

Meeting Minutes of the Waiheke High School Board

Wednesday 28 February 2024 at 6:00pm

Present:

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

Apologies:

Jayme Kitiona, Debbie Yardley

Absent:

Tyrone Anderson (Student Rep)

1. Karakia

1. **2. In-Committee Correspondence and General Correspondence**
- 2.
3. ***17/2024 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.***
4. - James Petronelli /carried unanimously
- 5.
6. **The meeting moved into In-Committee at 6:02 pm.**
7. **The meeting moved out of In-Committee at 6:03 pm.**
- 8.
9. There is general correspondence mail addressed to the Board regarding paid union meetings for Primary School teachers in the NZEI Te Riu Roa.
- 10.
11. ***18/2024 Move THAT the in-committee and general correspondence is received. - James P / Cameron carried***
- 12.
13. **3. Sub-Committee Reports – Finance & Property**
14. All board members have read February's Finance & Property Report and the Finance & Property Meeting Minutes dated 21 February 2024.
15. The sub committee is happy to recommend that the board approve the following:
 - (1) The payment of invoices from November - December 2023
 - (2) The purchase of the new greenhouse for the school's viticulture students

16. The board discusses the progress on the new Waiheke High School sign at the top of the driveway. The board asks for a summary of how much has been spent to date and a timeline of the sign's completion. These details will be brought to the next meeting in March.
17. The board is informed the Business Manager is seeking further competitive quotes regarding the WHS Property Master Plan. The sub-committee will come back to the board with more detail on this in the near future.
18. The school lift has been working since the beginning of Term 1 and is in use daily. The lift now sits at the top floor rather than at the bottom.
19. Board Chair, James Petronelli and Cameron Flude both sign the ASB Credit Card Authorisation letter for WHS Credit Cards for both the Principal, Cameron Flude, and the Principal's PA, Marie Bliss.
- 20.
21. ***19/ 2024 Move THAT the Board approve the payment of invoices from 1 November to 31 December 2023 for \$662,441 plus GST - Carmen/James S carried***
- 22.
23. ***20/2024 Move THAT the board approves the purchase of a new Greenhouse including shelving for the Viticulture Programme at \$11,195 plus GST (\$12,875 total) - Rebecca/ James P carried***
- 24.
25. ***21/2024 Move THAT the Board approve the Finance & Property Report dated 21 February, 2024 - Carmen /Rebecca carried***
- 26.
27. ***22/2024 Move THAT the Board approve the Finance & Property Meeting Minutes dated 21 February, 2024 - James P / James S carried***
- 28.
29. **4. The Principal's, Academic and Pastoral Reports**
30. The Principal shares his first Principal's Report of the new school year
31. ***23/2024 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.***
32. - James Petronelli /carried unanimously
33. *The meeting moved into In-committee at 6.19pm*
34. *The meeting moved out of In-Committee at 6:36 pm*
35. The board is keen to have the Principal work closely with the Senior Lead Team and the Heads of Faculties on streamlining the current processes of capturing data and trends within the Junior School; so they're similar to those followed in the Senior School.
- 36.
- 37.

38. Refer to the Principal's, Academic and Pastoral reports for further detail.
39. It is noted, there have been no stand-downs or suspensions since the last Board Meeting.
40. **23/2024 Move THAT the Board approves the Principal's, Academic and Pastoral Reports - Nesrin/Gretchen carried.**
41. **5. Minutes from the Previous Board Meeting**
42. The Board requests the Board Secretary edit the attendance on the previous Meeting Minutes and In-Committee Meeting Minutes dated 7 February because one board member was marked present when they had given their apologies.
43. There was one ACTION from the previous Board Meeting dated February 7: Marie Bliss was to request Xanadu create WHS email addresses for all Board members. This has now been done.
44. **24/2024 Move THAT the Board Meeting Minutes submitted for the board meeting held on 7 February 2024 are true and correct. - Carmen/ Nesrin carried.**
45. **25/2024 Move THAT the board meeting In-Committee Meeting Minutes submitted for the board meeting held on 7 February 2024 are true and correct. - to be approved at the next meeting.**
46. **6. Additional Agenda Items**
47. The Board will review the three SchoolDocs Policies up for review in Term One at the next meeting on March 27.
48. The Board Chair signs off on the 2024 Principal's Schedule of Delegations.
49. The reports from the Head of Faculties will be reviewed at the next meeting on March 27.
50. The Principal goes through the various options on the table for the proposed 2024 Student Mobile Phone Policy. Since the first day of school, students have not been permitted to bring their phones. If they do, their phone must remain in their school bag and not be used during school hours or on school property. Gretchen Stone informs the board, a blanket phone ban would be in breach of the legislation. After a discussion, the Board suggests the Principal share Option 2 with the community for consultation. It is noted that the Principal has also started work on a management plan for those particular classes (ie Art, Food, etc) where students are required to photograph the progress of their work.

Meeting closed at 7.55pm with a karakia.

The next Board Meeting will be held on Wednesday 27 March 2024.

Summary of Actions from this meeting:

- FLU to conduct exit interviews with the staff who are leaving and make exit interviews a common practice.
- FLU to conduct a community consultation with students, parents and the wider school community regarding the 2024 WHS Mobile Phone Policy.
- BLI to send out the details of the 3 SchoolDocs policies up for review in Term One.
- FLU to create a WishList (i.e. the ideal number of Teacher Aide hours required schoolwide during 2024) and bring this list back to the board at a future meeting.