

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
HELD ON TUESDAY 26 FEBRUARY 2019  
AT 6PM IN THE STAFF ROOM

Present: Sean Hyland-Mills, Chris Betty, Sue Askew, Matt Preston, Kelly Sinfield, Claudia Duffus, Robyn Grey, Carmen Delle Donne and Lesley MacMichael.

Absent: Kelly McCardle

*Meeting commenced at 6.10pm*

**ADOPT THE AGENDA**

*Moved: S Hyland-Mills Secoded: C Betty*

**DECLARATION OF INTEREST – None**

**MINUTES OF THE PREVIOUS MEETING**

Move the Minutes of the Meeting of 18 December 2018.

*Moved: C Betty Secoded: C Duffus*

*Matters Arising:*

- Student Rep to talk to Student Council this term about funding for rain cover.
- Sean to email Ashley on Spark home internet initiative in Decile 2 South Island schools.
- Principal reinforced fundraising rules at last tour group meeting.
- Review Public Health Alerts (only sent to Y7-10 last year). New alert for Whooping Cough.
- Van has been sold.
- Principal to talk to Mrs Stilwell re Hauraki Plains College private bus service from Hunua.
- Principal and HLA Science have discussed Science/Lab safety protocols. Add to enrolment form.
- Wellbeing space. Guidance area has been refurbished.

**HEALTH & SAFETY REPORT**

Move that the Health & Safety report be accepted

*Moved: M Preston Secoded: R Grey*

**PROPERTY REPORT**

*Matters Arising*

- Gym/Music project up for tender with builders. Hopefully April start – timeline once awarded.
- Rabbit problem.
- Heat pumps – 5YA project with MOE.

Move that the Property report be accepted.

*Moved: S Askew Secoded: C Delle Donne*

Action

CDD  
SH-M  
Complete  
CB  
Complete  
CB  
CB  
Complete

## FINANCE REPORT

Finance Minutes tabled at meeting by Principal.

### *Matters Arising*

- Nov/Dec/Jan accounts down about \$54k (activities) but saved on expenditure.
- EAP Services (wellbeing): put a stop to six sessions (should be maximum of three).
- 2019 Fees schedule approved by Finance Committee.
- Budget 2019 – budgeted on entitlement not on unknown roll figure. Budgeted 1FTE clawed back to 0.4. Depends on 1 March roll return.
- Areas constant. Need to be frugal with Ops grant. Photocopying is over the top.
- By end 2019 should have \$10k surplus and budget we know we can work with.
- Capital Items: need new ride-on mower, do something with iHub (aircon/heat pumps). ICT capital expenditure B7/breakout space. Bought car.

Move that the Finance report be accepted.

*Moved: C Betty                      Secoded: K Sinfield*

## POLICY – None.

## PTA REPORT

- Three new parents.
- Looking at fundraiser for electronic sign.
- Possibly join up with Harrisville/Tuakau for Pet Club Day – fundraiser for playground.

Move that the PTA report be accepted.

*Moved: C Betty                      Secoded: C Delle Donne*

## STUDENT REPORT

Y12 &13 students started 31 January to confirm timetables. Paul Heta trained them in peer support program. This was important as it will allow us to help new students transition into a high school environment.

Powhiri and orientation was on 1st February. New students, parents and new teachers. were welcomed by senior students and staff who performed a haka and the school song. After a tour of the school, there was a BBQ lunch prepared by senior students and teachers.

On 4th February all students started with assembly at 9am. The school bus service also started.

On Friday 8th February, some Year 12s, along with student leaders, attended the funeral of Dean Parmentier (father of Y12 student, Jorja Parmentier) to provide support for her. The service was lovely, with friends and family speaking of the memories they had that they would cherish forever.

Year 13 students organised a Valentine's Day event selling and delivering pre-ordered roses and chocolates to students and staff. They also organized Y7 whanau activities as part of the peer support program.

Swimming sports was a success with Charlotte Hyland-Mills breaking all five intermediate girls' swimming records. There were about 80-90 students who did not participate but those who did made sure to represent their houses by getting involved and supporting all the other students in their house. Overall results: *1st place: Tane Mahuta; 2nd place Tawhirimatea, 3rd place Tangaroa and 4th place Ruaumoko.*

Our combined Tuakau/Onewhero 1st X1 won both qualifying games this week in the Gillette Cup cricket and now head into the semi-finals - Waiuku College by 41 runs, Rosehill College by 20 runs. Top performers: Hayden Danford 100 not out, Bradley West 51 not out, Andrew Neilands 3-23, Te Torpa Minhinnick 2-38.

On 20th February, our four student leaders spent the day at Waikato University learning some great leadership skills and making connections with leaders from other schools.

Athletics Day postponed to Monday 25<sup>th</sup> due to bad weather. Athletics results 2019: 1st Tane Mahuta, 2nd Tawhirimatea, 3rd Tangaroa, 4th Ruamoko. Congratulations to Alexander de Lautour on a new Y8 Boys' 1500m record of 5mins 44secs. Overall, a great day.

Move that the Student report be accepted.

*Moved: C Delle Donne Secoded: K Sinfield*

Sue Askew was saddened at lack of participation in swimming and wondered whether it was down to body image. Carmen thought some were not confident in water. Maybe run some initiatives to help with this. Principal to contact Waikato District Council to discuss the high cost of pool hire and pool usage. Some councils provide for free. Sue Askew suggested bussing the students to the Pukekohe pool.

CB

## CORRESPONDENCE

*Item #3* - Independent Taskforce Review report. BOT **must** read this and give feedback. Principal will be discussing at Secondary Principals' Council conference in Wellington on 18 March. Item#8 advises of Auckland workshops. Link to review and survey: <https://consultation.education.govt.nz/tsr/survey2019/>

BOT –  
please read

*Item #4* – Leave request from Christine Yeager.

Move that the Board approves the leave request for Christine Yeager from 20 November to 4 December 2019.

*Moved: C Betty Secoded: S Hyland-Mills*

LM

*Item #5* – OIA from L Moger (*Stuff* Reporter) – Coal Heating in Schools. Principal completed short survey.

*Item #6* – Carmen missed out on Student Rep PD Workshop due to email going straight to junk mail. Lesley to contact NZSTA to see if there would be further workshops and give feedback on confusing email correspondence.

LM

*Outward Correspondence:* Move that the Board confirms the school notice of 19 February 2019 – Advice of *Meet the Teacher Evening 5 March* and *Staff Only Day 18 March*.

*Moved: C Betty Secoded: S Hyland-Mills*

*Late Correspondence:* Email 25 February 2019 - Tomorrow's Schools Consultation Update + Meetings

BOT –  
please read

Moved that the inward correspondence be accepted and the outward be confirmed.

*Moved: C Betty Secoded: S Hyland-Mills*

## PRINCIPAL'S REPORT

Enrolment information needs to be updated and contributing schools informed. Issue with a family from Tuakau primary who moved out of zone before enrolling. There is no automatic entry for contributing school students, they still need to be in zone when they apply to enrol.

CB

Move that the Board approves the Y7&8 Market Day on 5 April 2019.

*Moved: C Betty Secoded: K Sinfield*

Junior and Middle College students settled in well. Some difficulties with option subjects. We have added another option at Y10 which should take off the pressure. 10Q is the literacy class from last year. All the HLAs are taking these students and say they are wonderful kids.

At senior level, we have struggled to keep some classes with viable numbers but have used Video Conferencing (VC) and Correspondence School (Te Kura) extensively.

Sue Askew questioned the use of the word “good” for NCEA results. Principal said that although results were better in previous years, these are only interim and should improve with the work being done with students on the borderline. There is a new enrolment-based measure of NCEA attainment. We are working on improving Level 1 and Level 3 results which dropped around 20%.

Move that the Board sends a letter of congratulations to the following students on their academic achievement: Ben Peters - Year 11 Top Scholar 2018; Lauren Paton - Year 12 Top Scholar 2018 and Abbey Peters – Year 13 Top Scholar 2018.

*Moved: C Betty                      Secoded: K Sinfield*

LM

Move that the Board sends a letter of congratulations to Sarah Bisacre-Peters on being awarded a Scholarship in English.

*Moved: C Betty                      Secoded: S Hyland-Mills*

LM

Well done to Carmen Delle Donne who gained most credits in Year 12.

HLA 2018 Interim NCEA Results Analysis/Improvements will be tabled at next Board meeting.

Move that the following EOTC events are approved.

- 20 Mar 2019 – Overnight Y7, Kokako Lodge Camp  
*Moved: C Betty    Secoded: C Duffus*
- 20 Mar 2019 – Overnight Y12OUT, Kokako Lodge – Leadership  
*Moved: C Betty    Secoded: C Duffus*
- 26 Mar 2019 – Overnight Waka Ama Nationals  
*Moved: C Betty    Secoded: M Preston*
- 27 Mar 2019 – Overnight Y12OUT Kayak Camp  
*Moved: C Betty    Secoded: K Sinfield*
- 1 Apr 2019 - Overnight Survival Tramp, Hunua  
*Moved: C Betty    Secoded: R Grey*
- 1 Apr 2019 – Overnight Y12 Forces Tramp, Waitawheta  
*Moved: C Betty    Secoded: R Grey*
- 15 May 2019 - Overnight Y13 Tramp  
*Moved: C Betty    Secoded: R Grey*
- 10 Jun 2019 – Overnight Y12OUT, Waitawheta  
*Moved: C Betty    Secoded: R Grey*
- 22 Jul 2019 - Overnight Y13OUT Tramp, Rotorua  
*Moved: C Betty    Secoded: R Grey*
- 24 Sep 2019 – Overnight Y12 OUT Rockclimbing  
*Moved: C Betty    Secoded: K Sinfield*

Principal has received an MOE tool kit for staff leave which should make it easier.

Principal apologized that changes to school finish time had not been communicated to parents and caregivers. Class times have changed from 60 minutes to 55 minutes which has squashed the timetable for some staff and they are struggling. Sue was concerned of the implications of some

staff having to work very hard. Principal advised that if we revert to 60-minute periods, we can't do the courses. We are monitoring the situation.

Move that the following change of hours or appointments are confirmed. Teacher aide hours have had to be adjusted due to timetable changes. Learning Centre did not want hours reduced – they will be used to assist teaching staff.

- Move the Board confirms Ngaire Law's hours of 18.08 for 2019, commencing 4 February 2019.  
*Moved: C Betty Secoded: K Sinfield*
- Move the Board confirms Carol Coleman's hours of 9.5 for 2019, commencing 4 February 2019.  
*Moved: C Betty Secoded: K Sinfield*
- Move the Board confirms the appointment of Michael Bennett to the fixed-term, 0.3 FTE position of Music Itinerant from 4 February to 14 December 2019.  
*Moved: C Betty Secoded: M Preston*
- Move the Board confirms the appointment of Garry Cooper to the fixed-term, 0.22 FTE position of Music Itinerant from 4 February to 14 December 2019.  
*Moved: C Betty Secoded: C Duffus*
- Move the Board confirms the appointment of Michelle Van Der Byl to a fixed term 1.0 FTE position to the Y7&8 teaching position from 27 January to 14 December 2019.  
*Moved: C Betty Secoded: K Sinfield*

The number of students in Te Whariki has declined and therefore the management unit (MU) allocation has to be reduced for Diane Tyson-Vaioleti, Head of Te Whariki. If the numbers increase to over 10 students, the Board should reconsider the management unit allocation.

Move the Board confirms a reduction of 1MU for Diane Tyson Vaioleti from 1st March 2019.  
*Moved: C Betty Secoded: C Duffus*

Following a reshuffle, Rosina De Thierry, who was doing photocopying, is now full-time teacher aide in the Learning Centre. Student Centre Assistant, Christine Yeager has an increase of 5 hours p.w. to cover photocopying. Rosina will relieve in the Student Centre when required.

Move the Board confirms an increase of 5 hours p.w. for Christine Yeager from 4 February 2019.  
*Moved: C Betty Secoded: C Duffus*

Tracy Potts' hours increased by 5 hours p.w. to assist Roxane Miller with clerical work for International Student enrolments. The extra hours have been budgeted for out of the International budget.

Move the Board confirms an increase in Tracy Potts' hours by 5 hours p.w. from 4 February 2019.  
*Moved: C Betty Secoded: K Sinfield*

Principal proposal to award management units to senior leadership team for extra workload, responsibility and cover for Principal in *Kaahui Ako* Lead Principal role. Referred to discuss in-committee.

Move the schedule of delegations to the Principal from the Board.  
(See Appendix A with the schedule of Delegations). Confirmed and signed.  
*Moved: C Betty Secoded: M Preston*

The Board will be pleased to know that all staff have been appraised in 2018.

I need to inform the Board that a teaching staff member is on an Advice and Guidance programme.

We will continue to purchase and provide chrome books and laptops for students this year. We need to discuss BYOD (Bring Your Own Device) plans for 2020.

A *Te Kaahui Ako* super staff meeting was held on 19 February. *Across School/Within School* positions were advertised for staff from our community of schools to apply. All Principals agreed to appoint three *Across School* people. Will lose some *Within School* positions. Principal to get back to the Board. Principal will reapply for Leadership position. A Board member is required to be involved in the process. Please email the Principal if you are interested. A meeting for all *Te Kaahui Ako* boards to be held on 12 March at Tuakau College – please attend if you can.

CB

BOT

*Move the Board confirms decision to open enrolment zone for Y7&8 and Y11&13 limited places.*  
*Moved: C Betty                      Secoded: K Sinfield*

*Move the Board sends letter of congratulations to Charlotte Hyland-Mills for swimming records.*  
*Moved: C Betty                      Secoded: K Sinfield*

LM

We are not participating in Polyfest and Kapa Haka this year due to time constraints and to allow us to concentrate on qualifying for National SS Kapa Haka.

*Move that the Principal's report be accepted.*  
*Moved: C Betty                      Secoded: K Sinfield*

#### **GENERAL BUSINESS**

1. Confirm Chair

Move that the Board confirms Sean Hyland-Mills as Board Chair.

*Moved: C Betty                      Secoded: M Preston*

Confirm Deputy Chair

Move that the Board confirms Kelly Sinfield as Deputy Chair.

*Moved: C Betty                      Secoded: Sean Hyland-Mills*

2. Junior College Market Day 2019 – Preeti Walia (moved in Principal's report).

*K Sinfield gave her apologies for In Committee meeting and left the meeting at 8.10pm.*

Move into committee at 8.10pm

Whilst in committee, the Board discussed matters according to the In-Committee minutes.

Move out of committee at 8.30pm

Meeting finished at 8.35pm

Next meeting:     **Tuesday 26 March 2019 at 6pm.**