

**Waihi College**  
**Board of Trustees Meeting Minutes**  
**February 2021**

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

Apologies: Austin Rattray

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 15 FEBURARY 2021, COMMENCING AT 6.00P.M.**

Item	Person	Overview/ Discussion Points	Follow up	Outcome
		<b>6.05 pm</b> Pete opened with a karakia		
<b>MINUTES OF THE PREVIOUS MEETING</b> held on 16 November 2020		Moved as true and correct. Moved: Dot Carter Seconded: Scott Spicer		
<b>MATTERS ARISING FROM THE LAST MINUTES</b>		Solar Planning Hui Teaching Numbers Website up and running Staff appreciated donation for EOY function		

<b>MATTERS WHICH MEMBERS WISH TO RAISE</b>	<b>Board Chair</b>			
Student Numbers	<b>ACo</b>	Update See the Staffing report in the Matters Folder End of last year 680 prediction, actual numbers are 667		
Staffing	<b>ACo</b>	Update: See the Staffing report in the Matters Folder Money budgeted is there so looking very good Use money set aside for surplus staffing to help with large class numbers ie art, PE Employ someone to ease the class numbers even out class bulges. Can we get a figure? Can we have this at next meeting?	<b>ACO to give figures next meeting</b>	Done
Charter	<b>PT</b>	Target and Goals for 2021 <ul style="list-style-type: none"> <li>Planning Hui!!!</li> </ul> ACO - Set a date and our targets for the year asap PT - to get dates	<b>Jo not available to 3rd term, Another 3hr session is available but would have to be with a different person</b>	Done
Analysis of Variance	<b>ACo</b>	See the latest NCEA data in the Matters Folder Staff are currently analysing 2020 Data and Learning Leaders will report at the March Meeting. ACO - how much of that info do you want to come to the board? PT - have someone involved with Y7/8 and	<b>ACO to create folder for next meeting</b>	Done

		Y9/10 to give updates, Jo do NCEA. Jennifer 7/8 and Dot 9/10 to come to March Meeting to give an update. 10min report		
Food in schools	<b>ACo</b>	Update: See the Matters Folder Ministry released 2 approved suppliers Meeting with the supplier this Wednesday, confirming it is Libelle.		
Property	<b>PT</b>	<p>Update</p> <ul style="list-style-type: none"> <li>• See the 5YA Plan in the Property Folder</li> <li>• Solar Energy (Peter) <ul style="list-style-type: none"> <li>• What are we doing??? If we want solar money we will have to re-gig within plans or use money from house sale.</li> <li>• Met with Steven re solar and get a plan, he is going to come to a board meeting to answer questions. Maybe he could come to our property meeting?</li> </ul> </li> </ul> <p>We delegate to the property group to make the necessary decisions.</p> <p>Priority D block toilets</p>	ACO to organise a property meeting	Done

		Scott - Can we start talking about shelter, can we have a property meeting?		
<b>SELF REVIEW PROGRAMME</b>		<p>School Policies: Term 1</p> <ul style="list-style-type: none"> <li>• Home Learning (See Folder)</li> <li>• Finance and Property Management (See Folder)</li> </ul> <p>Board members to confirm</p> <p>Assurances: Term 1</p> <ul style="list-style-type: none"> <li>• EEO</li> <li>• Police Vetting Non-Teachers</li> <li>• 10 YPP</li> <li>• Reporting and Recording Accidents, Medicines, Injury and Illness</li> <li>• Risk Management</li> </ul> <p>ACO to report back on above at next meeting</p> <p>We asked Mike to report on the discipline procedure including Bullying for 2021.</p> <p>Change wording in the school docs smoke free policy to include discipline, the board agrees to change smoking/vaping policy recommended by senior leadership</p> <p>Wording to be (Students found smoking in or around school are disciplined and offered..)</p>	<b>ACO to change wording on smoke free policy</b>	Done
<b>INWARD CORRESPONDENCE</b>		Education Gazette Editions Nov 9 thru Feb 10		
<b>OUTWARD CORRESPONDENCE</b>		A. Inbox Design: Terminating Contract		

		<p><u>Resolved:</u> THAT the Inwards Correspondence be received and the Outwards Correspondence approved.</p> <p><u>MOVED:</u> Alistair Cochrane</p> <p><u>CARRIED:</u> Peter Tai</p>		
<b>MONTHLY ACCOUNTS</b>		<p><u>Resolved:</u> "That's the A/cs for the month December 2020 totalling \$41,132.50 be received and approved for payment"</p> <p>Visa Payments</p> <ul style="list-style-type: none"> <li>December 2020 \$4523.77</li> <li>January 2021 \$724</li> </ul> <p>Moved: Alistair Cochrane Carried: Peter Tai</p> <p>Charity Application</p> <ul style="list-style-type: none"> <li>2x Vans Declined</li> <li>Encouraged to re-apply</li> </ul>		
<b>PRINCIPAL'S REPORT</b>		See Reports Folder		
<b>GENERAL BUSINESS</b>		<p>Peter Tai - Notifying board that he won't be coming back as a board member in Term 2.</p> <p>Board to start thinking about a chair and someone to be co-opted.</p> <p>Dot: A letter to say thank you for your 35 years of long service for Terry Gerbich from the board and Voucher for Flat White.</p>	<p><b>ACo to write letter to Terry and organise voucher on behalf of Board</b></p>	Done
<p><b>Next Meeting: March 15th 2021</b></p>				

**Meeting Closed: 7.28pm**

**Chairperson: Peter Tai**

**Signature:**

**Name: Peter Tai**

**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!!**