

Waiheke High School Board Meeting Minutes

Thursday 1 June 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:

Karakia

1. **1.Presentation by guest, Rebecca Cunningham-Rose, Head of EOTC**
- 2.
3. The EOTC and Traumatic Incident Response Plan (TIRP) process is discussed. questions by the board are answered by Rebecca Cunningham-Rose.
- 4.
5. A discussion occurs.
- 6.
7. Board Chair, James Petronelli takes the opportunity to voice how confident the Board is with the procedures and processes Waiheke High School currently has in place when it comes to keeping our students safe.
- 8.
9. **2. In-Committee Correspondence and General Correspondence**
10. There has been one stand down (dated 28 March 2023) since the last Board Meeting.
11. ***31/2023 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 P***
- 12.
13. The meeting moved into In-Committee at 6.23pm
14. The meeting moved out of In-Committee at 6.24pm
- 15.
16. There is no general correspondence to be received at this time.
17. ***32/2023 Move THAT the In-committee Correspondence is received.
- Mikaere/James P carried***
- 18.

19. **3. Sub-Committee Reports – Property & Finance**

20. Property & Finance Sub-Committee Chair, Nick Crawford briefly summarises the meetings, payments and projects from the most recent meeting held on 17 May 2023.

21. There are no purchases over \$5000 for board approval at this time.

22.

23. ***33/2023 Move THAT the Board approve the payment of invoices from 1 March to 30 April 2023 for \$287,789 plus GST - Rebecca/ Carmen carried***

24.

25. ***34/2023 Move THAT the Board approve the Finance & Property Report and Meeting Minutes dated 17 May, 2023 - Jamie/Nesrin carried***

26.

27. **3. Sub-Committee Reports – Health & Safety**

28. There are no questions regarding the minutes from the Health & Safety Meeting dated Friday 12 May, 2023.

29.

30. ***35/2023 Move THAT the board accept the Health & Safety Meeting Minutes dated 12 May, 2023 - James P / Mikaere carried***

31.

32. **4. The Principal's Report**

33. On June 22 we're holding our school-wide celebration of Puanga, the star before Matariki. This is because Matariki will fall during the July school holidays.

34. The Roll Return as at 1 June 2023 is 414.

35. As with most schools in NZ, our school has made the decision to keep NCEA Level 1. If we ever do decide to do away with NCEA Level 1, we will consult with the whanau. We are currently undertaking a curriculum review.

36. On May 29, the school successfully completed the entire school training of our Emergency Management Plan - this included conducting a full lockdown exercise. The school followed the procedures calmly and confidently, with clear direction from Deputy Principal, Paul Knighton.

37. Mikaere summarises the Principal's Report.

38.

39. 6.53pm Carmen Parahi left the meeting for an urgent family matter.

40.

41. ***36/2023 Move THAT the board approve the two overnight Mountain Trips taking place in June and July 2023 - James P / Mikaere carried***

42.

43. **The Academic & Pastoral Reports**

44. The Academic and Pastoral reports are summarised by Mikaere.

45. It has been a few years since families have been able to see overseas relatives so we are noticing a slight trend in overseas holidays during term time.

46. ***37/2023 Move THAT the Board approves the Principal's, Academic and Pastoral Reports - Oct/Petronelli carried.***

47. ***38/2023 Move THAT the Board approves the two Overnight Year 9 Mountain Trips on June 26-30 and July 17-21, 2023 - carried unanimously.***

48.

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

50. There are no questions regarding the previous Board Meeting Minutes and Board In-Committee Meeting Minutes Meeting dated 29 May, 2023.

51.

52. ***39/2023 Move THAT the Board Meeting Minutes submitted for the board meeting held on 29 March 2023 are true and correct. – Debbie/Ella carried.***

53.

54. ***40/2023 Move THAT the board meeting In-Committee Meeting Minutes submitted for the board meeting held on 29 March 2023 are true and correct. – Mikaere/ Debbie carried***

55.

56. **6. Additional Agenda Items**

57.

58. **i. School Docs Policy Review for Term 2**

59. The Board has reviewed the EOTC policies and procedures available on SchoolDocs for Term 2. Previous to this meeting, Mikaere and Rebecca Cunningham-Rose reviewed the EOTC policies up for review on SchoolDocs. They found two minor changes that required updating and the edits were submitted to SchoolDocs.

60.

61. **ii. Review of EOTC Safety Management Plan, Emergency Response Guide & Traumatic Incident Response Plan (TIRP)**

62. Refer to the discussion points above on page 1. Guest Speaker, Rebecca Cunningham-Rose, went over the current procedures in detail for the board.

63.

64. **iii. Timeline of the Monax Limited dispute**

65. The board briefly discusses the update on the small dispute with Monax Limited.

66.

67. **iiii. The Board to pass a resolution for the co-opting of Gretchen Stone**

68. The Board discusses the co-opting of Education Lawyer, Gretchen Stone. Gretchen meets all of the eligibility criteria to become a board member.

69.

70. ***41/2023 Move THAT the board approves the co-opting of Education Lawyer, Gretchen Stone. – James S / Jamie - the board carried unanimously***

Meeting closed at 7:17pm with a karakia. The next Board Meeting is on WED 28 June.

Summary of Actions:

- ACTION:** Rebecca Cunningham Rose to add the trip address/location onto the school's EOTC RAS form template.