

Whangaroa College Board Meeting – August 17, 2020 via Zoom

1. Administration: Start 5:30 pm
 - Karakia – J Anderson
 - (1.1) Present – J Anderson (Principal), C Sherwin (Chair), B O'Donnell, W Sutherland, L Fleming, M Pivac-Kool, Nancy Lane
 - (1.2) Apologies – I Lenden, N Sanders
- C Sherwin / J Anderson CARRIED

2. Strategic Decisions:

- ✓ (2.1)
 - ✓ **Triennial Plan - Student Trustee Election**
 - ✓ N Lane to be returning officer and carry out September Election.
 - ✓ **Whanau Focus Group** – CS suggests big fundraising campaign once a year
 - ✓ Teachers can then submit requests for use of some of the funds
 - ✓ CS will take idea to whanau focus group.
 - ✓ **Tree Removal** – if any trees removed have stump grinding to get land flat.

3. Strategic Discussions:

- ✓ (3.1) **Principal's Report**
 - ✓ School closed twice this term – once for water issues, once for weather
 - ✓ Hall Project nearly complete.
 - ✓ ERO to visit Monday October 19 as it stands at present.
 - ✓ Fire safety analysis – for upgrades
 - ✓ Hi Viz vests for staff – they are for duty, fire drills etc.
 - ✓ Policies – School Docs – lots of info but easy to read
 - ✓ Now must align procedures to these.
 - ✓ Policies for Board – procedures for staff.
 - ✓ Governance Docs not loaded yet.
 - ✓ MOE interested in our Timetable Policy – JA working on this.
 - ✓ Some School Doc info came from our Policy Framework, some from generic templates – keeps up with legislation.
 - ✓ Zoom – requesting more information re what is happening online.
 - ✓ Lights and power points from Room 11 – get electrician to remove.
 - ✓ Coved structure behind Food Tech Room – some posts a bit rotten – angle bracing could make structure good for another 5 years if going to fix, spend \$1000 max on this.

- ✓ Kahui Ako – JA has been working on this – developing good relationships with Matauri Bay School and Hato Hohepa – strengthening transition pathways to College
- ✓ One stand down this term.
- ✓ Board Pro – costs approx. \$700 per year – look at over next few weeks.
- ✓ Moved that the Principal's report be accepted

J Anderson / C Sherwin CARRIED

✓ (4) Monitoring

✓ (4.1) **Policy Review – Curriculum – B O'Donnell**

- ✓ Went through Self Audit Checklist – nothing that we were not compliant with
- ✓ Do we provide information on what we do differently – things that are or are not going well – things to change e.g. make Science more acceptable to our students.
- ✓ There are a couple of areas to work on strengthening.
- ✓ How are we doing around Sex Education and how are we keeping parents informed – a two year cycle – due to talk to whanau again this year.
- ✓ Pornography a big issue elsewhere – students can normalise this – we do not want this to happen to our students – we need to broach this with them. We do have groups such as Attitude who come into the school and deal with these issues.

✓ (4.3) **Student Achievement – B O'Donnell**

- ✓ *Year 10 screening* – some Year 10's have moved up to level 1 in English and Maths.
- ✓ Attendance issues are not good this year because of Covid 19 issues – look at data for when we were actually physically at school.
- ✓ *Level 1* – attendance does not look good here either.
- ✓ Only two students at this level who there is real concern about.
- ✓ 99= student who has left the school
- ✓ Some students have fallen behind because of lack of internet access and delay in returning to school because of worry about Covid.
- ✓ *Level 2* – really positive.
- ✓ Attendance is better here.
- ✓ Lots of results have come from previous years – one of the positives of the POD system.
- ✓ Targeting students' literacy and numeracy here.
- ✓ We do not have study leave so keeps students in the classroom longer.
- ✓ There is a focus on excellences and merits so students can go on th University if they choose.
- ✓ *Level 3* – not looking too bad but still work to do to get students to 60 credits.

- ✓ Is data collected on those students who leave – going because of family issues / needs.
 - ✓ Interim Fund can be applied for – get specialists to work with students, get remedial teachers or release our teachers, provide counselling for whanau.
 - ✓ Some families ask for work to be provided for students who are being kept home in Covid Level 2 because of health worries about students themselves or other family members at home.
 - ✓ There are the same number of level 3 students this year as last.
 - ✓ A Davidson was invited to meeting but has connectivity problems at home – she sent report.
 - ✓ PB4L assessment by outside person – 94.9% this year – over 90% for the last three years.
 - ✓ Thanks to AD for good work in PB4L space.
 - ✓ Looking at Graham Dingle Foundation Careers Programme and Peer Mentoring for next year. AD does PB4L, Career plans and peer mentoring now – need to look at how this will mesh with Graham Dingle programme.
- ✓ (4.5) **Finance and Audit Reporting**
- ✓ Profit / Loss on track – only category over is computing because of Zoom purchase
 - ✓ Have had audit completion report back from auditor – pretty positive – three things to continue to work on – credit card sign off, invoices attached to all payments and segregation of duties.
 - ✓ Application for KIdsCan sent for funds for Turf.
 - ✓ Awaiting info from MOE re Solar power.
 - ✓ Looking at quotes for Hall curtains.
 - ✓ Putting old tractor on Trade me to see if it will sell.
 - ✓ Next thing to look at in school houses – ventilation in bathrooms and kitchen.
- ✓ (5) Identify Agenda items for next meeting:
- ✓ Board Pro
 - ✓ Outside structure – repair??
 - ✓ Drapes for Hall
 - ✓ Tractor
- ✓ (6) Administration:
- ✓ Moved that minutes of last meeting be accepted as read.
J Anderson / B O'Donnell CARRIED
 - ✓ **Correspondence**
 - ✓ NZSTA Workshops – as per list attached – make sure not to attend ones you have already been to.

- ✓ Building of Christian School in Waipapa for up to 800 pupils – Y1 – 13 – JA to write response to this outlining our concerns.

Moved that this Committee move into committee under the terms of Section 48 of the Local Government Official Information and Meetings Act 1987 to discuss student matters and staffing matters

W Sutherland / J Anderson CARRIED

Moved that this committee move out of committee

W Sutherland / J Anderson CARRIED

Karakia - J Anderson

Meeting closed 7:10 PM.