

## CONFIRMED MEETING MINUTES

**Meeting Minutes of the Waiheke High School Board**

Wednesday 21 August 2024 at 6:00pm

**Present:**

James Petronelli (Presiding Member), Cameron Flude (Principal), Carmen Parahi, Jayme Kitona, Aiya Kondo (Student Rep), James Stainton, Nick Crawford, Rebecca Daly-Peoples, Nesrin Kennedy (Staff Rep) Gretchen Stone & Debbie Yardley

**Apologies:****Absent:**

1. Karakia

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

*60/2024 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.*

- James Petronelli / carried unanimously

The meeting moved into in-committee at 6.03pm

The meeting moved out of in-committee at 6.19pm

The Principal requests the Board commit to overfunding staffing by one teacher for 2025; Cameron wants to ensure we continue to offer a wide range of senior subjects next year. The school is set to have approx 1.7 teacher reductions. This reduction will gut our Learning Support Team or we will need to reduce the number of senior subjects. Effectively, the Principal is requesting the Board fund an extra teacher so we can have a full complement of teachers ready to start in 2025; it could prove more difficult to hire in Term 1 if we end up with more enrolments. The Board is supportive of this idea and agrees to fund these teaching positions for 2025.

The Principal is working with Marketing Director, Michelle Barber, on a more sustainable approach towards fundraising for Teacher Aide positions in 2025.

The Board receives the Roll Return dated 5 July 2024.

*63/2024 Move THAT the Board approves the Principal's request for one additional teacher funded by the Board for 2025. - Nesrin / Carmen carried*

*64/2024 Move THAT the Board receives the In-Committee and the General Correspondence. - Debbie / Nick carried*

### **3. Sub-Committee Reports – Property & Finance**

Nick Crawford briefly summarised points from the recent Property & Finance Meeting held last Wed 14 August.

The total cost of the new Commercial Kitchen and the Active Waiheke Turf Court projects has come in as a slight overspend. Moving forward the Board would like to be notified in the lead up to a larger project going over the projected budget, especially if the board is contributing funding. The Board is happy to wear the additional cost on these two hero projects and to also purchase the goals for the new turf courts.

Our 'Night at the Races' fundraiser takes place on SAT 14 September; this year's event will raise funds for an all weather bus shelter. Fundraising project ideas need only come to the board level when additional board funding is required. However, the Board is keen to understand the current process in place as far as who decides on the next fundraising project and asks the Principal to follow up by putting a process in place around how this can happen systematically.

The Board approves increasing the daily limit for school banking transactions from 80k to 150k. This will avoid having to split large payments over subsequent banking days. The current controls to the existing two person banking approvals will remain the same; Eftsure's secure bank verification system is also in place. The Ministry of Education has indicated that we will lose 4 unused classrooms. The MoE have already been over to view these classrooms and measure them. Jayme Kitona will check with Pirirahi Marae if Classroom D7 can be offered up free for removal to anyone in the local community.

*65/2024 Move that the Board approves the payment of invoices from 1 June to 31 July 2024 for \$360,198 plus GST - Carmen/James S carried*

*66/2024 Move that the board approves increasing the daily limit for transactions from \$80k to \$150k. There would be no change to the existing two person banking approvals. This will avoid needing to split large invoices over subsequent days. The current controls in place for bank payments are: There is a separation of duties between ordering, invoice processing, invoice approval and authorisation of bank payments.*

*The use of Eftsure to verify banking details for payees. Reports are provided with the payables batch.*

*There is a two person bank payments authorisation. Principal and two Deputy Principals are the 3 authorised personnel and two are required to authorise payments. A weekly meeting is held with the Principal and Deputy to review the payments batch and provide any additional details required. - Rebecca / James S carried*

*67/2024 Move that the Board approves the final project cost for the Commercial Kitchen and D-Block Refurbishment at \$953,006 and the*

- 67/2024 *capitalization of the Board Contribution of \$390,000. - Nesrin / James S carried*

- 68/2024 *Move that the Board approves the final project cost and capitalisation for the Turf, associated Paving and Goals at \$311,868 including the Board Contribution of \$168,868. - James P / Debbie carried*

- 69/2024 *Move that the board accepts the Finance & Property Meeting Report dated 14 August 2024 - Rebecca / James S carried*

- 70/2024 *Move that the board accepts the Finance & Property Meeting Minutes dated 14 August 2024 - Nick / Cameron carried*

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

- There are no questions regarding the minutes from the Health & Safety Meeting held on Friday 9 August, 2024.

- 71/2024 *Move THAT the board accept the Health & Safety Meeting Minutes dated Friday 9 August, 2024 - Rebecca / James P carried*

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

- The Board discusses the goals from the most recent Principal's Report.
- Teaching staff recently had an opportunity to develop their leadership skills at a 'Challenging Conversations' PD session on Teacher Only Day on 7th June.
- A full staff meeting was held today on how staff present themselves at school; there was discussion around setting a high standard as role models for our students.
- WHS Staff will be participating in a KiVa Anti-Bullying Workshop at our next Staff Only Day on Friday 30 August.
- Senior Leadership is in the process of streamlining the way pastoral incidents are recorded in the KAMAR Student Management System.
- International student numbers are down this term. Mr Flude reached out to other principals in the Auckland area and it was suggested our International Team reach out to China, South East Asia and South America. WHS still has a challenging time finding enough homestay families to house students. The Board asks Cameron to come back with a plan on how to move forward.
- The Board discusses the August Academic Report. Year 10 Literacy and Numeracy students have had their first chance to write the NCEA Level 1 exams. Students get two chances in Year 10 and two chances in Year 11 to pass these exams. A fair number of students throughout NZ did not pass their first attempt. Teachers will work with students to prepare for the next round of exams taking place in September.
- The Board notices on the Pastoral Report that Year 9-10 seem to have a large number of the pastoral incidents. The Principal points out those numbers are represented by a small group of repeat offenders; it's important to note that the

figures are not indicative of the overall cohort. These students receive assistance from our guidance counsellors; they are working hard to undo learned behaviours. The best outcome we can hope for is when we recommend support, the whanau engages and we work together towards a positive outcome.

The Pastoral Report shows there have been 5 stand downs and 2 suspensions since the previous Board Meeting on 26 June.

*72/2024 Move THAT the Board approves the Principal's, Academic and Pastoral Reports for July-August 2024 - Carmen / Nesrin carried.*

#### 5. Minutes from the Previous Board Meeting

*73/2024 Move THAT the Board Meeting Minutes for the board meeting held on Wednesday 26 June 2024 are true and correct. - Carmen / Nesrin carried*

*74/2024 Move THAT the board meeting In-Committee Meeting Minutes for the board meeting held on Wednesday 26 June 2024 are true and correct. - Carmen / Nesrin carried*

#### 6. Additional Agenda Items

##### SchoolDocs Policies up for review, the Student Rep Election and School Uniform

The Board has reviewed the three SchoolDocs policies for review this term.

The Board has read the Student Rep Election Timeline document.

The Principal asked the Board to review the current uniform selection for sale at the Uniform Shop and Out There Surf & Skate. There are some very old pieces of uniform being worn to school that are no longer being sold. These pieces are:

The cotton hoodie, the fleece jacket and the lined rain jacket with yellow piping.

Overall consensus from the Board is to phase these 3 old jackets out by Term One of 2025; we have the new softshell jacket available. The Board would like a clear communication sent to the community that any families requiring assistance with correct school uniform can apply for funding through the school.

The Principal requests the Board form a Uniform Sub-Committee consisting of 1 Board member, 1 parent and 1 student representative. There will be further discussion around school uniform at a future board meeting.

##### The WHS Strategic Plan Proposal

Consultant Rowan Johanson briefly video called into the meeting to speak about his Strategic Plan Proposal. His hope is to gain insight into the nuances of what the Board is looking for. He gives a rundown on his background in teaching and

engineering. He then outlines his proposal; the plan is to begin with a robust community consultation, gaining a thorough summary of community feedback in

order to capture themes specific to Waiheke. In the past he's completed surveys for other schools with as few as 4 questions and still been able to gain some very rich community feedback. He mentions providing communities with a list of 10 priorities and asking people to prioritise what's the most important. More to come on the Strategic Plan Proposal at a future meeting.

- The Board approves the revised amendments made to the RAS Form for the upcoming second Mountain Trip.

• **75/2024 Move THAT the board approves the RAS Form for the second Mountain Trip from August 26th-30th – Nick / Nesrin carried**

- The following Agenda Items will be deferred to the next Board Meeting

- a. EOTC Events with full parent supervision
- b. Principal's Appraisal
- c. A review of the current mobile phone ban and how it's going

- The meeting closed at 8:01pm with a karakia.

- The next Board Meeting will be held on Wednesday 30 October, 2024.

### Summary of Actions from this meeting:

#### ACTIONS: Cameron Flude

- ☐ Follow up with Carman Parahi and Jayme Kitona regarding data on the recent stand downs and suspensions
- ☐ Follow up with Rachael Wheeler and Michelle Barber regarding a more sustainable fundraising approach and create a set structure around who decides on the next fundraising idea(s).
- ☐ Follow up with Jayme Kitona asking Piritahi if WHS can offer up Classroom D7 free for removal to anyone in the community or if it can be demolished.
- ☐ Develop a plan around gaining more International students from China, East Asia, and South America.

#### ACTIONS: Marie Bliss

- ☒ Marie Bliss to work with the Suspension Sub-Committee on letters and meeting times with the 2 students and their caregivers.