

**Waihi College**  
**Board of Trustees Meeting Minutes**  
**Monday 15 June**

Present: Peter Tai (Chairman), Kookie Koopu, Scott Spicer, Austin Rattray, Alex Baker, Alistair Cochrane (Principal), Dot Carter (Staff Representative), Kyla Walker (Student Representative), Lisa North (Minutes Secretary)

Apologies:

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!!

**Agenda:**

**1 APOLOGIES**

**2 MINUTES OF THE PREVIOUS MEETING** held on the 18<sup>th</sup> May 2020

- a. Special E Meeting 13<sup>th</sup> May 2020

**3 MATTERS ARISING FROM THE MINUTES**

**4 MATTERS WHICH MEMBERS WISH TO RAISE**

- a. Communication Strategies (Alex)
- b. Relationship Building (Alex)
- c. Bilingual Signage (Scott)
- d. BOT Strategic Hui (Scott)
- a. Rebranding
- e. Covid Re Budget (Peter)
- f. Property Update (Peter)
- g. Heat Pumps
- h. Priorities
- i. School Security (Alistair)
  - i.Keys
  - ii.Cameras
  - iii.Insurance
- j. Te Pumaomao (Kookie and Alistair)
- k. Uniforms
- l. Sport
- m. 2021 considerations

**5 IN COMMITTEE**

**6 SELF REVIEW PROGRAMME**

- a. March 1<sup>st</sup> Return
- b. June 1<sup>st</sup> Return
- c. Annual Report
- d. Variance Report

- e. Charter 2020
- f. School Doc Policy Review
- g. Farm Unit
- h. Emergency Procedures
- i. Learning Leader Reports
- j. Professional Development

## **7 CORRESPONDENCE**

## **Inwards**

### Paper

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| <ul style="list-style-type: none"> <li>a. Education Gazette</li> <li>b. PPTA</li> <li>c. Zespri</li> <li>d. Education Gazette</li> </ul> | <ul style="list-style-type: none"> <li>March 16 edition</li> <li>Employment Relations Leave</li> <li>Annual Meeting</li> <li>June 1 edition</li> </ul> |
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### Electronic

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| <ul style="list-style-type: none"> <li>e. BDO</li> <li>f. BDO</li> <li>g. BDO</li> <li>h. NZQA</li> <li>i. MOE</li> <li>j. MOE</li> <li>k. PPTA</li> <li>l. Zespri</li> <li>m. ERO</li> <li>n. Auckland University</li> </ul> | <ul style="list-style-type: none"> <li>Annual Financial Report 2019</li> <li>Audit Report 2019</li> <li>Audit statements 2019</li> <li>NCEA Covid Responses</li> <li>Covid Update</li> <li>Covid Tracer Q Code</li> <li>Women in Leadership</li> <li>AGM</li> <li>Evaluation Contact</li> <li>Covid support</li> </ul> |
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### Students

- o. Paywave letter

**8 CORRESPONDENCE Outwards**

**9 MONTHLY ACCOUNTS**

"That the A/c's for the month of May 2020 totalling \$87,734.60 be received and approved for payment".

- a. Annual Accounts 2019                      Need to be approved

Visa Sign Off for the months of March, April and May 2020.

**10 REPORTS**

Principal's Report                      Verbal                      A Cochrane

**11 GENERAL BUSINESS**

- a. Next Meeting Currently scheduled for the 1<sup>st</sup> day of Term 3
- b. Ball Sept 26
- c. Activities Week including Y9 and Y10 Camp Nov 30-Dec 4

| Item   | Person | Overview/ Discussion Points  | Follow up | Outcome |
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| MINUTES OF THE PREVIOUS MEETING held on 18 May |        | Check BoT minutes are available for the public on the website.<br><br>Karakia - Dot<br><br>MEETING STARTED AT 6.02pm |           |         |

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|  |  | <p><b>Moved as true and correct.</b><br/> <b>1st: Austin Rattray</b><br/> <b>2nd: Dot Carter</b><br/> <b>All in favour</b></p>  |  |  |
| <b>Matters arising from the last minutes</b> |  | <p>Scott: Discussion about the agenda and minutes. Can they be the same document?</p> <p>Alex: Agenda of meetings need to be available on WC website 48 hrs prior to meetings. Minutes of the meeting also need to be made public within a week of the meeting (?).</p> <p>Dot believed the minutes are to be made available a month in arrears as they are not officially approved until the next meeting.</p> <p>Austin: Understands we walk away with the minutes as they are that evening. If anything needs changing, it needs to be changed the month following.</p> <p>Alex: Could Agenda &amp; Board packs be available on a Thursday for a Monday meeting?</p> <p>The Chair is responsible for setting agenda in liaison with the Principal. BoT members are to go through the Chair or Principal to add things to agenda.</p> |  |  |
| <b>MATTERS WHICH MEMBERS WISH TO RAISE</b>   |  | <p><b><u>BOT communication strategies (Alex)</u></b><br/> Brainstorm to see if improvements could be made on how we communicate as a group.</p> <p>Agenda &amp; minutes have now been discussed.</p>  |  |  |

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|  | <p><b><u>Annual Plan:</u></b> Discussion around NZSTA and ensuring we as a BoT understand what we are doing to ensure we are meeting our obligations &amp; objectives. Current Annual Plan needs some work to become more 'robust' and more of a living document to use at meetings.</p> <p><b><u>Strategic Plan:</u></b> How are we currently bringing this to life with what we are currently doing? MoE is doing away with charters (in 2023). Strategic &amp; Annual Plans will be where we work as a BoT once charters are no longer.</p> <p>Dot: Pre-Covid we were working through school docs, then looking to tick off the Annual Plan.</p> <p>Alistair: Agree. Both Strategic &amp; Annual Plans need developing. Delays due to COVID. Development is determined by BoT collectively deciding on the direction of the school, while considering data from previous years as a guide.</p> <p>Suggested that BoT structure and processes need work in order to work well. Scott: Do we need help from the Ministry?</p> <p>Kookie: No. We need to determine what this looks like for ourselves as a Board.</p> <p>Process for Annual Plan: We need to collectively decide what the plan is for 2021.</p> <p>Peter: Where to from here?</p> <p>Alex will add things into Annual Plan Review (in conjunction with Alistair) and share at the next meeting (working forward 3 years).</p> |  |  |
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|  |  | <p>Kookie requested Alex includes the Annual Plan from 2019 so we can follow on from it?</p> <p>Strategic Plan should formulate our agenda. As a BoT we can discuss how we want it to work/look, work in it and change it as we go.<br/>Consider: Policies are great, how do we find out if procedures at school line with policies etc.</p> <p>Annual Plan: We don't currently have one for 2020 to work to.</p> <p>Scott discussed a few examples: New Health &amp; Safety Review. Where is the feedback? New computer system. How do we know it's working well? The BoT would like the school to action the initiatives discussed and feedback to the BoT.</p> <p>Alex to work on Annual Plan Review in conjunction with Alistair and bring it to the next meeting.</p> <p><b><u>Communication to Community</u></b><br/>Suggestions: A BoT member to write a blurb each month in the newsletter outlining what we are working on.</p> <p>Scott: More visibility around the school would be great</p> <p><b><u>Relationship Building. (Alex)</u></b><br/>Would like to encourage building relationships with SLT, teachers, families and students so the BoT is well represented.</p> <p>Dot: Recalls we used to host new staff and new family BBQ's where the BoT would attend.</p> |  |  |
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|  | <p>Alex &amp; Scott: Would it be worth a BoT member coming to staff meetings?</p> <p>Dot: Suggested a good time for BoT to visit school would be during morning tea and lunch breaks. Relationships start with having a coffee, chat etc.</p> <p>Discussion around BoT attending staff meetings, however concluded that teachers need to be 'free' to have a truthful korero amongst themselves and this may not occur if BoT attend meetings. Further discussions around what the intention of BoT building relationships with staff. Emphasised it is important to build relationship for the right reasons (being a parent etc) e.g. being a parent and a mum/dad first and foremost. Relationships come from honesty and integrity.</p> <p>Scott: Met with Mike Hallett. Values (PB4L) to be set by SLT and Alistair. governed by BoT, not dictated.</p> <p>Conclusion:<br/>At this stage BoT are encouraged to build relationships with staff during morning tea and lunch breaks at school.</p> <p><b><u>Transformative and sustainable change (Kookie)</u></b><br/>Kookie to sit alongside SLT to see what is happening in this space. Concern is that we will return to what school looked like before the Lock Down and to stop that from happening so that conversations at all levels continue and potential options explored. An opportunity to engage students who were disengaged before the Lock Down. Digital technology should be thought of as a tool but there are also other aspects of Learning in Lock Down to learn from.</p> |  |  |
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|  |  | <p>Peter and Alistair met with MoE regarding our five year property plan. These minutes have been distributed. Alistair and Scott were happy with the minutes. BoT - any questions?</p> <p>Dot: What is happening with D Block?<br/>Alistair: Agreed D Block is a priority and asked BoT if we can establish a more definitive property list.</p> <p>Peter listed the priority List as it stands:<br/>Number 1: Toilets<br/>Number 2: Shelter<br/>Then moving down the list as per the Opus recommendations.<br/>Unused funds will be allocated towards D Block and heating. Open for discussion as these are ongoing projects.</p> <p><b><u>Bilingual Signage (Scott)</u></b><br/>Scott: This is a huge job. Have had positive experiences with students so far. Budget will be key. General signage = 50 signs. Discussed:</p> <ul style="list-style-type: none"><li>• Digital signs (good media opportunity for the students &amp; provides complete flexibility with our message). Price for this TBC but approx. \$11500 + install. Could be reduced if we were open to having sponsors advertise on the sign. BoT are interested in the digital sign. This can link into the website etc.</li><li>• Carvings</li><li>• Naming our buildings.</li></ul> <p>The layers of this project are being led by Ariana and Tuihana.</p> |  |  |
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|  |  | <p>Alistair recommended that the signage discussion become part of our Annual Plan? Eg: Step 1 = functional signage completed by (an agreed) due date.</p> <p>Peter: There are 'regulatory' signs we must have as part of our policy.</p> <p>Scott to compose a list of the first 50 signs, with the 'regulatory' signs to be at the top of the list (priority). School policies should outline which are regulatory signs. Scott to send quote to BoT for the first 50 signs.</p> <p>Scott: Renaming blocks etc is a school led focus (this is a big job).</p> <p>Dot moved that Scott goes ahead with regulatory signs first.</p> <p>Alistair asked that we consider the cost of signage. Peter mentioned the profits of the school house sale which are still to be allocated.</p> <p>Creative to be signed off as a group (BoT, Tuihana, Ariana, students).<br/>Alex: Recommended Mike Hope's services - he is great at manipulating a design (made by a student)?</p> <p><b><u>BOT Strategic Hui (Scott)</u></b><br/>Scott feels SLT could lead the strategic hui.</p> <p>Dot: Alistair to talk to Michael about this.</p> <p>Alistair: Curriculum and dealing with students. Exploring COVID and online effect. Aware that groups of students are not dealing with regular class time at the moment.</p> |  |  |
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|  |  | <p>Alistair: Whilst SLT are curriculum delivery experts, we are not necessarily experts on the overarching decisions on Charter, Mission, Vision.</p> <p>Alex: Our processes, relationships etc need work first. So consider parking this and looking at it again later on in 2020 or Jan 2021.</p> <p>Peter: Charter, Mission, Value: This is not something we can mandate to the BoT. In my involvement with a previous school it was driven by one highly motivated person. Would be unrealistic to have expectations on the BoT to attend every meeting, hui, follow-up etc. In previous school the teachers and students carried the most passion for this.</p> <p>Scott: Writing the values is one thing, bringing it to life is another.</p> <p>Discussed hui (Jan 2021?) with a larger group: SLT, students, BoT, to discuss 'feel' things, not regulatory.</p> <p>Kookie: Create a Strategic Plan that brings it more to life? Do we just need to review our current plan, or use the current Values as a base to start from?</p> <p>Alex: Focus - Waihi College - Who Are We? What is the heart of WC?</p> <p>Proposing this day is to review our Values. Do we like them or not? What do we want to keep? How can we communicate it better?</p> <p>Alistair feels the conversations held at this hui will be pivotal to help guide other key decisions for 2021 (signage etc). Alistair and Austin see value in having this hui in 2020.</p> <p>Agreed:<br/>Saturday 18 July - Hui for BoT</p> |  |  |
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|  |  | <p>9.00am - 3.00pm<br/> Whare Maia<br/> Peter to organise kai<br/> BoT - please email Alex to confirm availability</p> <p>Processes, communication, relationships, Annual Plan</p> <p><b><u>COVID Rebudget (Peter)</u></b><br/> During Level 3 Lockdown, BoT approved COVID rebudget. BoT approved purchase of heat pumps (\$27,000).<br/> BoT approved 20% staffing reduction of International Staff as voted online.</p> <p><b><u>School Security (Alistair)</u></b><br/> The cameras have been fantastic, however we need more. This should be added to the property list for discussion.</p> <p><b><u>Te Pumaomao (Kookie &amp; Alistair)</u></b><br/> Our BoT hui was scheduled and cancelled due to COVID. New dates available are Friday 11th &amp; Saturday 12th September.<br/> Location: Otawhiwhi marae.<br/> Alistair to go ahead and confirm these dates. BoT to check calendars and confirm with Alistair.</p> <p><b><u>Uniforms (Sport &amp; 2021 Considerations)</u></b><br/> <b><u>PE uniform:</u></b><br/> PE department requested uniform PE shirts are phased out because there are too many consequences given to students for incorrect PE shirts and this is an ongoing issue.</p> |  |  |
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|  |  | <p>Alex recalled this was discussed previously and decided that PE shirts had to continue for the duration of 2020 as our supplier was carrying high stocks. BoT to communicate to whanau that we are phasing out PE shirts and will be in mufti for PE by Jan 2021.</p> <p><b><u>School uniform:</u></b><br/>Alex: Discussion around formal shorts and PE shorts. Tabled pros and cons for both styles.</p> <p>Kyla: Student feedback: PE shorts are far more comfortable. PE shorts fit better, have elastic waist and drawstring. Formal shorts fade easily.</p> <p>Moved that formal school shorts are phased out and the PE shorts are now acceptable as uniform from tonight.</p> <p>Decided to discuss the school uniforms in more detail at another meeting.</p> <p>Alistair advised our contract with the current supplier ends at the end of 2020.</p> <p>Kookie and Kyla to drive this (student council). Please include Michael Hallett.</p> <p><b><u>Vertical LA's (Kyla):</u></b><br/>Kyla: Feedback from students was quite negative. Years 9-13 could work better (rather than 7-13). Feeling was younger students would feel uncomfortable with older students and could be nervous to ask questions in their LAG. Daily notices would be easier if LAG class was all the same year level.</p> |  |  |
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|   |  | <p>Kyla sees positives: relationship building with other year levels, building house comradery.</p> <p><b><u>Online Learning (Kyla):</u></b><br/>Likes and dislikes:<br/>Half enjoyed the freedom to do what they liked when they liked. Others work better with structure.</p>   |  |  |
| <p><b>In committee</b><br/><b>In: 7.52</b><br/><b>Out: 8.11pm</b></p> <p><b>In: 8.26pm (Lisa North has left the hui)</b><br/><b>Out: 8.31pm</b></p> |  | <p><b><u>Resolved:</u></b> 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>The BoT moved into committee at 7.52pm</p> <p>The BoT moved out of committee at 8.11pm</p> <p>The BoT moved back into committee at 8.26pm</p> <p>The BoT moved out of committee at 8.31pm</p> |  |  |
| <p><b>Self Review Programme</b></p> <p><b><u><a href="#">i. Recognising Student Achievement</a></u></b></p>   |  | <p><b><u>Covid 19 Level 2 H&amp;S plan</u></b><br/><b><u>See the May Meeting Folder</u></b></p> <p>Already discussed</p>  |  |  |

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|                                |  | <p><b>School Docs</b></p> <p><u><a href="#">Documentation and Self-Review Policy</a></u></p> <p>Alistair spoke to the documents already distributed.</p> <p>Scott: Please pass on thanks to Ariana for her efforts.</p> <p>Learning Leaders Report: COVID took things out of action. Alistair requested we delay this to the July or August meeting.</p> <p>Learning Leaders to be invited to the August BoT meeting. Jennifer Cochrane, Dot Carter &amp; Kate Morley.</p> <p>Ariana to identify those who have been on PD and target those who haven't.</p> |  |  |
| <b>Inwards Correspondence</b>  |  | <p>A letter from students re: PayWave requires response. Students would like us to explore this option. There are additional cost involved in using PayWave. Alistair will ask the students to cost this out and advise.</p> <p>1st: Alistair Cochrane<br/>2nd: Peter Tai</p> <p><b>8.17pm - Alex Baker left the meeting.</b></p>  |  |  |
| <b>Outwards Correspondence</b> |  | None   |  |  |

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| <p><b>Monthly Accounts</b></p>  |                           | <p>"That the A/c's for the month of May 2020 totalling \$87,734.60 be received and approved for payment".</p> <p>2019 annual accounts posted on the drive.</p> <p>1st: Austin Rattray<br/>2nd: Dot Carter</p> <p>All in Favour</p> <p>Annual Accounts 2019 received:<br/>1st: Alistair Cochrane<br/>2nd: Peter Tai</p>  |  |  |
| <p><b>Principals Report</b></p> | <p><b>Alistair C.</b></p> | <p><u><b>Verbal</b></u><br/><u><b>General Business:</b></u><br/>Next BoT meeting - Monday 27 July</p> <p>School ball is confirmed - Saturday 26 September</p> <p>Scott: Where do the profits from the ball go? Alistair said profits are not huge. Last year's profit was spent on Year 13 leavers hoodies.</p> <p>Yr 9 &amp; 10 camps scheduled for the end of 2020. Year 9's have not yet had a camp during their time at WC.</p> |  |  |
| <p><b>General Buisness</b></p>  |                           |   |  |  |



**Next Meeting: Monday 27 July**

**Meeting Closed: 8.39pm**

**Chairperson: Peter Tai**

**Signature: Peter Tai**

**Name:**

**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!!**