

**MEETING OF THE WAIHEKE HIGH SCHOOL BOARD**  
**Wednesday 9 November at 6:00PM**

**Present:**

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

**Apologies:** Nesrin Kennedy (Staff Rep)

**Absent:**

**1. Karakia**

1. James Petronelli summarises points from the NZSTA School Board Training Session that took place on 5 November for the newly elected school board members from Waiheke High School, Waiheke Primary School and Te Huruhi Primary School.
- 2.
3. When we sit around this table, we sit here as Board Members not parents. Do your best not to bring your own children's name into these meetings.
4. Be mindful of sticking to the Meeting Agenda at each of our meetings.
5. Board Meetings are public meetings. Any member of the community can request to join us. Any invited guests would sit at a separate table. If they wish to speak, all presentations are limited to a 3 minute timeframe. There are to be no comments or questions from board members. Any feedback regarding a presentation would be added to the next agenda and discussed at the following month's board meeting.
6. There is an expectation that all board members pre-read the Board Notes ahead of each meeting; that way we can touch briefly on each agenda item and use our time to discuss any queries that may have arisen from the documents.
7. The Waiheke High School Board is held accountable for Finance & Property. However, it's important that the board note, the Principal is responsible for managing it. The Principal and the Business Manager are the ones responsible for the day to day running of the high school and the Board is to be made aware of any issues that may arise within the school's Annual Budget. As board members, we are here to advise and assist.
- 8.
9. **2. In-Committee Correspondence and General Correspondence**
- 10.
11. There were no questions regarding the In-Committee Meeting Minutes from the meeting dated September 28, 2022.
12. There are two pieces of general mail addressed to the Waiheke High School Board. One is regarding an upcoming paid Teachers Union Meeting and the other is from the NZSTA - a welcome letter to our new board members.
- 13.
14. ***77/22 Move THAT the in-committee and general correspondence is received***

15. - *James P/ Mikaere carried*

16.

17. **3. Sub-Committee Reports — Property & Finance**

18.

19. Nick Crawford summarises points from the November 2nd Property & Finance Meeting.

20.

21. **The school is a business:** Waiheke High School is a very well run business. From a governance perspective, the high school's Business Manager, Rachael Wheeler, is doing a very good job in an organised fashion.

22. **Finance Update:** It is noted in the October financial statements, the high school now has a substantial Term Deposit. Part of the School Board's job is to encourage the school to spend funds in a responsible way on projects that will really improve the school grounds and be of great benefit to the students.

23. **Alison Road:** At present, the Alison Road Rental Property expenses are high due to the new septic pump.

24. **International:** Our International Students are a good source of revenue for the high school. Popularity in the program is on the rise and the high school is currently advertising for even more homestay families.

25. **Bank Signatories:** There's a slight change to the process for the high school's bank signatories.

26. **The purchase of new furniture:** As far as the purchasing of new furniture items for the offices and the school library, it is noted that Rachael Wheeler does her due diligence by seeking out the best suppliers. The board would like to continue to see multiple quotes received from vendors for any larger purchases or more in depth work taking place on the school grounds. The board feels it's important to compare costs to be sure the school is receiving the best possible savings. The Finance & Property Sub-Committee Members, James Stainton and Nick Crawford, both agree on the importance of due process.

27. **Additional Property Assistant:** A new part-time Property Assistant has been appointed to look after the replanting and maintenance of the effluent field.

28. **DRAFT Budget 2023:** The approval of the DRAFT Budget for 2023 will take place in February. There was discussion about the draft budget 2023.

29. **ACTION:** The Board requests Mikaere & Rachael Wheeler discuss the possibility of raising the rent of the Alison Rd rental property in January 2023.

30. **ACTION:** The Board requests Rachael Wheeler report back with a date from Xanadu as far as their IT quote for the high school moving over to the Cloud.

31. **ACTION:** The Board requests Rachael Wheeler review the current formatting of the Finance & Property Report and consider updating her report to include additional columns listing current and previous year's figures, in addition to simple line graphs.

32.

33. **78/22 That the board approves the payment of invoices from 1 September to 30 September 2022 for \$101,937 plus GST - James S / James P carried**

34.

35. **79/22 Recommendation that the board approve the purchase of Office Chairs, New Chairs for**

*the Principal's Office, the Refurbishment of Boardroom Chairs, New Desk for DP's Office for \$13,195 plus GST - Carmen /Jayme carried*

36.

37. *80/22 Recommendation that the board approve the purchase of furniture for the main library and seminar room for \$10,455 plus GST - Mikaere / Debbie carried*

38.

39. *81/22 That the board approves the Finance & Property Report dated November 2, 2022*

40. *- Carmen / James S carried*

41.

42. *82/22 That the board accept the Finance & Property Meeting Minutes dated 2 November, 2022 - Rebecca / Debbie carried*

43.

#### 44. **Health & Safety**

45. There are no questions regarding the minutes from the Health & Safety Meeting dated 28 October, 2022.

46. *83/22 That the board accept the Health & Safety Meeting Minutes dated 28 October, 2022 - James S / James P carried*

47.

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

49.

50. Mikaere summarises points from these three reports.

51. **Staffing Levels:** The Principal's Report shows staffing is looking good for 2023.

52. **Deputy Principal Appointments:** Paul Knighton and Rebecca Cunningham-Rose have been appointed as the 2 new Deputy Principals for next year.

53. **Additional Appointments:** Emma Musson is the Specialist Classroom Teacher and will remain as an Assistant Principal. A new Physics teacher has been appointed as.

54. **Analysis of Variance:** As we move towards the new year, on behalf of the board, Mikaere will analyse our goals and go through the data and numbers on the Analysis of Variance Report with the board in early 2023.

55. **Treaty Partners:** Mikaere feels it's very important to create strong links with whanau in our community. When it comes to our Treaty Partners, there will be regular hui with Te Huruhi Primary School and Waiheke Primary School to build on these connections. As we update our Māori Strategic Plan, the approach is to incorporate all things Māori into our school.

56. **Pastoral Structure:** Mikaere is working on a new pastoral structure. He's currently seeking feedback from staff and students before this structure is put in place in the new year.

57. **Curriculum:** There is currently a full review of the high school's curriculum being conducted.

58. **NCEA:** Changes to the NCEA structure will now be implemented in 2024.

59. **Sport:** There is an Annual Plan in place for sport in 2023. Weekly sport meetings will take place in order to review and improve the big ideas our school has around sport for next year. Our Sport Coordinator, Shelley Foster, puts an incredible amount of effort into a great number of sports for our students.

60. **Marketing:** The school's website and social media pages are looking far better - plus there is a school magazine in the works for the end of this year. James S suggests that the school's electronic newsletter be revamped. At present, it looks outdated.
61. **Gifted & Talented:** Mikaere believes it's important to be pushing and extending all Waiheke high School students. We need to find out what they're passionate about and encourage them to pursue it.
62. **The Pastoral Report:** The October Report shows that there have been 2 stand downs since the last Board Meeting.
63. **Strategic Plan:** In 2023 the Ministry of Education is changing the way they want school board's to present their Strategic Plan. Our last Strategic Plan was set by our previous board and it will run until 2024. Currently, from the Strategic Plan, we create an Annual Plan and that's what gets reported on in the tracker. The new requirement from the Ministry is that school's submit a 3 Year Plan rather than an Annual Plan. This plan goes out to parents, the community and all key stakeholders.
64. **The Primary Objectives of a School Board:** James P brings up what Alan Curtis spoke about at our recent NZSTA Board Training Session. There are 4 primary objectives for all school boards:
1. The Educational Achievement of students
  2. The Physical & Emotional Safety of students
  3. The Inclusivity of all students
  4. The kura gives effect to Te Tiriti o Waitangi
- James P adds, not only is a school's Strategic Plan about its students who are underachieving but it should also be about extending students who are overachieving as well.
- 65.
66. **ACTION:** Mikaere to inquire around tracking of students with special assessment conditions and neurodiversity.
- 67.
68. **ACTION:** WHS students to be included in the newsletter. It's currently sent out to parents and the board.
- 69.
70. **ACTION:** Mikaere to look at options for updating the newsletter.
- a.
71. **84/22 Move THAT the Board Approves the Principal's, Academic and Pastoral Reports - Carmen / Nick carried**
- 72.
73. **5. Meeting Minutes from the Previous Board Meeting**
74. **Discussion points:**
75. There are no specific discussion points regarding the Minutes or In-Committee Minutes from the previous board meeting dated 28 September, 2023.
- 76.
77. **85/22 Move THAT the Board Meeting Minutes submitted for the board meeting held on 28 September 2022 are true and correct. – Mikaere/James S carried.**
- 78.

79. **86/22 Move THAT the Board In-Committee Meeting Minutes submitted for the board meeting held on 28 September 2022 are true and correct. – Mikaere/James S carried.**

80.

81. **6. Additional Agenda Items**

82. **International Report**

83. **Board Scholarship Applications**

84. **Update on the Tiger Turf court resurfacing**

85. **A Request for the Board to consider unpaid leave for one staff in June 2023**

86. **Discuss a Meet & Greet evening with The Friends of Waiheke High School**

87. **Finalise a date in 2023 for co-opting new Board Member, Gretchen Stone**

88.

89. **Update from the International Dept:** The board received the recent report from the International Department. We've got a great Admin for our International Dept. As more and more international students arrive to study at our school, she does amazing work to seek out new homestay families and interview them.

90. **The Board Scholarship Applications:** There is a brief overview as the board discusses each of the three Board Scholarship Applications for 2023.

91. **ACTION:** The board decides to invite each scholarship applicant to present face to face at the next board meeting taking place on December 14. The applicants will have 3 minutes each to speak specifically about how their application would benefit the students of Waiheke High School. Then there will be 2 minutes allotted for any questions from the board. Applicants will leave the boardroom so the board can make their choice. Mikaere will announce the successful applicant at a later date.

92. **Tiger Turf Proposal:** The board discusses the Tiger Turf proposal to resurface the old courts located down beside the school garden. Resurfacing these existing courts is an investment, a step towards the perception of the high school being a school that supports our students' development through playing sport.

a. **The use of the courts:** The board asks which sports the courts could be used for? Tennis, Basketball, Netball, Hockey, all sorts of training. Would our students also use the courts daily for their PE classes in addition to any training sessions outside of school hours and/or over the Summertime?

b. **The option of rubber padding:** It is noted that having the rubber padding underneath the turf is the more expensive option, however, it will protect and prolong the life of the turf.

c. **The location of the courts:** As far as the business case, Mikaere informs the board that when Tiger Turf visited the school, they walked around the entire property and agreed the current location of the old courts would best serve the school.

d. **Fundraising:** There is some discussion around the 3 stage fundraising summary provided by Michelle Barber. The high school could look into fundraising through the local community, the local council as well as through various grants.

- e. **The quote:** It is noted that there are only about 2 other companies resurfacing courts throughout NZ and Tiger Turf has said they will match any price quoted by another vendor.
93. **ACTION:** Ella requests that Rachael Wheeler request additional details from Tiger Turf around the environmental impact of the rubber underlay; specifically, how does the rubber break down over time because the courts are situated relatively close to the sea.
94. **ACTION:** In order to move to the next stage of the decision making process, the board requests that the Business Manager, Rachael Wheeler, provide a one page summary of the Tiger Turf Project to date. A brief list weighing out the benefits of this project for the students and the local community.
- 95.
96. ***The meeting moved into In-Committee at 8:11 pm.***
- 97.
98. ***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. – James Petronelli carried***
- 99.
100. ***The meeting moved out of In-Committee at 8:13 pm.***
- 101.
102. In the interest of time, the Board Chair, James Petronelli, requests that the two final agenda items for the evening be deferred to the December 14 meeting:
1. The possibility of a Meet & Greet evening with The Friends of WHS in early 2023.
  2. Settling on a date in 2023 to co-opt new Board Member, Gretchen Stone.
- 103.
104. **The meeting closed at 8:15pm with a karakia.**
105. **The next Board Meeting will be held on 14 December, 2022.**