

MEETING OF THE WAIHEKE HIGH SCHOOL BOARD
Wednesday 14 December 2022 at 6:00PM

Present:

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

Apologies:

James Stainton, Nick Crawford

Absent:

1. Karakia

2. In-Committee Correspondence and General Correspondence

- There has been no In-Committee Correspondence or General Correspondence to present to the Board since the last meeting in November 2022.
- The Board moves into In-Committee to discuss and select a successful Board Scholarship recipient for 2023.

67/22 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 (Chair) / carried unanimously

6:01pm the meeting moved into In-Committee

6:21pm the meeting moved out of In-Committee

3. Sub-Committee Reports - Property & Finance

Discussion points:

- James Petronelli treats the Property & Finance Report as being pre-read by all Board members and there are no queries from the Board regarding the November Property & Finance Report from Business Manager Rachael Wheeler. James P goes straight to the Business Manager's recommendations.
- Mikaere shares James Stainton's brief summary from the December 7th Property & Finance Meeting. It is noted that James S felt the costs were on point and, as far as her recommendations, the quotes the Business Manager had provided the committee were competitive

68/22 Move THAT the Board approves the payment of invoices from 1 October to 31 October 2022 for \$107,059 plus GST - Mikaere/James P carried

69/22 Move THAT the Board approves the Finance & Property Meeting Minutes dated 7 December, 2022. - Jayme/ Debbie carried

70/22 Move THAT the Board approves the Finance & Property Meeting Report dated 7 December, 2022. - Nesrin/Carmen carried

71/22 Move THAT the Board approves the purchase of new assets for 2023: new Tuck Shop Equipment \$11,897 plus GST - Carmen/Mikaere carried

72/22 Move THAT the Board approves the purchase of new assets for 2023: new Dell Computers (Vostro) x12 and monitors \$21,696 plus GST - Carmen/ Nesrin carried

Health & Safety

Discussion points:

- There are no questions regarding the minutes from the Health & Safety Meeting dated 9 December, 2022.

73/22 Move THAT the Board accepts the Health & Safety Meeting Minutes dated 9 December, 2022 - Jayme/Carmen carried

4. Sub-Committee Reports - The Principal's Report

Discussion points:

- **Farewells in December:** We've farewelled five staff at the end of this school year. Among others, Deputy Principal, Tony Sears, as well as long time teachers, Russell Duurloo and Tom Mulvey, have retired after many years of service.

- **Preparing for 2023:** Mikaere informs the Board that the timetable and staffing are now sorted for 2023.
- **New SLT Members:** We have a new Senior Leadership Team stepping in for 2023. Rebecca Cunningham-Rose and Paul Knighton are the Deputy Principals and Emma Musson is the Assistant Principal.
- **Changes to the Pastoral Structure:** We're changing our Pastoral Structure for 2023 by adopting some of the principles Piringakau have used and spreading these throughout the kura to create more comradery between our four houses.
- **2023 TODs:** Our first Teacher Only Days in 2023 will take place on January 25-26.
- **The ERO Report:** Mikaere hosted our ERO representative, Zoe Lindsay, on December 1st. On behalf of the board, he submitted the Board Assurance Statement to ERO. Prior to the ERO meeting, Mikaere touched base with Board Chair, James Petronelli, and walked him through the statement. We've already received some really positive feedback back from Zoe and should have our ERO Report back by the end of 2022. In collaboration with the school, Zoe has set up some specific goals for next year. She'll review how we progress, checking that what the school is doing is having a positive impact on our ākongā.
- **Academic Results:** We're currently waiting on the external results for our junior students. Teachers have until March 1st to add in results for the current year. Mikaere informs the Board the school won't actually receive our 2022 results back until about April 2023.
- James Petronelli formally thanks Mikaere for all the mahi he has put into each of his Principal's Reports over the past year. The board appreciates being kept up to date with what's been happening throughout the kura. James also comments that the current reporting format works well; providing links within the reports so the board can easily access any additional applicable information.

4. Sub-Committee Reports - The Academic Report

Discussion points:

- **November/December Academic Report:** Mikaere gives a summary of the latest academic reports.
- **Sharing Academic Data:** Mikaere informs the Board he had a hui with the new Deputy Principal, Paul Knighton. He and Paul are currently exploring ways to track and monitor our students' progress more efficiently. Ideally, all teachers will have access to the data and can then be aware of any issues and understand the key actions required for a student's engagement and improvement.

- **Pastoral Report for November/December:** It is noted that there is no Pastoral Report for this meeting as the Seniors have left for the remainder of the school year.

74/22 Move THAT the Board Approves the Principal's and Academic Reports - Nesrin/Jayme carried.

5. Minutes from the Previous Board Meeting

Discussion points:

- **The Board's Rental Properties:** The Board owns two rental properties on Alison Road, these units are used for recruitment. One unit is currently being rented out to a new teacher; the rent has already been raised on that unit. Another teacher is staying in the other unit and he's been moved onto a rolling rental contract.
- **Moving to the Cloud:** Xanadu was asked to provide a quote for moving the school to the Cloud. Xanadu has been informed that WHS will review IT services and providers.
- **Updating the formatting of the Finance & Property Report:** At the previous meeting James Stainton requested Rachael Wheeler update the formatting of the Finance & Property Report to include additional columns showing previous year's figures next to the current YTD figures. This has now been actioned.
- **Tracking Special Assessment Conditions:** Mikaere informs the Board that this is something the new SLT will look at. This information is currently not tracked by NZQA.
- **Updating the School Newsletter:** Waiheke High School students are now included in all school newsletter emails. Mikaere has looked at other options for a newsletter. This is a work in progress.
- **Action BLI:** Jayme Kitiona has suggestions regarding the current formatting of the Board Agenda and Meeting Minute templates:
 1. Meeting Minute Template - Add page numbers.
 2. Meeting Minute Template - Remove the Actions from the body of the Meeting Minutes and group them all together at the very bottom.
 3. Agenda Template - Add the 'Actions' from the Previous Meeting onto the Agenda.
 4. Agenda Template - Add a 'Related Documents' section to the Agenda Template and list hyperlinks to any information being referred to.

75/22 Move THAT the Board Meeting Minutes submitted for the board meeting held on 9 November 2022 are true and correct. - Jayme/Mikaere carried.

76/22 Move THAT the board In-Committee Meeting Minutes submitted for the board meeting held on 9 November 2022 are true and correct. - Mikaere/Jayme carried.

6. Additional Agenda Items

- I. Board to approve a Leave Request from Rebecca Cunningham-Rose
- II. School Docs Self-Review and Board Assurances 2023.
- III. Multipurpose Tiger Turf Update
- IV. Solar Power Update and private donor

I. Board to approve a Leave Request from Rebecca Cunningham-Rose

The Board moved in to In-Committee at 6:39pm.

The Board moved out of In-Committee at 6:43pm.

II. School Docs on the Meeting Agenda in 2023

- **Our School Docs policies** are always kept 100% up to date by School Docs i.e. any changes to legislation, etc. Every whanau member has access to School Docs, can read through any of our policies and request updates. Any changes can then be reviewed by the Board and put forward to School Docs to edit and update. In 2023, we'll be adding 'School Docs Policy Review' as a recurring Agenda item so the board can regularly review our policies twice per term. Any other procedures and policies that are unique to our particular school appear on our website and are managed and updated there.
- **In Term 1 of 2023:** In Term One Mikaere will present the Analysis of Variance for the board and he's already begun creating the Annual Plan.
- **The Complaints Procedure and School Docs:** James Petronelli suggests, for transparency purposes, adding the Log On link to School Docs to the same page on our website where the Complaints Procedure is located.
- **Action BLI:** Add the School Docs Log On link to the school website on the Complaints Procedure page. Also, make sure School Docs is accessible through our School Newsletter. Add "If you're unable to access School Docs at home feel free to ask the school office for assistance."

III. Update on the Multi-Purpose Tiger Turf Proposal

- Rachael & Mikaere completed an executive summary for the Board on the Multi-Purpose Tiger Turf Proposal.
- Rachael double checked with George of Tiger Turf and it was confirmed that the rubber padding is not that type that breaks away so nothing synthetic will end up in our moana. Installing the rubber padding actually extends the life of the turf making it useful for even longer.
- Mikaere recently met with Rachael Wheeler and Michelle Barber. There are sponsorship and funding options.
- There is back and forth discussion regarding the percentage of funding available from the Board Reserves versus the percentage of Public Fundraising required.
- The Board also discusses they are conscious that there has already been quite a bit of delay in the process and the Board, in principle, is keen to proceed and give the green light for Tiger Turf to go ahead with this project.
- The Board is in agreement that it's best to lengthen the overall life of the new turf by investing in the \$50,000 rubber padding on the rough old concrete.

7/7/22 The board approves, in principle, the go ahead for the Tiger Turf Project with a commitment of 60% Waiheke High School Board Reserve and 40% Waiheke High School fundraising with a 10% contingency plan that the Board could be review at a later date if the school's fundraising goal was not met. - carried unanimously

IV. Solar Power Project Update

A business proposal was put together for the Solar Project when Mikaere was first approached by a member of the community who said he was willing to sponsor solar power for Waiheke High School. The school requested quotes from two companies with experience installing solar panels in NZ schools. Both companies came back with figures over 200K. The Business Manager then reached out to Waiheke based solar power provider, Dana Darwin, for assistance with interpreting the quotes. Dana suggested the school ask for an independent report and then have the companies provide updated quotes based on that report. He then also provided his own quote on the job.

A discussion occurred about solar. Various funding options were also discussed.

- After a lengthy round table discussion the board decides it is happy to proceed with the Solar Power Project in January 2023. The board would like Rachael to ask Dana about the possibility of holding his quoted price while the school moves forward with our fundraising campaign.

***78/22 Move THAT the Board agrees to proceed in principle we can pursue the installation of Solar with an up to 50% deposit towards the total cost of 127,000.
- Rebecca/ Nesrin carried December 14, 2022.***

Meeting closed at 7:37pm with a karakia.

The next Board Meeting will be held on 1 February, 2023.

Summary of Actions:

BLI - Board Meeting Minute Template

1. Add page numbers.
2. Remove the Actions from the body of the Meeting Minutes and group them all together at the very bottom of the Meeting Minutes.

BLI - Board Agenda Template

1. Add the 'Actions' from the Previous Meeting onto the Agenda.
2. Add a 'Related Documents' section to the Agenda Template and list hyperlinks to any information being referred to.

BLI - School Docs

1. Add the School Docs Login link to the school website on the Complaints Procedure page.
2. Make sure School Docs is accessible through our School Newsletter.
3. Add "If you're unable to access School Docs at home, feel free to ask the school office for assistance."