried unanimously***

44  
45 The Board will invite the WCPIS to a Property meeting (time tbc) and the Property Committee will  
46 report to the Board.

## 47 48 **12. General**

49  
50 Next Meeting of the Board will be held at 7pm on Tuesday, 11<sup>th</sup> April 2017.

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52 Meeting closed at 9.15pm