

# Meeting Minutes of the Waiheke High School Board

Wednesday 1 March 2023 at 6:00pm

## Present:

Mikaere October (Principal), Carmen Parahi, Jayme Kitiona, Ella Singh (Student Rep), James Petronelli, James Stainton, Nick Crawford, Rebecca Daly-Peoples, & Nesrin Kennedy (Staff Rep), Debbie Yardley

## Apologies:

## Absent:

### 1. Karakia

1. James Petronelli informs the board today's meeting will be shorter than usual due to the 'Meet the WHS Board' event hosted this evening by Friends of Waiheke High School.
- 2.
3. **2. In-Committee Correspondence and General Correspondence**
4. Meeting moved into In-Committee at 6:01pm
5. Meeting moved out of In-Committee at 6:07pm
- 6.
7. ***11/2023 Move THAT the In-Committee and General Correspondence is received. - James P/Mikaere carried***
- 8.
9. **3. Sub-Committee Reports - Property & Finance**
10. There are no Property & Finance Meeting Minutes for approval. Sub-Committee Members, James Stainton and Nick Crawford ended up emailing back and forth with Business Manager, Rachael Wheeler regarding her February Business Report. A discussion occurred regarding the current lift.
11. The Board would like to see more information regarding fixing the lift and the surrounding deck.
12. Mikaere and James Petronelli plan to meet to go over the re-build plans.
13. Jayme Kitiona offers up a contact to share with the Business Manager. A dependable vendor who takes care of the regular servicing of the lift located in the Oneroa Red Cross building.
14. James Stainton informs the board that he has no issue with recommending the regular payments to the Board for November 1 - December 31, 2022.
- 15.
16. ***12/2023 Move THAT the Board approve the payment of invoices from 1 November to 31 December, 2022 for \$138,928 plus GST - Nick/James S carried***
- 17.

- 18.
19. **13/2023 Move THAT the board approves the weather protection measures around the school lift to stop water egress into the lift cavity and the strengthening of the Pergola structure and staffroom deck including full decking replacement \$23,160 plus GST *Note: This motion has not been passed. At this stage more discussion is required.* - James Petronelli**
- 20.
21. **14/2023 Move THAT the Board approve the Finance & Property Report dated February 22, 2023 - James P/Nick carried**
- 22.
23. **3. Sub-Committee Reports - Health & Safety**
24. There was no Health & Safety Meeting in February. The next Health & Safety Meeting is scheduled for Monday 20 March.
- 25.
26. **4. The Principal's Report**
27. Mikaere informs the board that a DRAFT of the Annual Plan presently sits with the Heads of Faculty. He will share this draft at the next board meeting.
28. Mikaere will continue to utilise the Red Amber Green reporting structure for his Principal's Reports for 2023. He finds it a very effective way to communicate the school's goals to the Board.
29. We have lost 4 days of school already in 2023 due to recent weather events. We have however still managed to fit in a fantastic Beach Sports day and our annual Athletics Day is coming up on March 17.
30. Heads of Faculties are currently completing their Faculty Reports for 2022. The Senior Leadership Team uses these reports to analyse how each faculty is progressing, where resources should be placed, gaps in curriculum resourcing and any areas that may require professional development.
31. As soon as the 2022 Faculty Reports are ready, Mikaere suggests each board member choose a report, read it and the Heads of Faculty could possibly attend a board meeting to field any questions regarding their reports.
- 32.
33. **The Academic Report**
34. Mikaere informs the board that final results from NZQA take a long time to be finalised. Our school's first results are in and they are well above the national average.
35. As soon as Mikaere has the official numbers from NCEA, he plans to share our school's academic results with the Waiheke community; in the newspaper, on social media, on the ferries. He suggests the possibility of hosting an evening to share some of the NCEA analysis with our parents and whānau.
- 36.
37. **The Pastoral Report**
38. Given that it's early in Term One and we've also had some disruption to the start of the school year (weather events) it's still too early to get an accurate idea on Student Attendance.

- 39.
40. The March roll return is the most important roll return because the enrollment total on March 1st is the figure a school is funded on for the whole year. Our return shows an increase in our roll from 2022.
- 41.
42. ***15/2023 Move THAT the Board approves the Principal's, Academic and Pastoral Reports - James S/ Nesrin carried.***
- 43.
44. **5. Minutes from the Previous Board Meeting**
45. The board is happy with the Meeting Minutes and In-Committee Meeting Minutes from the previous meeting held on 1 February.
- 46.
47. ***16/2023 Move THAT the Board Meeting Minutes submitted for the board meeting held on 1 February 2023 are true and correct. - Jayme/James S carried.***
- 48.
49. ***17/2023 Move THAT the board meeting In-Committee Meeting Minutes submitted for the board meeting held on 1 February 2023 are true and correct. - Debbie/ Rebecca carried***
- 50.
51. **6. Additional Agenda Items**
52. The Board Code of Conduct - all board members have signed this for 2023.
- 53.
54. Three Overnight Trips for Board approval - the board reviews the RAMS Forms for each of the upcoming overnight trips.
- 55.
56. Outdoor Education Level 1 - Overnight Whakanewha Tramping Trip
57. Seasports Level 2 - Overnight Snorkel Tāwharanui Trip
58. Seasports Level 3 - Overnight Sea Kayaking Trip
- a. Rebecca Daly-Peoples points out one edit required as far as the Medical Centre details on the Whakanewha Overnight Tramping Trip RAMS Form. The Board Secretary will pass this edit on to the teacher in charge of the trip. The Board finds the Waiheke High School RAMS Forms are very comprehensive.
- 59.
60. ***18/2023 Move THAT the board approve the 3 Overnight Trips (as listed above ODE Level 1, SEA Level 2 and SEA Level 3) for Term One - James S/Debbie carried, passed unanimously***
- 61.
62. Update from the International Department - Mikaere informs the board the school is always on the lookout for more homestay families and the International team is working hard on this.
- 63.
64. Mikaere speaks of his plan to address our schools ESOL needs.

65.

66. The meeting closed at 6:59pm with a karakia. The next meeting is on March 29.

67.

68. **Summary of Actions:**

69.

70. **Action: Jayme Kitiona** to share her vendor contact who services the lift at the Oneroa Red Cross.

71. **Action: James Petronelli** to use WhatsApp to alert board members to check their emails regarding any new parent communications so the board can readily field any questions from the community.

72. **Action: Marie Bliss** to let the teacher in charge of the Whakanewha Overnight Tramping Trip know to edit the nearest Medical Centre details on the RAMS Form.