

WESTERN HEIGHTS HIGH SCHOOL
BOARD OF TRUSTEES
Minutes of the Meeting Held On
Monday 4th April 2011 – 5.30pm

KARAKIA

1. Attendance:

| | | |
|----------------------|------------------------------|--------------|
| Mark Rogers | Dave Cronshaw (Acting Chair) | Rick Mansell |
| Violet Pelham-Waerea | Jim Gemmell | Donna Warren |
| Paora Morrison | Wiremu Keepa | |

2. Absent with notice: Hali Osborne, Piripi Curtis

3. Absent without notice: NIL

4. Conflict of Interest: NIL

5. F2 – Reporting and Monitoring Curriculum – Maths and Statistics – Grant Wright. A welcome was given to Grant who then presented his report to the Board. See copy of report in Secretary's folder. Dave Cronshaw (Acting Chairperson) thanked Grant for report. Meeting continued when Grant left.

6. Strategic Decisions

- 6.1** Strategic plan for property – this report has not been received as yet. Hope to report on it at next meeting.
- 6.2** C.O.W.S – Laptops and trolleys have arrived. The trolleys need to be put together which Sam and Terry will be doing. Wiring etc need to be done as well.
- 6.3** Property – future plan – Money available – 2 years. Total has been received but have not got the numbers crunched as yet. Will be available at next meeting.

7. Strategic Discussions

- 7.1** ICT and Website – Draft looking good. Lynn Henshilwood had meeting with company doing this job, there are some changes that will be done.
- 7.2** EOTC – Policy Page 2 has been presented to Board members. Need a confident TIC to sign/sight/set up forms etc in place. Teachers can refer to page 2 to see what they can do/have. Board members are to read over the pages given to them by Dave Cronshaw and have comments for next meeting.
- 7.3** Broadband – Mark Rogers has not heard of any problems at this stage with the system. Email was sent to Mark on what is happening with Broadband concerning Kordia. Mark to see Violet Pelham-Waerea and Jim Gemmell on leak to The Daily Post. Asttle testing went through well.
- 7.4** Buildings – Mark Rogers meeting with Phil Carling was today. Have three months to fix any defaults on B Block. Mark has a list and hopes to get issues done ASAP so it can be signed off.

C Block – Renovations going well. Can not believe that there are any builders actually working. This contractor is working hard, quickly and with less noise factors, have had good comments on Burton Construction.

Technology Block – Surveyors have found some soft ground where the Tech block is to go on. Tests have been done and found soft stuff close to Science Block. Construction Consultants have said they can go for a lighter steel construction to make buildings lighter. Working drawings hope to be done by end of week.

Withdrawal Room – Hope weather is okay when bobcat is due in to start preparing ground for the new building. Concrete slab will be poured ASAP when weather good.

Rain leakages – A few leaks have turned up with this heavy rain, Wini is to look at where the leak is entering the buildings and will be getting someone in to fix these leaks. Have had other companies look at where the leaks are but they do not seem to have fixed it correctly. Will be done ASAP.

Motion: That the update report of buildings be accepted.

Moved: Mark Rogers

Seconded: Jim Gemmell

Carried: Unanimously

- 7.5 Flag Pole – We require a price for placing the flag pole between the DP offices and bus bay. Hope to have this for next meeting.
- 7.6 S2 – Special Topics – Budget Report – In Principals Report
- 7.7 Curriculum area reports – Board members have read over this and the following is the outcome of their findings. There seems to be no consistency with the format. A template was available but has not been followed. A section for recommendations should be available at end of reports to make it easier for Board to go over reports. Data reports need to be written for the Board. Some Teachers went overboard in doing reports, would like to have these reports available through an email system.
- 7.8 NZSTA – Keep on agenda for next meeting. Board members are to get back to Donna for bookings on who wants to go and for what seminar. Final date to be advised for close off bookings.

8. Strategic Monitoring/Reporting

- 8.1 Principals Report – tabled
- 8.2 Letter received from parent of David Clark.
- 8.3 Manu Scott – Paperwork received and all correct for a trip with 12 Year 12/13 students to Gisborne.

Motion: To allow Manu Scott, Art Teacher, to take trip to Gisborne with students as all RAMS and excursion paperwork is correct.

Moved: Violet Pelham-Waerea

Seconded: Dave Cronshaw

Carried: Unanimously

- 8.4 Earthquake drill – to be held when weather better. Will also be participating in a lock-down practise ASAP. Mark Rogers voiced his concern about having a geothermal activity practice too as this is a big threat for us being in Rotorua.
- 8.5 There is a meeting in Australia that is based on Learning Landscapes. Would like Board members to discuss and have results at next meeting.

Motion: That the Board waits for the Principal to advise costings etc at next meeting.

Moved: Rick Mansell Seconded: Mark Rogers Carried: Unanimously

Motion: That the Principals report be accepted as a true record.

Moved: Violet Pelham-Waerea Seconded: Paora Morrison Carried: Unanimously

9. Identify Agenda Items for Meeting

9.1 G11 – Government Polices Audit – Theft and Fraud - Still waiting for this. Will be presented at next months' meeting.

9.2 G6 – Community Consultations – Draft policy is to be done for next meeting. Board has stated that there should be a 2-way communication between school and parents.

9.3 Debit Card Policy – Follows rules of the credit card policy. So money can be loaded onto this card the Teacher has no money on them. Board members are to read over this draft of debit card policy and bring comments back to next meeting.

9.4 S1 – Principals performance appraisal – Rick Mansell and Dave Cronshaw will be discussing this and have outcome for next meeting.

10. Identify Agenda Items for next meeting

10.1 G9 – Governance Policies Review – Staff Leave – May meeting

10.2 F8 – Curriculum Delivery – Learning Languages – May meeting

10.3 S3 – Special topics – 10 Year Property Plan (10YPP) – May meeting

10.4 S4 – Special topics – 5 year Agreement (5YP) – May meeting

10.5 03-Au – Operational Policies – Employer Responsibilities/Personnel Nag 3

10.6 C3 – Reporting and Monitoring – Annual Goal 1

10.7 G11 – Governance Policies Audit – Theft and Fraud

10.8 G6 – Other Board policies – Review – Community Consultation

10.9 Debit card Policy - update

10.10 S1 – Principals performance Appraisal

10.11 School Boiler – Hali Osborne to present report

11. Administration

11.1 Correspondence – as tabled

11.2 Financials – Auditor has been working within school, this report is unavailable at present.

11.3 Minutes of previous meeting dated 7th March 2011.

Motion: That the minutes from the previous meeting dated 7th March 2011, be accepted as a true and correct record.

Moved: Mark Rogers Seconded: Rick Mansell Carried: Unanimously

Motion: That the minutes from 7th February 2011 meeting, be accepted as a true and correct record.

Moved: Paora Morrison

Seconded: Mark Rogers

12. **In-Committee:** NIL

13. **Meeting Closure:** Meeting closed at 7.30pm

Next meeting will be 2nd May 2011 at 5.30pm in Board room.

Preparation for next meeting:

REMINDER; PLEASE BRING YOUR GOVERNANCE MANUAL TO NEXT MEETING.

Reminders of tasks to be undertaken before next Board meeting as follows:

| Action | Responsible | Due Date |
|---|--------------------|----------------------|
| Update G5-EOTC policy | All members | 7 th June |
| Property Report | Mark/Jim | ditto |
| 10 YP | Violet | ditto |
| Budget Report | Violet | ditto |
| ICT/Website – update | Lynn | ditto |
| School Boiler | Hali | ditto |
| Flag Pole – costings | Violet | ditto |
| Information on Alcohol within schools – outcome of reading notice | All members | ditto |
| Debtors programme – Campbell – Not been presented | Violet | ditto |
| C1 – Governance - Charter – update/on going | Dave/Hali | ditto |
| S5 – Special Topics – Review of Triennial Plan – on going | Hali | ditto |
| G11 – Governance Policies – Audit – theft and fraud - Donna | Dave,Rick,Hali | ditto |
| Letter to David Clark | Donna | ditto |
| Debit Card Policy | All members | ditto |
| AGM NZSTA seminar bookings | All members | ditto |
| F8 – Learning Languages | Lois Parker | ditto |
| S1 – Principals Performance Appraisal – Phil Taylor | Dave/Rick | ditto |

X

Roborua

Chairperson

X

7-6-2011

Date