

CONFIRMED MEETING MINUTES

Meeting Minutes of the Waiheke High School Board

Wednesday 30 October 2024 at 6:00pm

Present:

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

Apologies:

Absent:

1. Karakia

- The Board begins with a walkabout of school property with Business Manager, Rachael Wheeler, outlining upcoming property related projects for 2025.
- Today is the final Board Meeting for Representative Jayme Kitiona. Jayme is resigning due to moving off island with whanau.
- The Board discusses the two applications for the 2025 Board Scholarship; one from Avi Duckor-Jones and the other from Emma Musson & Paul Knighton. The Board feels Avi's application is engaging and definitely worthwhile. However, one of the requirements is applicants must be full-time permanent teachers and Mr Duckor-Jones is a part-time teacher. After a short discussion, the Board decides Emma and Paul's proposal aligns more closely with the school's overall strategic plan for 2025; their application has a strong focus on the Year 7-10 Junior School. The Board decides unanimously to support the 2025 Board Scholarship Application from Emma Musson and Paul Knighton.
- Last year's recipient of the Board Scholarship, Katherine Cole, has only used a portion of her funds from 2024. Katherine has requested the Board roll these funds over into Term 1 of 2025; the Board is happy to approve this request.

2. In-Committee Correspondence and General Correspondence

79/2024 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 6.33pm

The meeting moved out of in-committee at 6.45pm

General Correspondence

- The Board speaks briefly about the September Roll Return. Cameron is hopeful that the roll will hold firm or increase in 2025. We already know we will have smaller cohorts in Years 7 and 13 in 2025. The school has a survey poised to go out to Waiheke parents; currently enrolments for next year are looking strong though the year 7 cohort is small.

80/2024 Move THAT the in-committee and general correspondence is received. - Carmen / Debbie carried

3. Sub-Committee Reports – Finance & Property

- The school is currently running at a 63K deficit. It is important to remember this figure is 1% of the total spend for 2024, and considering all the large projects WHS completed in 2024, this is a small percentage in the grand scheme of things.
- There was a discussion at the last F&P meeting regarding International students numbers being down in Term 4. Rachael Wheeler and Cameron Flude are researching new markets and will report back at the December Board Meeting.
- The 'Night at the Races' event raised approximately \$17K, it was a great success!
- Regarding the 5YA and 10YPP funding and the 2 Property Master Plan proposals, Jasmax needed a push to provide us with their documentation. The local group, Isthmus, provided a more in depth plan - and on time. Nick Crawford and James Stainton are happy to recommend the Isthmus proposal.
- Regarding technology and the proposed change in ITC provider, the school has decided to go with Cyclone; they were the less expensive option and provided the strategy the school needed in order to move forward.

81/2024 Move THAT the Board approve the payment of invoices from 1 August to 30 September 2024 for \$142,234 plus GST - James / Emilie carried

82/2024 Move THAT the Board approve the appointment of Isthmus to produce a Landscape Master Plan for the school at a cost of \$28,000 plus GST - Debbie / Gretchen carried

83/2024 Move THAT the Board approve the Finance & Property Report and Meeting Minutes dated 23 October, 2024 - Carmen / James P carried

3. Sub-Committee Reports – Health & Safety Meeting

84/2024 Move THAT the board accept the Health & Safety Meeting Minutes dated Friday 20 September, 2024 - Jayme / Rebecca carried

4. The Principal's, Academic and Pastoral Reports

- Cameron Flude goes over a few of the goals in this month's Principal's Report and explains how they are progressing for the Board.

- This year we've delivered a good number of inter house events: Beach Sports, Matariki, Music Concerts, Kapa Haka and the annual Rutherford Sport Exchange.
- Regarding the recent removal of the four C-Block classrooms, these buildings were removed by the MoE over the October School Holidays. WHS has been overcode for many years as far as our classroom to student ratio. Cameron doesn't envision the MoE removing any further buildings from the property.
- The discussion around the removal of Classroom D7 is ongoing. As this is Jayme Kitiona's final Board Meeting, she suggests Business Manager, Rachael Wheeler be the new main point of contact and speak directly with Piritahi Marae. The Māori Marae Community paid for Classroom D7 and they have ownership of it. A working bee is planned to clean out the classroom by the end of this year.
- The data on the October Academic Report looks amazing as far as the current number of Year 13 Merits and Excellences, however the external exams begin in November so we may see these figures change.
- There is a brief discussion around the ASTTLE testing results; the school currently has a high proportion of junior students with special learning needs in both literacy and numeracy. Cameron speaks about the potential to buddy up junior students one on one with a retired volunteer from the Rotary Reading Program; the plan is for these students to read weekly with a volunteer in the library.
- Overall, the school is feeling settled as we head towards the end of the year; in terms of Education Outside the Classroom things are ticking along nicely.
- The Pastoral Report shows 2 stand downs since the previous Board Meeting.
- The recognitions for the Junior School continue rolling along with the newly implemented 'My Mahi' program. The Senior Leadership Team is considering rolling 'My Mahi' out schoolwide in 2025.

85/2024 Move THAT the Board approve the Principal's, Academic and Pastoral Reports - Carmen / Jayme carried.

5. Minutes from the Previous Board Meeting

- The Board requests the Board Secretary adjust the wording in the previous Meeting Minutes dated 21 August on line 68 to read: *'The Principal requests the Board form a Uniform Sub-Committee consisting of one Board member, one parent and one student representative.'*

86/2024 Move THAT the Board Meeting Minutes submitted for the board meeting held on DATE MONTH 2024 are true and correct. - Cameron / Nick carried.

*87/2024 Move THAT the board meeting In-Committee Meeting Minutes submitted for the board meeting held on DATE MONTH 2024 are true and correct.
- Cameron / Carmen carried*

6. Additional Agenda Items

- The four SchoolDocs Policies up for review: Finance & Asset Management, Managing Income & Expenditure, Financial Conflicts Policy and Asset Management & Protection Policy have been taken as read and reviewed.
- Cameron speaks to the recent update on the uniform selection at WHS. The proposed changes will unify the WHS Uniform Policy, so it's consistent. The Principal would like the Board to form a Uniform Sub Committee; Board Parent Rep, Rebecca Daly Peoples and Board Student Rep, Emilie Dick both volunteer to sit on the committee. The third committee member is to be a parent from the local community. The most pressing issue within the uniform policy is the lack of closed toed footwear in Science, Hard Materials and PE classes. Students arriving at school with incorrect footwear is a clear Health & Safety issue that urgently needs addressing in order to uphold the school's Health & Safety requirements.
- Cameron updates the Board on how the government led Mobile Phone Ban is going. The incidents of staff needing to remove phones from students in class have dropped significantly to only a few per week. The first time the student is seen using their phone, they can have it returned to them at the end of the school day. If subsequent incidents occur, a caregiver is required to collect the phone after school from Senior Leadership. If a student needs to ring home at any time, they do so from Reception. If a student needs to bring their phone to school, a caregiver can ask the Principal for a mobile phone exception; the student would then hand their phone in at reception when they arrive and pick it up after school.
- The Board thanks Marie Bliss for her work as Board Secretary over the past two and a half years. Marie's last day at WHS will be 15 November.

Meeting closed at 8:02pm with a karakia.

The next Board Meeting will be held on Wednesday 8th of December, 2024.

Summary of Actions from this meeting:

ACTION: Cameron Flude

- Cameron to follow up with Emma Musson regarding the ASTTLE Testing results. The Board noted there have been improvements in Junior Numeracy but not in Junior Reading. They would like to see a breakdown on the data, why there's been little improvement, which students have not improved and what the school's next steps will be to address the results.
- Cameron and Gretchen Stone to look at the EOTC policy around trips where our students compete under the umbrella of WHS but there is no involvement from the school; the trip is 100% run by parents (i.e. the Equestrian Nationals, the Waka Ama Nationals).

ACTION: Rachael Wheeler

- Finance & Property Subcommittee Chair, Nick Crawford, asked that Rachael Wheeler read the fours Financial SchoolDocs Policies up for review in Term 4 to be sure they are current and correct.
- Rachael to check in with Cameron regarding Classroom D7. Jayme Kitiona is moving off Waiheke and she suggested that the school contact the Piritahi Marae Committee directly rather than going back and forth through the Board. Please chat with Cameron about this as Carmen Parahi feels it's very important the school follow the proper procedure as far as the Marae's ownership of the space.