

# Meeting Minutes of the Waiheke High School Board

Wednesday 26 June 2024 at 6:00pm

## Present:

Cameron Flude (Principal), Carmen Parahi (Deputy Chair), Aiya Kondo (Student Rep), Nesrin Kennedy (Staff Rep), Debbie Yardley, Gretchen Stone, Rebecca Daly-Peoples

## Apologies:

James Petronelli (Presiding Member), Jayme Kitona, Nick Crawford, James Stainton

## Absent:

### 1. Karakia

### 2. In-Committee Correspondence and General Correspondence

*50/2024 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. - Carmen Parahi/carried unanimously*

1. The meeting moved into in-committee at 6:03pm
2. The meeting moved out of in-committee at 6:10pm
- 3.
4. **3. Sub-Committee Reports – Property & Finance**
- 5.
6. The Principal informs the Board he's happy with the 2023 Financial Statements and Audit Report; the school is in a healthy state. There were a few work-ons the auditor felt needed strengthening; these were walked through with the Principal and the Business Manager. Accounts Manager, Mark Fleming, started with us back in March; to mitigate risk, both the Accounts Manager and the Business Manager are responsible for checking all of the school's financial transactions.
7. The Waiheke High School Uniform Shop has been running at a loss for some time now; it appears not enough product is moving through the small shop. The school has overhead costs; i.e. paying a member of staff to operate the shop as well as order, receive and sort all of the stock. Our shop hours are very limited; it's only open for 30 minutes at interval, twice per week. The majority of WHS uniform pieces are sold through Out There Surf & Skate in Ostend. Their location is open after school and on weekends; this seems more convenient for parents and caregivers. The Board likes the current system however feels the WHS Uniform Shop should not be running at a loss. The Principal suggests the Board consider

assembling a Uniform sub-committee to discuss future changes to our school uniform. He notes that there have been many ad hoc changes over the past couple of

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9. years which may need consolidation at a policy level. The Board asked for a summary of the current state of uniform to review for the next meeting. The Principal asks that the Uniform Policy and the Closed Toed Footwear Policy be tabled as agenda items at the next Board Meeting; both these items may require a board level policy change in the near future.

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11. ***51/2024 Move THAT the Board approve the payment of invoices from 1 May to 31 May 2024 for \$136,646 plus GST - Carmen/Debbie carried***

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13. ***52/2024 Move THAT the Board approve the Finance & Property Report dated 19 June 2024 - Nesrin/Debbie carried***

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15. ***53/2024 Move THAT the Board approve the Finance & Property Meeting Minutes dated 19 June 2024 - Carmen/Nesrin carried***

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### 17. **3. Sub-Committee Reports – Health & Safety**

18. There are no queries regarding the H&S Meeting Minutes dated 10 May, 2024.

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20. ***54/2024 Move THAT the board accept the Health & Safety Meeting Minutes dated 10 May 2024 - Nesrin/Rebecca carried***

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### 22. **4. The Principal's, Academic and Pastoral Reports**

#### 23. **Principal's Report for June**

24. The Principal outlines the new structure for his reports. The Board is very happy with the new format; it effectively captures the key points of the strategic plan and policies. The Principal reads through a few of the 'amber' goals.

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#### 26. **Strategic Goal 1: Review all job descriptions for clarity and purpose**

27. There's a job description review currently underway. The Principal has begun with the Deans, Heads of Faculties and teachers; the main focus here is on leadership.

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#### 29. **Strategic Goal 2: Treaty Partners**

30. From the Principal's observations, Treaty Partners needs more focus from both the senior and middle leadership teams. It's important teachers develop Aotearoa NZ content so the delivery of our curriculum will be set up for success.

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#### 32. **Strategic Goal 3: Open and Diverse**

33. Cameron emphasises the importance of our Board Student Representative, Prefects and Head Students. He feels our senior students should have more

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35. power, be involved in decision making, run school assemblies, coordinate school events. Cameron sees senior students involved in high level meetings once per month; actively working on, for example, our anti-bullying strategies. Cameron also speaks to the goal of how to best remove barriers for teachers re: streamlining the current pastoral documentation process in KAMAR.
- 36.
37. **Strategic Goal 4: Great Performers**
38. Although we have been celebrating our Merit and Excellence students in school assemblies, year level assemblies and in our school newsletter, this has been rather ad hoc. Cameron's working on developing a more systematic approach as far as acknowledging the effort our student's put in.
- 39.
40. **Principal's Report - Policy Matters**
- 41.
42. **The WHS Staff Code of Conduct and Staff Handbook**
43. Cameron would like a complete refresh of the WHS Staff Code of Conduct and the WHS Staff Handbook. As a new member of staff, it needs to be clear where to go if you have a question. These items fall under items up for review in Term 3's Policy Reviews.
- 44.
45. **Uniform Policy**
46. There have been a number of changes to school uniform over the past few years as far as the discontinuing and beginning of various clothing items. Cameron plans to itemise the school uniform pieces currently on offer and bring a summary to the next Board Meeting in August. He suggests the Board gather a sub-committee to discuss how to move forward with our school uniform.
- 47.
48. **Academic & Pastoral Reports for June**
49. The Board enjoys Mr. Knighton's Academic and Pastoral Reports; they find them comprehensive, easily read; the reports answer a lot of questions very quickly. It is noted, there have been two stand downs since the previous meeting.
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51. ***55/2024 Move THAT the Board approve the Principal's, Academic and Pastoral Reports - Rebecca/Debbie carried***
- 52.
53. **5. Minutes from the Previous Board Meeting**
54. The Principal has begun the conversation with Board Chair, James Petronelli, around what's expected as far as the Principal's Appraisal. The Board would like to see an overview outlining Cameron's career plans and the support he requires to achieve his goals; an appraisal structured in such a way whereby the Principal will meet the Board's expectations and vice versa.

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56. **56/2024 Move THAT the Board Meeting Minutes submitted for the board meeting held on 22 May 2024 are true and correct.** – Nesrin/Carmen carried

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58. **57/2024 Move THAT the board meeting In-Committee Meeting Minutes submitted for the board meeting held on 22 May 2024 are true and correct.** – Nesrin/Carmen carried

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## 60. **6. Additional Agenda Items**

61. The Board briefly discusses the RAS Form for the upcoming Mountain Trip; they find it very in depth and comprehensive. The Board appreciates the work that has been put into this risk form.

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63. **58/2024 Move THAT the board approve the Year 9 Mountain Trip One for 2024.** – Cameron / Nesrin carried

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## 65. **The WHS Strategic Plan Proposal**

66. As per the Board's request, the Principal went ahead and reached out to other principals and also to his mentor, Greg, regarding the WHS Strategic Plan. He found the general consensus was to hire an outside consultant. Doing so would not only remove the workload from the Board and Senior Management but it would also create transparency.

67. Consultant Rowan Johanson came highly recommended by both Greg and by our Deputy Principal, Paul Knighton. Rowan and Paul have had experience working together in the past.

68. The Principal found Rowan's rates were comparable to market value and shared his proposal with the Board. He informs the Board that Rowan's happy to begin reasonably quickly; the earlier he begins, the earlier our Strategic Plan is in place.

69. The Board supports hiring consultant Rowan Johanson. He will meet with the Principal, the Board Chair and the full Board at various stages in the process.

70. The Board would like to ensure Rowan seeks student input in his surveys i.e. regarding any possible changes to the school's Waiheke W.I.S.E values.

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## 72. **Property Master Plan**

73. Cameron has delegated the process around the Property Master Plan to Business Manager, Rachael Wheeler and Marketing Manager, Michelle Barber. Cameron met with Jasmx and received the same reports the Board did. The Board discusses the two proposals; Jasmx and Isthmus are of a similar ilk. It's important to remember, this is a 10 year plan that needs to be paid for up front. One could also look at it as \$3000 per year over a 10 year period. The Board asks if the Business Manager could thank Jasmx for their proposal and check if there are any hidden costs that may not have been included? The Board notices most of their work has been with new builds, whereas Waiheke High School

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75. would be more of a retro-fitting project. The Board is fully supportive of a Property Master Plan however they'd like further information to consider before they fund this project through Board funds.
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77. **SchoolDocs Policies for review in Term 2**
78. There were three SchoolDocs policies up for review this term: the Employer Responsibility Policy, the Appointment Procedure Policy and the Safety Checking Policy. It is noted the Board has now read and reviewed these three policies.
- 79.
80. **Actura has gone into liquidation**
81. A local family had prepaid to send their daughter to NASA Space Camp in the United States and, unfortunately, Actura went bankrupt. Our Head of Science, Katherine Cole, has managed to connect the student with Wayne MacIntosh of NZ based space company Rocket Labs. This senior student will visit and gain experience through Rocket Labs.

**The meeting closed at 7:53pm with a karakia.**

**The next Board Meeting is on Wednesday 21 August, 2024.**

**ACTIONS: Cameron Flude**

- Provide a DRAFT of the refreshed Staff Code of Conduct at the Wed 21 August meeting.
- Create an itemised list of current uniform items on offer for the Wed 21 August meeting.
- Early in Term 3, the Board would like to see Cameron moving forward on any items of concern in the Principal's Report.
- Chat with Paul Knighton and revise the internal form for stand downs listing the categories i.e. gross misconduct, continual disobedience, etc.
- Speak to the Principal's Strategic Plan at the Wed 21 August meeting.

**ACTIONS: Marie Bliss**

- Add Principal's Appraisal to the meeting agenda for the Wed 21 August meeting.