

# Waihi College

## Board of Trustees Meeting Minutes

### March 2021

Present: Peter Tai (Chairperson), Scott Spicer, Alex Baker, Austin Rattray, Alistair Cochrane (Principal), Dot Carter (Staff Representative), Kyla Walker (Student Rep), Michelle Pullen (Minute Secretary) Kate Morley, Jennifer Cochrane

Apologies: Kookie Kopu

Karakia  
 Whakapapa the haul Ki the guru  
 Whakapapa the haul Ki the Tonga  
 Kia mākinakina Ki uta  
 Kia mātaratara Ki tai  
 E hi ake ana the atākura  
 He tio, he huka, he hauhunga  
 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 MARCH 2021, COMMENCING AT 6.00P.M.**

Learning Leaders to present 2020 data and Goals for 2021

Kate Morley (seniors), Dot Carter (9/10) and Jennifer Cochrane (Y7/8) presented data/goals.

Item	Person	Overview/ Discussion Points	Follow up	Outcome
MEETING OPENED		6.11 pm Dot opened with a karakia		
MINUTES OF THE PREVIOUS MEETING held on 15th February 2021		Moved as true and correct. Moved: Dot Seconded: Scott		
MATTERS ARISING FROM THE LAST MINUTES		Charter Developments	ACO to organise a	Done

		<p>Policies</p> <p>Strategic Plan - have a strategic plan session ourselves before getting someone in to facilitate.</p>	meeting for strategic plan	
<b>MATTERS WHICH MEMBERS WISH TO RAISE</b>	<b>Board Chair</b>	<p>Solar Energy vote to proceed or not?</p> <p>Money to proceed possibly coming from the sale of school house.</p> <p>Need to get another quote.</p> <p>PT - to notify solar guy we are still in discussions re this solar</p>	Austin to get another solar energy quote	Done
Analysis of Variance	<b>Kate/Dot/Jen</b>	Year level data and next steps		
Property Update	<b>PT</b>	<p>PT - Had two property meetings, included non-negotiables. It was suggested a consultant is needed to oversee.</p> <p>Agreed D block and toilets need a consultant. Opus to oversee this except shelter project. Scott and Peter to meet with Kyla to identify areas around school for shelter.</p>		
Staffing Update	<b>ACO</b>	<p>See the Report</p> <p>ACO to come to next meeting with request for devices and teacher Aides, Transport</p>	ACO to come with information on request for transport costs, teach Aides, Devices.	Done
Succession Planning		New BOT member - Replace Board Chair		

		<p>and recruit new member. Have a by-election? Concerned we won't get anyone.</p> <p>Peter Tai is standing down as a board member/chair as of 8th April.</p> <p>Austin Rattray is appointed as chairman until May 2022 elections.</p> <p>Do we advertise the need for new board members?</p>		
Food in schools Update	<b>ACO</b>	See info on Website Need to get dietary requirements for children		
<b>SELF REVIEW PROGRAMME</b>		<ul style="list-style-type: none"> <li>Variance Report: Approval needed to submit to MOE Approved Moved: Peter Second: Austin</li> <li>Policies: <ul style="list-style-type: none"> <li>Home Learning</li> <li>Finance and Property Management</li> </ul> </li> <li>Assurances <ul style="list-style-type: none"> <li>EEO</li> <li>Police Vetting</li> <li>10YP</li> <li>Reporting and Recording Accidents</li> <li>Risk Management</li> </ul> </li> </ul>	<b>ACO to report on Risk Management and Reporting and recording accidents at the next meeting.</b>	

		<ul style="list-style-type: none"> <li>Smoke Free amendment <ul style="list-style-type: none"> <li>Is currently with School docs</li> </ul> </li> </ul> <p>Has been amended</p>		
<b>INWARD CORRESPONDENCE</b>		<ul style="list-style-type: none"> <li>MOE: Buses New contracts July 2021</li> <li>PPTA: ERE Leave - 5 days</li> <li>Sharyn Flintoft: Project Management brief</li> <li>Marica Slavich: Project Management brief</li> <li>NZ Post: P.O Box price increase</li> <li>Education Gazette: 1st March edition</li> </ul>		
<b>OUTWARD CORRESPONDENCE</b>		<p>1. Terry Gerbich Letter of thanks</p> <p><u>Resolved:</u> THAT the Inwards Correspondence be received and the Outwards Correspondence approved.</p> <p><u>MOVED:</u> Alistair</p> <p><u>CARRIED:</u> Peter</p>		
<b>MONTHLY ACCOUNTS</b>		<p>"That the A/c's for the months of Nov 2020/Jan 2021/Feb 2021 respectively (November \$154,720.29, January \$27,389.46 and February \$65,286.43 be received and approved for payment"</p> <p>Moved: Alistair</p>		

		Carried: Austin		
<b>PRINCIPAL'S REPORT</b>		See Reports Folder Newsletter: See Website		
<b>GENERAL BUSINESS</b>	<b>PT</b>	<p>Peter has organised principal's appraisal.</p> <p>Anti-bullying student lead committee, find out who is in charge and get some momentum on this.</p> <p>BBQ meet new teachers - next Thursday 25th March</p>	<b>ACo to organise a meeting/BBQ to meet new teachers etc.</b>	Peter to busy leading up to leaving to commit to this

**Next Meeting: May 17 2021**

**Meeting Closed: 8.02**

**Chairperson: Peter Tai**

**Signature: Peter Tai**

**Name: Peter Tai**

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