

**Waihi College
Board of Trustees Meeting Agenda and Minutes
2020**

**Waihi College
Board of Trustees Meeting Minutes
16 November 2020**

Present: Peter Tai (Chairperson) Scott Spicer, Austin Rattray, Alex Baker, Kookie Koopu, Alistair Cochrane (Principal), Dot Carter (Staff Representative), Michelle Pullen (Minute Secretary)

Apologies: Kyla Walker (Student Rep)

Karakia
Whakataka te hau ki te uru
Whakataka te hau ki te tonga
Kia mākinakina ki uta
Kia mātaratara ki tai
E hi ake ana te atākura
He tio, he huka, he hauhu
Tihei Mauri Ora!!

A G E N D A

FOR THE

WAIHI COLLEGE BOARD OF TRUSTEES

**MONTHLY MEETING TO BE HELD IN Whare Maia
ON MONDAY 16th NOVEMBER 2020, COMMENCING AT 6.00P.M.**

- 1 APOLOGIES**
- 2 MINUTES OF THE PREVIOUS MEETING** held on the 19th October 2020
- 3 MATTERS ARISING FROM THE MINUTES**
- 4 MATTERS WHICH MEMBERS WISH TO RAISE**
 - a. Budget Alistair
 - b. School Lunches Peter
 - c. Property Peter
 - d. Signage Scott
 - e. Solar Panels Who can meet with Steve?

5 IN COMMITTEE

- a. Discipline Report

6 SELF REVIEW PROGRAMME

- a. Policies
- b. BOT Dates for 2021
- c. AOV/Annual Plan
- a. Priorities for 2021

7 CORRESPONDENCE Inwards

- a. Application for funding to Te Puna Foundation Y12/13 History
- b. Jamie Henare resignation Oct 26 edition
- c. Education Gazette
- d. MOE Settlement funding for TA's and SS
- e. MOE Approval to own Shares
- f. MOE AE Pedagogical plan
- g. MOE Thanks for CGR PB4L

8 CORRESPONDENCE Outwards

- a. Jamie Henare Accept resignation with regret

9 MONTHLY ACCOUNTS

"That the A/c's for the month of October 2020 totalling \$73,833.84 be received and approved for payment".

- a. Visa October payments

10 REPORTS

Principal's Report
Health and Safety

See google Drive
See google Drive

11 GENERAL BUSINESS

Item	Person	Overview/ Discussion Points	Follow up	Outcome
		6.04 pm Pete opened with a karakia		
MINUTES OF THE PREVIOUS MEETING held on 19 October 2020		Moved as true and correct. Moved: Dot Carried: Austin		

MATTERS ARISING FROM THE LAST MINUTES		There were no matters arising.		
MATTERS WHICH MEMBERS WISH TO RAISE	Budget Alistair	<p>The following points were made in discussion:</p> <p>Budget is \$92,364 in deficit. Interest down on previous years.</p> <p>Looking at Support staff job descriptions, trimming wages and trimming hours to help.</p> <p>Board to make a decision, does support staff hours need to be trimmed.</p> <p>Do you reinstate hours if income turns out to be ok?</p> <p>Why are we paying them more and is it fair to reduce hours for staff.</p> <p>Is your gut feeling correct about support staff hours?</p> <p>Yes it can be trimmed.</p> <p>What are the impacts of possibly shutting the office early for example?</p> <p>Reduced photocopying for example</p> <p>Why do we need a photocopying person?</p> <p>Photocopy person saves teachers admin etc time, they have the technical skills.</p> <p>Maybe not cut but reduce</p> <p>Digit devices will help with this, break habit of photocopying.</p> <p>Cut budget by supporting with PD for staff</p> <p>Do we pay for a digit system?</p> <p>Harpara, a big chunk of senior teachers are using and google classroom.</p> <p>Each system suits different needs. Some kids prefer paper/Writing.</p> <p>Keeping consistency, not having too many apps.</p> <p>Are we happy to stick with reductions AI has identified.</p>		

		<p>Good time to look at it and if there are obvious things that could be changed.</p> <p>Trimming times a bit rather than cutting the job completely.</p> <p>Who does PR for attracting new pupils?</p> <p>A few different people, using paper or digital to advertise?</p> <p>So question to BOT do we leave the budget as is or trim?</p> <p>Happy to trim</p> <p>We have had to trim due to international</p> <p>Yes to trimming rather than run a deficit</p> <p>The Board passed the following motion:</p> <p>THAT the Board agree to Support Staff hours being reviewed and reduced to impact on the budget deficit.</p> <p>A Cochrane/P Tai</p> <p><u>CARRIED</u></p> <p><u>UNANIMOUSLY</u></p>		
	School Lunches	<p>The following points were made in discussion:</p> <p>Hard to manage, a huge task to manage ourselves.</p> <p>Lunch by Libelle a business to run it. Love to be able to support local but it's difficult.</p> <p>Target families in need with leftovers.</p> <p>What happens to the canteen staff.</p> <p>Libelle will need staff here.</p> <p>Can they subcontract?</p> <p>No I don't think so</p> <p>How good is the food, will the kids like it?</p> <p>If it's only for a year then this is a good option. Re assess options at end of year.</p> <p>The Board passed the following motion:</p> <p>THAT the Board decided to go with a single supply company for school lunches.</p> <p>P Tai/A Cochrane</p> <p><u>CARRIED</u></p> <p><u>UNANIMOUSLY</u></p>		

	Property	Nothing to announce		
	Signage	Scott: Halfway up, Well done!		
	Solar Panels	Kyla would like us to meet Steve. Austin happy to meet with him.	Austin to meet with Steve	
	Website	Wendy emailed with an update and is happy with how it is going. Do we put heat on company saying we want it live 2021 Do we need to ask Wendy if she needs help? Let's have a meeting with Wendy	Alex and Scott to chat to Wendy re website	
IN COMMITTEE In: 6.52pm Out: 6.56pm		<p>Resolved: THAT the Board move Into Committee as it wishes to discuss a personal matter relating to a teacher, staff member or student and for that reason the discussion of this matter in public would infringe the privacy of a natural person under Section 9-2a of the Official Information Act 1982.</p> <p>P Tai/A Cochrane <u>CARRIED</u></p> <p>Discussed Discipline Report - see Report</p> <p>Resolved: THAT the Board move out of In Committee P Tai/A Cochrane <u>CARRIED</u></p>		
SELF REVIEW PROGRAMME	Policies	<p>All happy with policies, got until the end of term to change if need be.</p> <p>Dot: has the board ratified the timetable?</p> <p>AI: No not yet. Happy with Alex's recommendations? Everyone agreed</p>		
	BOT dates for 2021	<p>AI: stay with same 3rd Monday of every month Everyone agreed</p>		
	AOV/	The following points were made in discussion:		

	Annual Plan	<p>Beginning of year learning leaders gathering their data not ready for tonight. Nov to early, Dec or Feb would be better. Useful for academic information.</p> <p>Higher level review of where we are at would be better.</p> <p>What do you want HOD reports? Or executive summary based on progress of school.</p> <p>Who achieved NCEA each level?</p> <p>Percentages not names</p> <p>Didn't get a junior school report, as a board we would like to hear from someone in the junior school.</p> <p>Discussion with Junior school in a separate meeting.</p> <p>Missing a part in charter, what percentage of kids are leaving school in year 11 for example and where are they going.</p> <p>Are we getting too detailed.</p> <p>Give instruction to learning leader, academic progress against targets</p> <p>Jo from senior school and someone from 9/10 years</p> <p>Would like to know how engaged are the kids?</p>		
INWARD CORRESPONDENCE		<ol style="list-style-type: none"> 1. Approval for a field trip Y12/13 - Yes approved 2. Jamie Henare resignation - replacement found 		
OUTWARD CORRESPONDENCE		<p><u>Resolved:</u> THAT the Inwards Correspondence be received and the Outwards Correspondence approved.</p> <p>A Cochrane/P Tai</p> <p><u>CARRIED</u></p>		
MONTHLY ACCOUNTS		<p><u>Resolved:</u> "That the A/cs for the month Oct 2020 totalling \$73,833.84 be received and approved for payment"</p> <p>First Pete, second Austin</p> <p><u>CARRIED</u></p>		

		Visa Sign Off The visa accounts for October were signed off Funding Applications There were no funding applications.		
PRINCIPAL'S REPORT		See google drive Health and Safety Report - see google drive		
GENERAL BUSINESS	Staff function	Donation towards staff EOY function \$1000.00		
Next Meeting: TBA Meeting Closed: 7.27pm				
Chairperson: Peter Tai Signature: Name: Peter Tai				
<p style="text-align: center;"> <u>Karakia</u> Whakataka te hau ki te uru Whakataka te hau ki te tonga Kia mākinakina ki uta Kia mātaratara ki tai E hi ake ana te atākura He tio, he huka, he hauhu Tihei Mauri Ora!! </p>				