

Meeting Minutes of the Waiheke High School Board

Wednesday 25 October 2023 at 6:00pm

Present:

James Petronelli (Presiding Member), Mikaere October (Principal), Carmen Parahi , James Stainton, Nick Crawford, Rebecca Daly-Peoples, Nesrin Kennedy (Staff Rep), Debbie Yardley & Gretchen Stone

Apologies:

James Stainton, Jayme Kitiona, Tyrone Anderson (Student Rep)

Absent:

1. **1. Karakia**
- 2.
3. **2. In-Committee Correspondence and General Correspondence**
- 4.
5. ***68/2023 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.***
6. **- James Petronelli /carried unanimously**
- 7.
8. The meeting moved into Incommitte at 6.01pm
9. The meeting moved out of Incommitte at 6.03pm
- 10.
11. **General Correspondence**
12. The board discusses the quarterly roll return dated 1 September. Enrolments have maintained a similar level to 2022. The percentage of students enrolling from Waiheke Primary School has increased.
13. WHS has sent a letter of intent to Infratel and that work is now underway.
14. The 2023 ERO Report has been published and under the new ERO model, Waiheke High School has received a glowing review. The report showed the school is 100% compliant. The next ERO Report is due in 3 yrs.
- 15.
16. ***69/2023 Move THAT the In-Committee and General Correspondence is received. - Mikaere / James P carried***
- 17.
18. **3. Sub-Committee Reports – Finance & Property**
- 19.
20. There were only two recommendations requiring board motions.

21. Mikaere confirms Rachael Wheeler checked the Absolute Water Blasting quote. The high school has the correct quote, the company understands the scope of the works and their quote is now ready for approval by the Board.
- 22.
23. **70/2023 Move THAT the Board approves the payment of invoices from 1 August to 30 September 2023 for \$362,357 plus GST - Nick/Mikaere carried**
- 24.
25. **71/2023 Move THAT the Board approves the quote from Absolute Water Blasting Limited for an entire exterior school washdown for \$9,900 plus GST. Incidental repair work will be done in addition to the washdown. - Carmen/Gretchen carried**
- 26.
27. **3. Sub-Committee Reports – Health & Safety**
28. The Health & Safety Meeting Minutes are included in each Board Meeting so the Board is informed of any incidents and is aware appropriate action is being taken when required. The Board has no queries regarding the minutes from the Health & Safety Meeting dated 11 August, 2023.
- 29.
30. **72/2023 Move THAT the board accept the Health & Safety Meeting Minutes dated 11 August, 2023 - Carmen/ Nesrin carried**
- 31.
32. **4. The Pastoral, Academic and Principal's Reports**
33. 'Night at the Races' was a successful fundraiser raising \$36,000 net towards the Active Waiheke Turf Facility. The school also received an anonymous donation of \$5000. Thanks to Friends of Waiheke High for their work on the event.
34. Retirements: Pita Mahaki, Claire Mahaki, Annie Melchior and Neil Johnson are all retiring at the end of 2023. Sam Yesli is leaving us to move overseas.
35. Mikaere thanks the board for their understanding in accepting his resignation. It's been particularly hard letting staff and students know. Members of the community can rest assured the Board has the best interest of the WHS at heart and will continue to do great work on behalf of the school.
36. Students involved in the WHS Sustainability Group have won one of three 'Keep New Zealand Beautiful' awards. A group of staff and students have been invited to the banquet hall at Parliament House, Wellington to accept the award.
- 37.
38. **Principal's Report:**
39. Mikaere speaks to the Annual Plan tracking goals and provides updates on Risk Management, Safety Checking, the Principal's Professional Growth Cycle (PGC), compliance for school donations, the length of the school year (the number of days the school is required to be open) and the Code of Practice for the International Department.
- 40.
41. **Pastoral Report:**

42. Paul Knighton has added the 'unjustified' attendance percentages to the Pastoral Reports - our school's unjustified attendance is very low.
- 43.
44. **Academic Report:**
45. Students' art portfolio boards are due for grading in early November.
46. Our Deans and Pastoral Team are busy tracking end of year assessments. Student grades can be entered online until the end of February. The final results from the 2023 NCEA exams will be released in April/May 2024.
47. The board discusses NCEA Literacy & Numeracy baseline data, co-requisites and exams.
48. Mikaere suggests the Board keep the current Strategic Plan for 2024 and once the new Principal is in place put together a student feedback team in early 2024.
- 49.
50. Debbie Yardley arrived at 6.32pm after being held up at work in Auckland.
- 51.
52. ***73/2023 Move THAT the Board approve the Principal's, Academic and Pastoral Reports - Rebecca/James P carried.***
- 53.
54. **5. Meeting Minutes from the previous Board Meeting**
- 55.
56. ***74/2023 Move THAT the Board Meeting Minutes submitted for the board meeting held on 23 August 2023 are true and correct. - Nesrin/Gretchen carried.***
- 57.
58. ***75/2023 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 unanimously***
- 59.
60. The meeting moved into Incommitte at 6.35pm
61. The meeting moved out of Incommitte at 6.36pm
- 62.
63. ***76/2023 Move THAT the board meeting In-Committee Meeting Minutes submitted for the board meeting held on 23 August 2023 are true and correct. - Nick/Carmen carried***
- 64.
65. **6. Additional Agenda Items**
66. SchoolDocs: The Board reviews the policies up for review during Term 4: Curriculum & Student Achievement and Health Education.

67. Head of Learning Diversity and the Gifted & Talented Program: Julie Campbell will be stepping into this role as Claire Mahaki is retiring at the end of 2023.
68. When it comes to Health Education, we're required to consult with our community every 2 years. In 2024, a communication will be sent to parents and caregivers on healthy relationships and sexuality education.
69. Board Staff Scholarship for 2024: One application was received from Katherine Cole. It outlines plans to increase the number of our students entering into Medicine and Health Sciences - with a focus on the achievement of Maori students. The Board is fully supportive of Ms Cole's Staff Scholarship for 2024.
70. Later Start for Wednesday's in 2024. A discussion occurs about this as a possibility. No curriculum time would be lost. Good opportunity for staff professional development.
71. James Stainton noticed a number of online Google reviews for the school. Mikaere will speak with Paul Knighton and bring an outcome back to the Board.
- 72.
73. ***77/2023 Move THAT the board approves Katherine Cole's WHS Board Staff Scholarship Application for 2024 - passed unanimously***

The meeting closed at 7:13pm.

The next Board Meeting will be held on WED 29 November, 2023.

Summary of Actions:

ACTIONS: Mikaere October

- Mikaere speak with Paul Knighton regarding the school's online Google Reviews and update the Board at the 29 November meeting.

ACTIONS: Marie Bliss

- Create a Board Conflict of Interest Template for Board Members to sign.
- Add 'Sporting Allowance' to a future Board Meeting Agenda in 2024