

# BOARD MEETING MINUTES

MEETING OF THE WAIHEKE HIGH SCHOOL BOARD

Wednesday 24 August at 6:00pm

1. **Present:**
2. Robyn Woodall (Chair), Mikaere October (Principal), Jane Scorey, Ella Singh (Student Rep), James Petronelli, James Stainton, Nick Crawford, Paora Toi Te Rangiuaia, Brent Simpson (Staff Rep)
- 3.
4. **Apologies:**
5. Gary Wilton
- 6.
7. **1. Karakia**
- 8.
9. **2. In-Committee Correspondence and General Correspondence**
10. There was no In-Committee Correspondence and General Correspondence to be received.
- 11.
12. **3. Sub-Committee Reports**
- 13.
14. **Property & Finance**
15. Jane summarises point by point the Business Manager's Report from the recent Property & Finance Meeting dated Wed 17 August. Refer directly to this report for further detail.
- 16.
17. **Discussion points:**
18. **Approval of the Weekly Batch:** The board discusses the responsibility of the board member bank signatories moving over to the new board members. Currently, each week Cheryl prepares the accounts and then the Business Manager double checks the 'batch' of payments to be approved. The final step is the Board Chair (or the Deputy Chair) coming into school every Wednesday to approve the batch with the Principal or Deputy Principal. After speaking with NZSTA, the Deputy Chair informs the board that Waiheke High School is the only school to process our financial approvals with this many checkpoints. The new board taking office this September will need to discuss whether or not a board member is readily available every Wednesday or even required to come into school to approve these batches. From an

19. NZSTA perspective, our school has been told that the Principal and the Deputy Principal(s) can approve the weekly batch - having a member of the board come in to oversee these payments is an unnecessary duplication.
20. **Change of Bank Signatories:** Jane Scorey raises the point that Rachael Wheeler (the Business Manager) asked her to stay on as a bank signatory after September 7th. Jane's preference is to not to remain a bank signatory after election day - it's possible for the Principal and the Deputy Principal(s) to sign off on the school's accounts.
21. **Recent Server Upgrade:** James Petronelli raises the point that he has similar concerns to James Stainton (as discussed at the board meeting dated June 30, 2022) regarding the cost of the recent server upgrade. Is it worth the \$14,000 we paid for the amount of local storage our high school requires? Brent Simpson points out it was the UPS that had been recommended to be updated since 5-6 years ago. Mikaere is a huge fan of going completely serverless. Mikaere says he will coordinate an IT Strategy.
22. **The School's Lift:** The board briefly discusses the issues surrounding the broken outdoor lift. Over Winter, it seems the wind has been driving heavy rain into the mechanisms causing the outdoor lift to not work properly and/or frequently short out. The Business Manager has scheduled the elevator technicians to come over next week and assess the situation. An operational lift is a requirement for our two story building.
- 23.
24. **The Principal's Property Update**
25. **Moving the D7 classroom to the Piritahi Marae:** Pita Mahaki and Mikaere recently met to discuss whether or not it is feasible to uplift and remove the D7 classroom to the Piritahi Marae in Surfdale. This classroom was originally a koha by whanau to the Waiheke High School Board. Originally, the Piritahi Marae and whanau had fundraised so there would be a wharenui here on school grounds. As this classroom is now surplus to school requirements, relocating D7 back to the marae is the most sustainable and appropriate way to remove the building.
26. The Business Manager and the Principal are in agreement that, in good faith, the school should pay the removal and relocation cost of the classroom. The school had a formal building report done and the classroom is structurally sound.
- 27.
28. The Marae Committee came for a site visit and viewed the D7 classroom. The committee verbally agreed: If the high school paid the moving cost, estimated at

roughly \$10,000, the Marae had the space for the building and would be happy to take it.

29. Once the D7 classroom is on marae property, the Piritahi Marae Trust will take on any future costs associated with the building.
30. The current Waiheke High School Board *approves in principle* the removal and relocation cost of the D7 classroom to the Piritahi Marae pending a minimum of 2 formal removal and relocation quotes sourced by the High School's Business Manager. Once these quotes have been obtained, the information will be passed on to the current board for their consideration along with the possibility of an electronic motion.
31. A second classroom - D6 - is also partially owned by the Waiheke School Board. In future, if the board manages to remove classroom D6 from school property then all remaining classrooms would be Ministry owned. All Ministry owned classrooms can be added to the high school's cyclical maintenance plan.
32. **Actionable Steps:**
33. **Action:** OCT is to clarify the removal and relocation details of Classroom D7 with the marae and confirm the Marae Committee's unanimous decision to take the building. OCT is to request: A signed reply in writing from the members of the Piritahi Marae Trust, agreeing to the details regarding the removal and relocation of classroom D7, in addition to the classroom becoming Piritahi Marae Trust's full responsibility once it is on their property.
- 34.
35. **51/22 Move THAT the Board approves the payment of invoices from June 1 to July 31, 2022 for \$369,520 plus GST - Paora/Robyn**
- 36.
37. **52/22 Move THAT the Board approves the purchase of a new server, UPS at a cost of \$15,072.74 plus GST. Costs for new HVAC will be advised once installed. Expected cost to be approx. \$2000. - Mikaere/Robyn**
- 38.
39. **53/22 Recommendation THAT the board approves the purchase of two new Epson projectors from Te Huruhi Primary School at a cost of \$5,043.48 plus GST.**
40. **- Brent/Robyn**
- 41.
42. **54/22 Recommendation THAT the board approves the purchase of a new farm fence from Waiheke Mowing & Tractor Work Ltd at a cost of \$2,590.37 plus GST.**
43. **- James P/Nick**
- 44.
45. **55/22 Recommendation THAT the board approves the purchase of 6 new benches from Brayco Ltd at a cost of \$5,544.74 plus GST. - Jane/Paora**

46.

47. **56/22 Recommendation THAT the board approves Ground Works including Concrete from Gulf at a cost of \$21,976 plus GST. - Jane/Mikaere**

48.

49. **57/22 Move THAT the Board approves the Finance & Property Business Manager Report and accepts the Finance & Property Minutes dated 17 August, 2022.**

50. - *Robyn/Jane*

51.

## 52. **Health & Safety**

53. There are no questions regarding the meeting minutes from the Health & Safety Meeting dated 12 August, 2022.

54.

## 55. **Discussion Points:**

56. **Rec Centre Soffit Incident Report:** Mikaere informs the board that scaffolding has been erected along the far side of the Waiheke Rec Centre. A hazard was identified at the Rec Centre building a few years ago however the Rec Centre Trust failed to repair it. The WHS Business Manager formally reported the hazard to the Rec Centre Committee - submitting an incident report detailing how the soffit on their building flew off in a windy storm earlier in this year. This issue has now finally been addressed by the Rec Centre and builders are currently on site making repairs.

57. **Updating Hazard Registers:** After school yesterday, we used our Staff Meeting time to address Health & Safety. Teachers were asked to check through their hazard registers and make sure these processes were 100% up to date.

58.

## 59. **4. The Principal's, Academic & Pastoral Reports**

60. Mikaere summarises points from the Principal's Report for August 2022.

## 61. **Discussion points:**

62. **The Pastoral Team** is working hard on uniform and attendance tracking. We've recently implemented an Attendance Strategy that's working particularly well for our Year 13's.

63. **New Student Engagement Liaison:** We've employed a new Attendance Officer, Jane Scorey. The Ministry has provided the school with funds to directly focus on improving our attendance. As Student Engagement Liaison, Jane is employed to reach out to parents by phone and make home visits with families with students who have had ongoing attendance issues.

64. **WHS Open Day** took place last Sunday during the day and it went amazingly well. A shout out to Emma Musson for organising this event. We had over 150 parents come through and our student reps did an incredible job showing off the high school. As

far as our past enrollment stats, we usually enrol 85% of Te Huruhi Primary School students and 45% of Waiheke Primary School students. It was such a busy day that Mikaere ended up presenting 3 separate times simply because more and more families kept arriving.

65. The board wishes to formally thank Emma Musson for her fantastic coordination of the Open Day event. This year's Open Day had the highest attendance rate to date.

66.

67. ***58/22 Move THAT the Board recommends the high school always hold our Open Days during the daytime and on a weekend day. - James P/Jane***

68.

69. **Annual Plan:** Mikaere has adopted James Stainton's Red, Amber, Green strategy: green = on target, orange = in progress, red = behind target. Moving forward, month by month, this is how Mikaere will present the Principal's Report to the board.

70. **Academic Results:** At the beginning of the school year, we had set the bar extremely high as far as our academic results. In saying that, currently, our Level 3's are tracking at 82%, our Level 2's at 83% and Level 1's at 90% - still well above the national average. The Senior Lead Team, the Deans and Tanique Deacon meet every week and we're implementing individualised learning programs for students.

71. **Attendance:** Attendance is low for the year but we know that this is based around the amount of Covid and Flu from this past Winter. Overall, even though we're not going to meet our attendance targets, we're still tracking well.

72. **NCEA Grading Changes:** Nick Crawford asks Mikaere to speak to the Board regarding his focus on raising merit and excellence grades. Mikaere explains that the way the NCEA is currently structured, it makes it relatively easy for students to gain their credits. Some students have developed the mindset to just achieve: 'I've got enough credits so I've passed the year.' In order to push our students more, teachers are required to focus on marking, providing feedback and tailored lesson plans: "You cannot continue to work at an Achieved Level, this is how you can successfully move up to Merit." Our teachers are held accountable through their Faculty reviews.

73. The current NCEA modes of assessment will have changes gradually implemented over the next 2 years. These changes will be for the better and help change student's mindsets. Mikaere points out, when a student does their University application, it is based on their Level 2 results. If a student gets an Excellence endorsement in Level 2 then they're more likely to get into the hall they prefer at university. Teachers sharing key information like this with our students can make a real difference.

74. There is work to be done as far as extending our students who are already working at higher levels. There are things we can do for exceptional students, ie move them up a year level if they are particularly good at a subject. Mikaere points out having a school-wide system that extends every student is important for those working at a low, middle and top levels. We have a small enough school that we can do this for our students.
75. In departments like Creative Industries, Demelza is offering things called 'Drop Down Days', where students are encouraged to do an extended piece of learning in the classroom by coming in on a Sunday. This type of flexibility by teachers can really benefit some students' learning styles and achievements.
76. **Teaching Empathy in schools:** There is a brief informal discussion between board members regarding teaching empathy, diversity and acceptance in schools. Helping students and teachers to be more aware re: confidently approaching challenging subjects like depression. Mikaere feels this is very important and points out that this is looked at specifically within the Health curriculum here at WHS. Paora asks Mikaere to look into whether there is role playing within our classes here at Waiheke High School as he feels this may help students with starting conversations with one another or with their teachers.
77. ***59/22 Move THAT the Board Approves the Principal's, Academic and Pastoral Reports - Jane/Nick carried.***
- 78.
79. The meeting moved into In-committee at 7:11 pm
- 80.
81. ***12/22 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.***
82. ***Carried - Robyn.***
- 83.
84. The meeting moved out of In-committee at 7:15pm
- 85.
86. **5. Minutes from the Previous Board Meeting**
- 87.
88. ***60/22 Move THAT the Board accepts that the Board Meeting Minutes for the board meeting held on 30 June, 2022 are true and correct. - Mikaere/Jane carried***
- 89.
90. **6. Agenda Items**
91. ***61/22 Move THAT the Board Approves the Returning Officer's Fee of \$1228.00 for the 2022 School Board Election - Nick/Jane***

92.

93. **62/22 Move THAT the Board Approves the 2022 Parent & Teacher Representative Board Election be held on WED 7 September - Nick/Robyn**

94.

95. **Discussion points:**

96. **Letter of Appointment for the Returning Officer, Alan Curtis**, is signed by Chair Robyn Woodall. The letter advises the Returning Officer's fee of \$1228.00 is to be paid for the running of the election for 5 Parent Representatives and 1 Staff Representative.

97. **The Election Funding from the Ministry** has been deposited. To date the Ministry has deposited 70% of the election funds into the high school's working account and the final 30% is due to be deposited in October 2022.

98. **The August Report from the International Department** states we're aiming to have 15 International students for 2023. The school's Marketing Director has placed an ad on Social Media letting the community know WHS is currently seeking homestay families and to contact International Administrator, Bridget Compton, in order to submit an application.

99. **ESOL:** It's on Mikaere's radar to look at bringing ESOL in as a subject next year.

100. **Mt Maunganui College:** The Principal has created a great direct link with Mt Maunganui College - this will allow our students and theirs to come and go - staying with host families. The two communities are actually very similar as far as diversity. This new relationship will be really valuable at the end of the school year when the seniors leave, as far as our international students are concerned. The International Department plans to send our 2022 international students on a trip down to the South Island.

101. **Board Evaluations:** Lastly, James Petronelli brings up that there should be a Board Evaluations Folder that the Board Secretary will have access to listing various topics and themes that we, as a School Board, should be considering. For example, one of the topics was around Accountability: Board Members showing up to meetings, Board Meeting effectiveness, the standards of decision making in schools, how to conduct yourself as a board member within a meeting, etc. James P suggests to Mikaere that we reinstate this criteria because it helps make board meetings more effective. James P feels parts of the evaluation process could be quite effective for our new board when it comes to mindfulness around effective decision making and he suggests this criteria be part of the New Board Induction Packs for the end of September.

102. **Meeting closed at 7:45pm with a karakia.**

103. **The next Board Meeting is scheduled for WED 28 September, 2022.**