

Meeting Minutes of the Waiheke High School Board

Wednesday 29 November 2023 at 6:00pm

Present:

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

Apologies:

Tyrone Anderson (Student Rep)

Absent:

1. **1. Karakia**
- 2.
3. **2. In-Committee Correspondence and General Correspondence**
- 4.
5. *79/2023 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*
- 6.
7. The meeting moved into In-Committee at 6.06pm
8. The meeting moved out of In-Committee at 6.18pm
- 9.
10. *80/2023 Move THAT the in-committee and general correspondence is received. - Mikaere / James P carried*
- 11.
12. **3. Sub-Committee Reports – Property & Finance**
- 13.
14. Documents for the Finance & Property Meeting were emailed to sub-committee members on 22 November and the meeting took place via email. The F&P Report included a DRAFT Budget for 2024. The DRAFT Budget is fairly similar to 2023. Mikaere notes there have been some Increases in the wages of Support Staff in addition to the cost of maintaining the school grounds (i.e. the cost of petrol for the mower) as well as to the regular upkeep of the school property and buildings.

15. **81/2023 Move THAT the Board approve the payment of invoices from 1 October to 31 October 2023 for \$263,590 plus GST - James S/ Carmen carried**
- 16.
17. **82/2023 Move that the Board accepts the F&P Report - Gretchen / James S carried**
- 18.
19. **3. Sub-Committee Reports – Health & Safety**
20. There are no questions regarding the minutes from the Health & Safety Meeting from 17 November, 2023.
21. **82/2023 Move THAT the board accept the Health & Safety Meeting Minutes dated 17 November, 2023 - Nesrin / Debbie carried**
- 22.
23. **4. The Principal's, Academic and Pastoral Reports**
24. WHS is waiting to hear from the NZ Lottery Community Facilities Grant as to whether or not our grant application was successful. If we do receive the \$100,000 grant, we'll have enough funds to begin work on the new turf court facility. Successful grant applicants will be informed by 10 December.
25. Mikaere has shown a few potential principal applicants around WHS. He thanks the board for working closely with him over the past 2 years and says he's felt very supported in his time here at WHS.
26. NCEA exams have now finished and the results will be released by mid-January.
27. At the beginning of 2023, WHS set a high goal for student attendance. We ended up having 2 cyclones and a Teacher's Strike Action, yet our attendance rate was still a massive improvement on the previous year. Overall, WHS is scoring above average when compared to other New Zealand schools our size.
28. Although they recently retired, Pita and Claire Mahaki have agreed to continue supporting the high school in Kaumatua and Kuia roles. They also plan to work as Relief Teachers. We will need to inform our Maori community that we've kept this important link and that WHS has people who are skillfully involved in the school.
29. Paul Knighton and Rachael Wheeler are currently working on a digital strategy to bring back to the Board in 2024.
- 30.
31. **83/2023 Move THAT the Board approve the Principal's, Academic and Pastoral Reports - James P / Jamie carried.**
- 32.
33. **5. Minutes from the Previous Board Meeting**
- 34.
35. **84/2023 Move THAT the Board Meeting Minutes submitted for the board meeting held on 25 October 2023 are true and correct. - Nesrin / James S carried.**

36. **85/2023 Move THAT the board meeting In-Committee Meeting Minutes submitted for the board meeting held on 25 October 2023 are true and correct.**
– Mikaere / Nick carried
- 37.
38. **6. Additional Agenda Items**
- 39.
40. The International Department requested another signatory during the transition between principals. The Board approves Paul Knighton. Marie Bliss will issue a letter, signed by Board Chair James Petronelli, stating that Paul Knighton is the authorized signatory for any International Dept documents.
41. All school principals are provided with a Coaching and Wellbeing Allowance. Mikaere informs the Board he hasn't used any of his allowance (amounting to \$6000 over the past 2 years) With Board approval, the Principal's Wellbeing Allowance can be rolled over to 2024 and the funds moved to Mikaere's new high school in Tauranga. Mikaere clarifies that the new WHS Principal will receive their own funding allocation. The board is happy to approve Mikaere's Principal's Allowance for 2022-2023 be moved to Trident High School.
- 42.
43. The meeting closed at 6:55pm with a karakia.
- 44.
45. The next meeting will be held on WED 7 February 2024 and will be a 'Business Only' Board Meeting for the start of the new school year.

Summary of Actions from this meeting:

- Action: Marie Bliss** has board approval to add James Petronelli's digital signature to the Authorized Signatory letter allowing Deputy Principal, Paul Knighton to sign off International Department documents on behalf of Waiheke High School.