

**MEETING OF THE WAIHEKE HIGH SCHOOL BOARD OF TRUSTEES
WEDNESDAY, 25 May at 6.00PM**

1. **Present:** Robyn Woodall, Mikaere October, Jane Scorey, Nick Crawford, Ella Singh, James Petronelli, James Stainton, Paora Toi Te Rangiuiaia, Brent Simpson, Gary Wilton.
- 2.
3. **Apologies:**
4. **Absent:**
- 5.
6. **1. Karakia**
- 7.
8. **2. In-committee Correspondence and General Correspondence**
- 9.
10. ***30/22 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.***
- 11.
12. There has been no In-committee Correspondence or General Correspondence to review since the last Board Meeting on April 13, 2022.
- 13.
14. **3. Sub-Committee Reports**
15. **Property & Finance**
16. **Discussion points:**
17. Jane reads a brief summary of the minutes from the previous Finance & Property Meeting held on May 19.
18. Important to note: the final account summary from the recent Audit for 2021 will be reviewed and the details shared at the next Board meeting on June 29th.
19. We are still awaiting the signed Memorandum of Understanding from Te Huruhi Primary School re: the sharing of water & sewerage infrastructure costs.
- 20.
21. ***31/22 Move THAT the Board approves the Finance & Property Meeting Minutes dated 6 April, 2022. - Jane/Mikaere carried unanimously***

22. ***32/22 Move THAT the Board approves the payment of invoices from 1 January-28 February for \$479,972 plus GST. - Robyn/Nick carried unanimously***
- 23.
24. ***33/22 Move THAT the Board approves the payment of invoices from 1 March-30 April for \$228,318 plus GST. - Mikaere/Jane carried unanimously***
- 25.
26. There is ongoing work to adjust the exact chlorine level required to diffuse the iron in the school's water. The water is 100% safe. The Property Manager is looking into an additional refrigeration unit for water.
27. Michael Stride, Head Property Manager from the Ministry of Education, had a very positive meeting with Rachael and Mikaere regarding the size and the state of the school property.
28. As part of the regular scheduled maintenance plan, we received two quotes for the repainting work required in C-Block in addition to the railings in D-Block.
- 29.
30. ***34/22 Move THAT the Board approves the quote from SB Painters (Nick Lomas) to paint C-Block \$14,905 plus GST and D-Block railings \$2,450 plus GST. - Brent/Jane carried unanimously***
- 31.
32. The possibility of solar power for our North facing, full sun roofing is currently being researched. The Property Manager has sought quotes from two companies who have provided Solar Power panels to schools in the past: Sky Solar and Power Tech. Power Tech has kitted out approximately 75 schools to date. A detailed report regarding Solar Power will be presented at the next Board meeting in June.
33. James Petronelli mentions Solar Zero as a possible additional vendor. Solar Zero is a Ministry accredited solar provider for NZ schools. They have a model whereby there's a subsidized approach. ***ACTION:*** Mikaere to touch base with James Petronelli regarding the possibility of an additional solar power proposal from Ed Taylor of Solar Zero.
34. ***35/22 Move THAT the Board approves the Finance & Property Meeting Minutes dated 19 May, 2022. - Brent/James S carried unanimously***
- 34.
35. **Health & Safety**
36. **Discussion points:**
37. The Board reviews the Health & Safety Meeting Minutes dated 13 May and there are no outstanding issues. It is great to hear the school wide practice Fire Drill that took place in the 2nd week of May and was a success.

38. 4.Principal's Report

39. Discussion points:

40. The start of Term 2 has been busy with presentations from Ruud Kleinpaste, the 'Bugman' to all WHS students and staff. There was also a visit from the Defence Force and Nathan Mikaere Wallace will be coming to speak to students in 2 weeks.
41. Teacher Only Day on May 17 was very productive in terms of NCEA changes. Mikaere provided the Heads of Faculty a series of questions and he now has a better idea of where any gaps in knowledge are. There are 3 additional Teacher Only Days this year and we're adopting the new NCEA standards next year.
42. Covid-19 is still a threat to our community, with this most recent spike in case number some Auckland area schools began rostering students home after just one week.
43. We had about 50 family members attend our "Meet & Greet" on May 24 from 3:15-4:30pm. It was great to begin rebuilding connections with parents and families. We reminded whānau of the upcoming Parent Teacher Interviews in 4 weeks.
44. The Striving for Success Report is top of mind for Mikaere. He has initiated weekly Pastoral meetings with the Deans to discuss both uniform and attendance. The WHS Uniform Policy has been redrafted. As far as concerns around attendance, we are considering re-hiring a new Attendance Officer now that Covid-19 has subsided.
45. May 24 Mikaere met with 5 members of the MOE, Nick and Rob to discuss hiring from the WaiCol to support all 3 schools.
46. We have some new strategies that put the onus back on students as far as their own attendance is concerned. Mikaere will report back to the Board on these ideas.
47. We have employed Michelle Barber in a dual role, fixed term until the end of 2022. One day a week as International Director in order to get our international program up and running again and one day a week as Marketing Director in order to promote all the amazing things WHS does.
48. Members of the Marketing team: Demelza Round, Brent Simpson and Mikaere met this past Saturday to thoroughly go through the school website. There is currently a web developer on board to revamp the flow and content of the website in order to make it more engaging.
49. James P suggests to Mikaere, if there are particular overseas countries/audiences WHS would like to target, consider translating a section of the website into, for example: German, in order to gain a higher intake of international students from Germany. We want the website to showcase our school and be a real point of difference.
50. James S suggests **ACTION:** Mikaere will report back to the BOT regarding how these strategic projects from the newly formed Marketing, Curriculum and Sustainability teams are progressing along.
- 51.

52. Academic Report

53. Discussion points:

54. The Academic Report shows we are tracking really well overall. We have 2022 goals of 92% at all levels, and 70% for UE. It's still quite early in the school year but by the end of Term 2 we will have some solid results as far as the academic assessments.
55. Mikaere went to see Waiheke High School's own Gill Sellem receive her top scholar award in Wellington. WHS was one of the 20 schools represented at the Awards Ceremony.
56. Mikaere speaks to cohort tracking: By the time students get to Year 11, we have identified any issues and planned and provided learning assistance (i.e. Teacher Aides) in the particular class to support the student. By this point in their learning, Year 11 students are naturally choosing subjects they enjoy, they're given the space to concentrate and extra time to complete their work.
57. We have an excellent opportunity - within the WaiCol Group - to identify potential issues, intervene early and create support systems for a more seamless transition from Primary through to Intermediate and Secondary school.
58. As far as the more senior students are concerned, we identify whether or not a student is having an issue in a particular subject, perhaps spur a subject change and/or assess where that student needs extra support to complete their work.
59. WHS is a smaller school so there really is no excuse for any student to be left behind. This is one major advantage/selling point when it comes to our school, we can really provide our students an individualized learning programme.
60. Academically, the female students are currently out performing the males. Special attention needs to be placed on the learning styles for males, equity for Māori and cultural competence.
61. **ACTION:** At the next Board Meeting in June, Mikaere is to communicate the OKR (objectives and key results) for the annual plan. It is important that the language in these updates remain neutral and non-punitive regarding the red, amber and green scoring system. The OKR is simply an alert system to understand where we need to focus our effort and time in order to make these improvements with our students.

62.

63. Strategic and Annual Plan

64. Discussion points:

65. Our Annual Plan is set each year. Moving forward we will track using the OKR (red, amber, green) scoring assessment system. Mikaere will need time to set this up initially. ERO recently visited and one of their key focuses for 2022 is strategic and annual planning. The requirements for what information we report back to the MOE are changing for next year so we're ahead of the game.

66. Certain Annual Plan goals sit with the Heads of Faculties, each Head of Faculty will report back to Mikaere as far as how their department is tracking giving the Board a proactive heads up. For goals outside of the Annual Plan, i.e. WaiCol, Mikaere will regularly provide the Board with updates.
67. There has been a law change. There's now a requirement that all staff have a formal Professional Growth Cycle where there are observations and they get student voice about their practice.
68. All kaiako are required to demonstrate they are progressing in their Te Reo. This year approx 85% of our staff are completing a formal Te Reo Course from May-October.
69. Regarding the appraisal process and performance management of teachers, there is a set series of non-negotiables and professional responsibilities. Schools are encouraged to try to improve the pedagogy of each teacher.
- 70.
71. **Note: Paora Toi Te Rangiuiaia left the meeting at 7:17pm**
- 72.
73. **Pastoral Report**
74. **Discussion points:**
75. There have been no stand downs or suspensions since the last Board Meeting.
76. Our Pastoral Practices are being tightened up. The Board reads over the draft of the new Uniform Policy. There are no drastic changes, a high standard of tidiness is expected and the SLT has the final say in uniform conversations with students.
77. We plan to review the uniform items available at the Uniform Shop (i.e. waterproof jacket) and update the language and terminology used regarding our school uniform - easy changes i.e. "Boys" Short would change to two types of shorts available.
78. Mikaere is a fan of neutral (no logo) black socks and black trainers (not necessarily black leather shoes). For the moment, we will leave the requirements around types of shoes alone (as predominantly black) because it's very challenging for families to buy shoes here on Waiheke. There is further work to be done.
79. We are setting our sights on getting attendance up. Attendance has been an issue due to Covid but now it's time to do a reset and getting students back to school is the best thing you can do for your child's education.
80. We will put in some interventions to increase attendance and revisit the stats at the end of the year to use it as our new baseline.
81. We are sitting at the national average at around 85%. Most students are good as far as their attendance, we have about 5% that require specific interventions. We plan to implement a new system whereby students will have an opportunity to fix their attendance or then they will be required to make their time back. The general idea is if a student has a question mark on their schedule for a particular period, they have 3 days

to fix that or make that period up as time for time. Our attendance reporting to the Ministry is extremely important as it determines our funding.

82. **36/22 Move THAT the Principal, Academic and Pastoral Reports are received - Robyn/Jane carried unanimously.**

83.

84. **5. Minutes from the previous Board Meeting**

85. **37/22 Move THAT the Board Meeting Minutes submitted for the board meeting held on 13 April 2022 are true and correct – Jane/James S carried unanimously.**

86.

87. **38/22 Move THAT the Board In-Committee Meeting Minutes submitted for the board meeting held on 13 April 2022 are true and correct – James S/Jane carried unanimously.**

88.

89. **6. AOB**

90. **Board Succession**

91. **Discussion points:**

92. After many years with the Board, some WHS Board Members will be stepping down this September. We need to begin thinking about our recruitment plan and reaching out to all types of members of the Waiheke community to stand. We need to identify the skill sets we're looking for (finance, governance, locals who have been involved in the community for a long time) and advertise seeking candidates with these specific skills. We can perhaps invite some people to sit in on our board meetings to get a better idea of what occurs in our Board Meetings and the time commitment required.

93. Marie Bliss will be the new Returning Officer, this can be tabled as an agenda item for the next Board meeting.

94. **ACTION:** Mikaere and Marie will meet to discuss the details re: the Board Succession plan before the next Board meeting in June. Mikaere and Marie to advertise the Board is seeking new members, describe the valuable skills we're looking for, the commitment required for the position, some knowledge and experience with governance and finance. There are links available on the MOE website to assist with creating this ad. Further updates around Board Succession will happen in June.

95.

96. **Meeting closed at 7:44pm with a karakia.**

97. **Next Board Meeting scheduled for THU 30 June, 2022.**