

MEETING OF THE WAIHEKE HIGH SCHOOL BOARD
Wednesday 28 September at 6:00PM

1. **Present:**

2. Mikaere October (Principal), Carmen Parahi, Jayme Kitiona, James Petronelli, James Stainton, Nick Crawford, Rebecca Daly-Peoples & Nesrin Kennedy (Staff Rep)

3.

4. **Apologies:**

5. Debbie Yardley, Ella Singh (Student Rep)

6.

7. **Absent:**

8.

9. **1. Karakia 6:05pm**

10.

11. **2. The new Board selects a Presiding Member (Chair)**

12. This is the first meeting of the new board after the recent elections in September. The board discusses the NZSTA's Presiding Member (Chair) role description and the various time commitments such as phone calls and meetings with the Principal, the signing of documents, public engagements, etc. Mikaere informs the new board that the only board members who cannot take on the role of Presiding Member (Chair) are: the Principal, the Staff Rep and/or the Student Rep. After some discussion around work commitments and availability, the board agrees that James Petronelli will be appointed as the new Presiding Member.

13. The board plans to revisit this decision in early 2023. In February, the board will check back in with James Petronelli as far as his continued availability. It is noted that Jayme Kitiona may have more availability after January 2023, if James Petronelli is unable to continue on as Board Chair with all of his work and travel commitments.

14. ***63/22 The Board Moves THAT James Petronelli is appointed as the new Presiding Member (Chair) - Mikaere/Nick carried***

15.

16. ***64/22 The Board Moves THAT James Stainton & Nick Crawford will remain on the Property & Finance Sub-Committee - Jayme/Nesrin carried***

17.

18. ***65/22 The Board Moves THAT Rebecca Daly-Peoples and Jayme Kitiona are appointed to the Pastoral Sub-Committee. - Nesrin/James S carried***

19.

20.

21. **3. In-Committee Correspondence and General Correspondence**

22.

23. ***66/22 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. - Mikaere carried

24.

25. *The meeting moved into In-Committee at 6:08 pm.*

26. *The meeting moved out of in-committee at 6:16 pm.*

27.

28. In-Committee Correspondence: One stand down occurred from August 2-4, 2022. This has now been acknowledged by the school board.

29.

30. General Correspondence: The board discusses the September Roll Return numbers. Waiheke High School currently has very strong enrolment numbers for this time of year - particularly for our Year 9 cohort. Our new enrolment numbers coming in from Te Huruhi Primary School are looking very good.

31.

32. *67/22 Move THAT the In-Committee and General Correspondence is received*

33. *- Carmen/Nick carried*

34.

35. **4. Sub-Committee Reports**

36.

37. **Property & Finance**

38. **Discussion points:**

39. **Preparation for Board Meetings:** Mikaere explains there is the expectation that every board member pre-read all the documents available on the Shared Drive: Board Notes before each meeting and come prepared with any questions they may have.

40. **Property Projects:** Mikaere summarises the points from Rachael Wheeler's September 28 Property & Finance Report. He informs the new board of a few large projects that have been ongoing for some time now. These projects include looking into Solar Panelling for our roofs, covering the old Netball Courts with Tiger Turf, some minor upgrades to our Food/Hospo classrooms and relocating one of the D-Block classrooms to the Piritahi Marae in Surfdale.

41. **Property & Finance terminology:** James Stainton explains some of the terminology within the Finance & Property Report, terms like "5YA Update" - meaning the 5 Year Annual Plan. Our next opportunity to recreate the school's 5YA Plan will be in 2025-2026. The Cyclical Maintenance Plan - meaning the regular maintenance completed around the school property either annually or every 2 years.

42. **Working towards 100% Ministry owned classrooms:** Mikaere explains some of the classrooms on the property are owned by the Ministry of Education and some are owned either by the School Board or were originally gifted to the high school by whanau and the Piritahi Marae. The high school is currently working towards having only ministry owned classrooms on the property, that way any regular upkeep required for our classrooms can be included on the school's Cyclical Maintenance Plan.

43. **School Fundraising:** Carmen Parahi asks, as far as fundraising is concerned, does the School Board take care of its own fundraising? Mikaere explains: The Friends of Waiheke High School

takes care of our fundraising and then the board decides how those funds would be best put to use. The school also receives a few large donations from members of our community. Also, our Accounts Department regularly emails out reminder invoices for parent donations. The \$175 annual donation is optional. Receiving a high intake of parent donations is a challenge for all NZ schools.

44. **The WAICoL Community:** Mikaere explains the WAICoL strategy to the new board members. WAICoL is Waiheke Island's Community of Learning / Kāhui Ako and it includes Waiheke High School, Te Huruhi Primary School, Waiheke Primary School and Waiheke Kindergarten. The main schools are currently working on a community based fundraising plan for all three local schools. There is definitely untapped potential out there in our community. Waiheke High School wouldn't be able to run amazing programs like our Seaports Academy or our Creative Industries classes without fundraising and much needed donations from our local community.
45. The board suggests that The Friends of Waiheke invite the board to a networking dinner.
ACTION: Mikaere to speak with Michelle Barber regarding this possibility.
- 46.
47. **68/22 Move THAT the Board approves the payment of invoices from 1 August to 31 August 2022 for \$283,330 plus GST - James S/Nick carried**
- 48.
49. **69/22 Move THAT the Board approves SB Painters Ltd to paint the Woodwork Room (B8) plus foyer during the October School holidays at a cost of \$15,880.00 plus GST.**
50. **Short notice approval due to H&S concerns. Note: Already approved out of cycle by the previous board. - Jayme/Carmen carried**
- 51.
52. **70/22 Recommendation that the board approves a new school role of Property Assistant for 15hrs per week (52 weeks per year, including annual leave) with responsibility for the maintenance of the newly planted Septic Field and other contractor delegated water & sewerage related tasks across all sites. The role will be shared between Waiheke High School 45%, Te Huruhi Primary School 45% and the Waiheke Recreational Centre Trust 10% in line with other Water & Sewage costs. Note: Conditional upon the approval from Te Huruhi Primary School and Waiheke Rec Centre Trust - Jayme/James P carried**
- 53.
54. **71/22 Recommendation that the board approves Rebecca Cunningham-Rose and Paul Knighton are to be added as ASB bank signatories. - James P/James S carried**
- 55.
56. **72/22 Move THAT the Board approves the Finance & Property Report from Rachael Wheeler dated 28 September, 2022. - Nesrin/James S carried**
- 57.
- 58.
59. **Health & Safety**
60. **Discussion points:**
61. There are no questions regarding the minutes from the Health & Safety Meeting dated 16 September, 2022.

62.

63. **73/22 Move THAT the Board accepts the Health & Safety Meeting Minutes dated Friday 16 September, 2022. - James S/Carmen carried**

64.

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

66. Mikaere summarises his overview of Term 3 for the new board.

67.

68. **The new layout of the Principal's Report:** Currently, the Principal's Report is sectioned out into eight NAGs (National Administration Guidelines); it's required by law that these be presented to the school board. Moving forward, the Principal's Report will take on a new structure - a colour coded Strategic Plan. Each colour draws your eye to the areas that require attention. James Stainton explains the meaning behind each of the three colours: Red = Behind Target, Amber = In Progress, Green = On Target.

69. **The Appointment of two New Deputy Principals:** Rebecca Cunningham-Rose and Paul Knighton have been successfully appointed as our two Deputy Principals. Their roles will begin in January 2023.

70. **Upcoming Interviews:** Mikaere is holding interviews for a new Physics teacher tomorrow. He's also looking to fill the position of Head of PE now that Rebecca Cunningham-Rose is stepping into her role as Deputy Principal.

71. **The Attendance Strategy:** Term 3 was the longest uninterrupted period of school for our students due to the lower number of cases of Covid and/or Winter illnesses within our community. Our overall attendance rate for 2022 has been quite low. Waiheke High School recently introduced a new Attendance Strategy that allows students to take ownership of their own attendance by responsibly making up any time they've missed.

72. **Equity for our Māori students:** There is a discussion around equity for our Māori students and how important this is to Mikaere and our school as a whole. In terms of statistics, overall our pass rates are very good however, for our Māori students, they are not. As a school, we will need even more systemic changes to improve on this. Waiheke High School has 400 students and 150 NCEA students. Mikaere sees no reason why, in such a small school, each of our students shouldn't be on an individualised learning plan; having successful gains in subjects they enjoy. Mikaere points out the most notable absence is that there has not been enough done around culturally responsible pedagogy. After surveying staff at all three Waiheke schools, it was clear this was where one of the biggest gaps in knowledge lay. Equity for our Māori students is a top priority for the WAICoL community. Stacey Hema has recently been employed as a cross school teacher.

73. **The Strategic Plan:** Mikaere explains that the school board sets the Strategic Plan every 3-4 years and that our current plan has already been set until 2024. At the beginning of each school year, the teachers look at the overall Strategic Plan and, together with the Principal, create an Annual Plan. The Principal then brings the Annual Plan to the board so members of the board can have their say.

74. **The Red Amber Green Report:** Mikaere speaks to the R.A.G. Report. It's important to note that RED does not necessarily indicate a failure. The colour red is simply identifying that we may not reach the particular goal that was set at the beginning of the school year. Red means an area that requires focus and there's always a narrative behind whatever we're working on.
75. **The Waiheke Wise Program:** Waiheke Wise is the rewards system we have here at the school; it has a good foundation however Mikaere's looking at changing the pastoral structure so Waiheke Wise can become more embedded in the school's culture.
76. **Our Treaty Partners:** There's currently a review being led by Emma Musson and Rebecca Cunningham-Rose as to what extent Mātauranga Māori is in our faculties. This year 32 of our school teachers and support staff (85% of Waiheke High School employees) signed up for a Te Reo Māori language course offered by Takatū Associates. This program has been amazing for our staff. The course offers classes from Beginner Level 1 right through to Level 8 Bilingual classes and the classes are taught by some of the best Te Reo Māori instructors in Aotearoa. This course is also available for board members to sign up as well.
77. **Upcoming NCEA Changes:** In 2024, every single Level One NCEA subject across New Zealand must have a Mātauranga Maori component to it. This will be quite a different shift for many mainstream New Zealand schools. Our school welcomes these changes and all the new professional development that will come along with our steps towards cultural responsibility.
78. **WHS Great Performers:** Mikaere explains to the new board that he set the bar very high at the beginning of the school year by placing Level 1-3 at 92%. However, this year's low attendance numbers (due to COVID and illnesses) have affected this target. Rebecca Cunningham-Rose analyses our academic performance results in these board reports and, all things considered, we're actually tracking very well this year.
79. **WHS Academic Assessments:** To date, we currently have approximately 62% of our standards completed. From September until the end of the school year a large number of assessments are marked, moderated and uploaded. Our Level 1's are currently at 88% , our Level 2's are tracking at 86% and our Level 3's are 82%. These are great numbers for this point in the school year. Waiheke High School will smash the national average. When we look at all the pass rates across the local Auckland based schools, Waiheke High School is on par academically with St Kents and Takapuna Grammar. Last year, our high performing Year 13 results rivalled any other school in NZ. Our enrolments this year are showing there is a turning of the tide.
80. **Achievement of our Māori students:** Approximately 19% of Waiheke High School students are Māori; this equates to around 75-80 students. Waiheke High School smashes the national statistics in achievement for our Māori students within English Medium Schools. We are beating the Māori national average by up to 20%, however, this is not good enough for Mikaere - as far as he's concerned, it's better to be aspirational rather than to be safe.
81. **New Sub-Groups:** Mikaere reads through the new sub groups he's set up since beginning at WHS: The Curriculum Review, Pastoral Review, Annual Plan for Sport, Marketing Plan,

Tracking & Monitoring of Te Reo Māori, Gifted & Talented Program (Merit & Excellence extension), Uniform, Attendance, Timetable and the Open Day Visits. **ACTION:** As far as the Special Projects, James S asks Mikaere to add a small description next to each of these projects in each of his reports.

82. **Professional Development within our Junior Curriculum:** Waiheke High School recently secured 80 hours of Professional Development time to support our Junior Program. We now have experts coming in to assist us with this key part of our curriculum. Over a 4 year period (Year 7-10), our school has an opportunity to shape our Juniors into the type of learners we want them to be for the Senior School. Mikaere has plans to develop and extend our amazing SeaSports Program, making it available to Years 7-8.
83. **The Professional Growth Cycle:** All Waiheke High School teachers take part in this cycle; it involves an inquiry, some reflection and collecting the student voice, etc. Within the Professional Growth Cycle, there is a list of non-negotiables for teachers, basics like: getting to meetings on time, contacting parents regarding any pastoral issues, being respectful to colleagues, etc.
84. **Health & Safety Meeting Minutes:** The Health & Safety Meeting Minutes used to appear within the Property & Finance Report, however, in our last board meeting we took an Action to now include them in the Principal's Report. In terms of any concerns regarding Health & Safety, these meeting minutes are purely for information purposes for the school board and to make sure that the school has the correct procedures in place to deal with any Health & Safety issues. If there was ever any concern about something out of the ordinary, Mikaere would contact the Presiding Member immediately and the specific issue would then be discussed at a board meeting.
85. **The WHS Health Program:** Every 2 years, our school is required to conduct a community consultation gathering feedback around student health, meaning: Health, Sex, Drugs, etc. After recently completing our community consultation process, the main piece of feedback we've taken on board from the community is that our school needs more female health teachers. PE Teachers teach Health and, at present, our PE Department is male dominated. Mikaere lets the board know he is currently working on hiring more female PE/Health teachers.
86. **School Docs Policies & Procedures:** James Petronelli explains to the new board: School Docs is an online electronic procedure and policy system personalised to our school. If there's anything that comes up at a board level, the board can consult our School Docs policy to check that the correct procedures have been adhered to. James S points out that the school board is rostered to review School Docs Policies & Procedures throughout the school year. The board is responsible for reviewing if the current policies are still applicable or if they require any adjustments, are the policies being adhered to, are the correct procedures in place to enable the school to run smoothly. Mikaere points out that any changes in legislation are automatically updated for us on School Docs . Mikaere will bring policies to the board when they require review. **ACTIONS:** Marie to send the log in details for School Docs to all the new board members. Marie to include School Board policy links on

upcoming board meeting agendas so the board can pre-read through each current School Docs policy.

87. **ERO's upcoming visit in Term 4:** Mikaere informs the new board that the Education Review Office I Te Tari Arotake Mātauranga (ERO) will be visiting Waiheke High School in December in order to review all of our school's current policies and procedures. Mikaere and Marie will work through the Board Assurance Statement in order to review and share each current policy with ERO. **ACTION:** Mikaere to check the access settings on each of the links within his Principal's Report and provide access to each of the new board members. **Note:** Board Members can also click on these links and easily "request access" to the applicable document.
88. **The Analysis of Variance:** Mikaere explains to the new board: the Analysis of Variance Report is compiled at the beginning of every school year. This report will outline what our school has set for our goals and our annual plan. Each February, Mikaere will compile the data for the new Annual Plan and submit this to the Ministry of Education along with the Analysis of Variance.
89. **The Aotearoa History Curriculum:** Carmen Parahi asks about the Aotearoa Histories curriculum at Waiheke High School. Mikaere explains that the Aotearoa History curriculum is part of a wider curriculum review that sits within our school's Social Sciences Department. The great thing about it falling under Social Sciences is that it will be taught to all the students in the junior school. Currently, much like Te Reo Māori is compulsory for Years 7 and 8, it's been legislated that the Aotearoa Histories Curriculum also be a compulsory component. Mikaere believes it's very important that the history and the stories of our local area be embedded across all the subjects we offer here at Waiheke High School. Our teacher, Pita Mahaki, is very knowledgeable about the significant sites and local stories here on Waiheke. We also have a plan in place for 2023 to engage local members of our Māori community to deliver this curriculum.
- 90.
91. **74/22 Move THAT the Board Approves the Principal's, Academic and Pastoral Reports - James /Nesrin carried.**
- 92.
93. **6. Minutes from the Previous Board Meeting**
- 94.
95. **75/22 Move THAT the board meeting minutes submitted for the board meeting held on 24 August, 2022 are true and correct. - Nick/James carried.**
- 96.
97. **Matters Arising from the Board Minutes dated 24 August, 2022**
98. **Update on the cost of relocating Classroom D7:** Mikaere spoke with WHS Property Manager, Rachael Wheeler, regarding the relocation of Classroom D7 down to the Piritahi Marae in Surfdale. Rachael is gathering quotes from multiple removal companies in order to bring the board a specific cost. A builder has already come to look at the classroom, as well as go down to Piritahi Marae to see exactly where the Marae Committee would like the building placed.

Mikaere and Rachael will get back to the board on the quotes for removal and, if need be, the board could explore the other options - the demolition or repurposing the classroom.

99. **Update on relocating Classroom D6:** On a side note, another classroom (not board owned) WHS is keen to remove is the prefab Classroom D6. Nick Shaw, Principal of Waiheke Primary School, messaged Mikaere today asking if WHS would be interested in gifting any unused prefab classrooms to Waiheke Primary School. WPS would be happy to pay any related removal costs. In principle, the WHS board seems comfortable with gifting Classroom D6 to Waiheke Primary School but the board will wait for Mikaere to bring an update back at a future board meeting before passing any motions.

100.

101. **76/22 Move THAT the Board In-Committee Meeting Minutes submitted for the board meeting held on 24 August, 2022 are true and correct. – James P/Nick carried.**

102.

103. **7. Agenda Items**

104. Discuss co-opting Education Lawyer, Gretchen Stone to the board

105. Discuss Health Consultation documents

106. Determine changes to the Schedule of Rates (board honorariums)

107. New members to email the Board Secretary your board honorarium choice

108. Pre-register for the upcoming Board Training Session on 5 November

109.

110. Discussion points:

111. **Co-opting Gretchen Stone onto the board:** Gretchen Stone is one of the top education lawyers in NZ and many schools would be happy to have her on their board. She is interested in sitting on the Waiheke High School Board. She comes to the island twice a week and her mum lives here on Waiheke. Her skill set would definitely be a great addition to our current board. The board wants to be sure Gretchen would be committed to the role and asks that Mikaere request her to submit a statement for the board's consideration.

112. **Changes to the Schedule of Rates (board honorariums):** The board discusses the current rate of our board honorariums. The rates have not been raised in many, many years and after some deliberation the board comes to the decision to increase the rates from \$40 to \$50 for Board Meetings and from \$20 to \$35 for the Property & Finance Meetings. These small increases will put the rates more in line with the current NZSTA recommendations. The board understands they have the choice to receive these honorariums or to donate them back to the school. New board members can email the Board Secretary their choice and - if required - their bank details.

113. **SAT 5 November Board Training:** There is a 2 hour NZSTA Board Training Session scheduled on 5th November from 1:30pm-3:30pm at Waiheke Primary School on Sea View Road. This session will be run by Alan Curtis and it is for all three new Waiheke School Boards. All Waiheke High School Board members are highly encouraged to attend. **ACTION:** Please pre-register for this NZSTA information session here:

https://www.eventbrite.com/e/nzsta-welcome-on-board-new-school-board-members-waiheke-island-tickets-403719484847?aff=odcleoeventsincollection&keep_tld=1

114.

115. **Waiheke High School Board Whatsapp Group:** The board decides it would be beneficial to create a Waiheke High School Board Whatsapp group for quick easy communications and so we all have each other's mobile numbers. **ACTION:** The Board Secretary to create a Whatsapp Group.

116.

117. The board meeting closed at 8:23pm with a karakia.

118. The next board meeting will be held on WED 9 November, 2022.