

Meeting of the Waiheke High School Board Wednesday 1 February 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. **1. Karakia**
2. Mikaere informs the board teachers are now sharing our 'opening words of affirmation' karakia daily with students - schoolwide. This particular karakia has no religious connotation and is a great way for teachers to set the tone with students before beginning instruction.
3. **2. In-Committee Correspondence and General Correspondence**
4. *The meeting moved in to In-Committee at 6:07pm*
5. *01/2023 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. - James Petronelli - carried*
6. *The meeting moved out of In-Committee at 6:12pm*
- 7.
8. It is noted that there is no General Correspondence to be received by the board this month.
9. **3. Call for Nominations for the new school year**
10. Mikaere calls for 2023 nominations for a Board Chair, a Board Deputy Chair and a Chair for the Property & Finance Sub-Committee.
11. *03/2023 Move THAT James Petronelli is nominated as the WHS Board Chair for 2023. -Nick/Nesrin carried*
12. James Petronelli explains the need for a Deputy Chair i.e. if he was overseas for his job then the Deputy Chair would step in to work through any issues with Mikaere in his absence. Historically, there weren't many times the Deputy Chair needed to be utilised but it's a good idea to have one in place.
13. *04/2023 Move THAT Carmen Parahi is nominated as the WHS Board Deputy Chair for 2023. - James/Mikaere carried*
14. *05/23 Move THAT Nick Crawford is nominated as the WHS Property & Finance Subcommittee Chair for 2023. - James P/James S carried*

15. **4. WHS Board Code of Conduct**

16. **Action: Marie Bliss** Each Board member is to re-sign and re-affirm their 2023 WHS Board Code of Conduct paperwork at our next meeting on Wed 1st March.
17. The Proposed Board Meeting dates are agreed upon. James Petronelli informs the board that there will be 8 meetings in 2023.

18.

19. **5. Minutes from the Previous Board Meeting**

20. James Petronelli reads through the actions from the previous Board Meeting.
21. It's confirmed our School Docs Policy link is now accessible on the new WHS website and the Complaints Procedure will be added next week.

22.

23. **Action: Marie Bliss** to add the Summary of Actions from each meeting to the bottom of the Board Meeting Agenda and Board Meeting Minutes templates.

24.

25. **Action: Marie Bliss** to confirm the School Secretary can make the School Docs username and password accessible for all students and whanau through our School Newsletter.

26.

27. **06/2023 Move THAT the Board Meeting Minutes submitted for the board meeting held on 14 December 2022 are true and correct.** – Debbie/Carmen carried.

28.

29. **07/2023 Move THAT the Board Meeting In-committee Minutes submitted for the board meeting held on 14 December 2022 are true and correct.** – James S / Debbie carried

30.

31. **6. Additional Agenda Items**

32. **2023 WHS Board Student Representative Election**

33. The Board discusses the NZSTA's proposed date for the 2023 Board Student Representative Election. Ella suggests checking the dates of Senior Assessment Week on the school's calendar. It is decided that Thu 21 September will work well as Election Day. The board is in agreement Marie Bliss will act as the Returning Officer for the election.

34.

35. **08/2023 Move THAT the Board Student Representative Election date is Thursday 21 September.** - Mikaere/Ella carried

36.

37. **09/2023 Move THAT Marie Bliss will be appointed the Returning Officer for the WHS Board Student Representative Election on Thursday 21 September.** - Debbie/Carmen carried

38.

39. **Solar Update**

40. Rachael Wheeler contacted the Ministry during the January school holidays regarding their progress on our Solar Project.

41.

42.

43. Mikaere and Rachael met with Dana of Energy Alternatives in January and they can confirm the Board has now put down a deposit.

44. The advertisements for the school's Solar Project fundraising campaign will soon be up on our new website and social media channels.
45. The Solar Project is well underway and should be up and running by Term 2.
- 46.
47. **The Friends of Waiheke High School 'Meet & Greet'**
48. The 'Friends of Waiheke High School' would like to host an evening for our community to meet the Board and understand the board's role.
49. The board decides to hold this 'Meet & Greet' directly after our next meeting on Wed 1st March at 7:15pm. Mikaere to communicate this decision/date with FofWHS.
50. It is noted - in order to keep the March 1st Board Meeting to 1 hour - some agenda items may need to be rescheduled to the following meeting on March 29.
- 51.
52. **School Docs**
53. School Docs is the system Waiheke High School uses for our policies and procedures. It's used both by the Board in a governance capacity and by the high school from a management perspective.
54. James Petronelli asks the trustees if he and Mikaere can discuss any changes to the more 'business as usual' level school policies in their Wednesday huis and then bring anything higher level back to share with the entire board. The board is happy with this suggestion.
- 55.
56. **The New Waiheke High School Website**
57. Mikaere shares the amazing mahi Brent Simpson has done so far on the school's website. The board is pleased with the new website. Mikaere lets the Board know Brent is open to any feedback/suggestions they may have.
- 58.
59. **Meeting closed at 6:45pm with a karakia. The next Board Meeting is on Wed 1 March.**

Summary of Actions: Marie Bliss

1. *Bring paperwork on March 1st for each board member to re-sign and re-affirm the Board Code of Conduct for 2023.*
2. *Add the Summary of Actions from each meeting to the bottom of the Agenda and the Meeting Minutes Templates.*
3. *Confirm Gill can make the School Docs username + password accessible for all whanau in the newsletter.*
4. *Email the community username and password for School Docs to all Board Members.*

Summary of Actions: Mikaere October

1. *Communicate the board's decision to hold a 'Meet & Greet' on WED 1st March at 7:15pm with Michelle Barber & Michelle Richards of Friends of Waiheke High.*
2. *Add the School Docs Update Links into each of his Principal's Reports for 2023.*