

**Waihi College
Board of Trustees Meeting Agenda and Minutes
2020**

**Waihi College
Board of Trustees Meeting Minutes
Monday 27 July**

Present: Scott Spicer, Austin Rattray, Alex Baker, Alistair Cochrane (Principal), Dot Carter (Staff Representative), Kyla Walker (Student Representative), Michael Hallett (Guest), Lisa North (Minute Secretary)

Apologies: Peter Tai, Kookie Koopu

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

Peter Tai, Kookie Koopu

2 MINUTES OF THE PREVIOUS MEETING held on 15 June 2020

3 MATTERS ARISING FROM THE MINUTES

4 MATTERS WHICH MEMBERS WISH TO RAISE

- | | |
|--------------------------------------|---|
| 1. Student Elections (Alistair) | Appointment of returning officer Rose Parks |
| 2. Condemned Adventure Tower (Scott) | |
| 3. Signage Funds (Scott) | Vote on Funding |
| 4. Changing Rooms | Property Priority |
| 5. 5year Property Up-date | |
| 6. Uniforms Review | |

5 IN COMMITTEE

6 SELF REVIEW PROGRAMME

1. Policies School Docs
 - a. Learning Support
 - b. Appointments procedures
 - c. Child Protection

7 CORRESPONDENCE

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|------------------------|---|
| 1. ERO | Covid 19 evaluation |
| 2. PPTA | Projected Staffing/Surplus staffing kit |
| 3. Waihi Swimming Club | Changing rooms |
| 4. Jo Howell | Electronic Signage |
| 5. Jo Howell | Digital Devices |
| 6. Jo Howell | New Classroom |

8 CORRESPONDENCE Outwards

1. Brett and Sharyn Malcolm

9 MONTHLY ACCOUNTS "That the A/c's for the month of June 2020 totalling \$83,345.35 be received and approved for payment".				
10 REPORTS Principal's Report Verbal A Cochrane				
11 GENERAL BUSINESS				
Item	Person	Overview/ Discussion Points	Follow up	Outcome
		6.06pm Scott opened with a karakia.		
MINUTES OF THE PREVIOUS MEETING held on 15 June		Moved as true and correct. 1st: Alex 2nd: Austin		
MATTERS ARISING FROM THE LAST MINUTES		Alex: As per the previous minutes (15 June), Pete was going to write a blurb from the BoT for each newsletter. Has this happened yet? Is it possible for Rose to email Pete with a reminder each month? Lisa to organise for a PDF version of approved BoT meeting minutes to go up on the WC website.		

		Lisa to send a copy of PDF minutes to Dot for staff.		
MATTERS WHICH MEMBERS WISH TO RAISE		<p><u>Waihi Swimming Club Letter presented by Tess Hennesey & Shane Rush</u></p> <p>6.14pm Tess Hennesey and Shane Rush joined the meeting</p> <p>Tess: Waihi Swimming Club has \$5000 which they would like to gift to WC as a contribution towards having the drains in the swimming change rooms sorted. Quote (from 1 year ago) was approx. \$14,000 (Brownmores doing concreting).</p> <p>Shane: Currently this is a health & safety and hygiene risk. They do not drain. An attempt was made to correct this 2 years ago, however was not successful.</p> <p>Tess: It currently smells. I have disinfected the area before, but as a result water pools. It becomes slippery.</p> <p>Alistair: Council facilitates the day to day management of the pool. Responsibility for the buildings falls under WC R&N (Repairs & Maintenance).</p> <p>Alistair: To confirm, the quote received 1 year ago was: Brownmores quote for concreting approx. \$10,000 and \$4,000 was for Kal Garrett's work. As these quotes are one year old, will there be increases?</p>		

	<p>Tess: Brownmores have confirmed their quote will not change, Kal's prices will increase by approx. 10% (increase in cost of materials).</p> <p>Scott: If Waihi Swimming Club doesn't gift the \$5,000 towards the project, what would you spend that money on?</p> <p>Tess & Shane: Concreting around the pool? (This is a council responsibility), dive blocks perhaps. Does the council have responsibility to clean the change rooms? Alistair to check with Wayne.</p> <p>Tess: There is currently water everywhere. If there was natural drainage, it would have an opportunity to dry out. The council said they would insert retractable hoses in changing rooms if/once the upgrade goes ahead. This \$5,000 that we have put aside is effectively our reserves of one year's operating costs.</p> <p>Shane: We are (usually) successful recipients of funds/grants annually, from one or two organisations.</p> <p>Tess: Waihi Swimming Club gets alot of use out of the pool so we are happy to be able to contribute these funds. We have 250 people in our club which is the biggest in the Waikato region.</p> <p>Scott: Our school students utilise these facilities as well, so it's not only club members that will benefit but also our students.</p>		
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		<p>Alex: Do we have a copy of the contract with the council for the pool?</p> <p>Alistair: No. We have tried in the past to get a copy of this, however unsuccessfully.</p> <p>Tess: The water quality of our pool is really well looked after compared to other pools. As a side note, our school fields are extremely well looked after, so WC should be proud of that.</p> <p>Tess: If there is anything we as a club can do to help, we are happy to. We have an 'active' parent base. Regarding the painting of the floors after it's been re-concreted. This will need painting again which will be approx. \$1500 (Shane has costed this). After painting the floors, there could be a slip risk, but you can buy paint with a porous element added, or seal it. More research to be done on this.</p> <p>6.30pm Tess and Shane left the meeting.</p> <p>Scott: This is a H & S issue.</p> <p>Alistair: I move we allocate \$12,000 of our SIP Property Fund which, along with the Waihi Swimming Club's \$5,000, will cover the costs of a new floor in the swimming pool change rooms. These funds will cover everything on their initial quote (plus painting). WC will manage this.</p>		
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		<p>2nd: Austin</p> <p>Alex: Timeframe: It will be good to have it done by Labour Weekend (by summertime).</p>		
		<p><u>Alex:</u> <u>Confirm a date for BOT hui with NZSTA rep Doug:</u></p> <p>Alex: Pete has been communicating with NZSTA as Board Chair.</p> <p>Agreed Wednesday evenings are best for the proposed BoT hui with Doug (2 x Wednesday evenings). Pete to liaise with Doug - NZSTA and report back to BoT with tentative dates.</p>		
		<p><u>Alex:</u> <u>Strategic/Annual Plan</u></p> <p>Alistair: I wondered if Doug would have an input into the Annual Plan once we meet with him?</p> <p>Scott: We may need to change processes in order to make it work.</p> <p>Alex: My expectations: I thought tonight would include the reports as outlined (nurses report etc).</p>		

		<p>Alistair: My understanding was that assurances were set down for a full term, not necessarily monthly meetings. Refer: BoT folder/Reports/Principal's Report/July 2020. Basic info, curriculum targets set. Scroll down and see School Doc's Assurances. Those things that are blue are scheduled to be reported on by myself for the term. Next section shows Health & Safety Report, School Nurses Report, Farm Unit Report etc. You will find these reports in the folder above. Any comments on these are reported on in the following month's meeting.</p> <p>Discussion around what is required for the 'public' viewing. Do they need to have access to Alistair's reports? Alistair suggested Doug may be able to advise the BoT on this. BoT will always have access reports, the public version currently does not.</p>		
		<p><u>Alex:</u> <u>Discussion with Sports Committee</u></p> <p>Alex: Sports Committee would like a clear directive from the BoT, which provides purpose to the group. Communication between families and school is important - one clear pathway to deliver this will be beneficial. Donna & Tess are keen to continue with the 'Ambassador for Sport' model Scott: Rachael - website. Starting to get the information collated will help. A lot of what is required already exists.</p> <p>Alex: We also had a great discussion around positivity.</p>		

		<p>Alex: Tess & Rudy have both indicated they would like to step back from further discussions and rather assist with Ambassador roles in their chosen sports.</p> <p>Ultimately, the drive for this needs to come from within school.</p>		
		<p><u>Student Elections</u></p> <p>Dot Moved that Rose Parks be appointed as Returning Officer for the Student BoT Representative elections. 2nd: Scott</p>		
		<p><u>Scott- Vote for funding for signs as per previous email correspondence</u></p> <p>Scott: We are currently lacking directional signage (which is compulsory). I met with Karen (from Karen Signs). She does not do installation. Karen's price was similar to existing quotes, but excluded installation.</p> <p>Wayne will be able to remove the old signs.</p> <p>Scott: I am having a few problems with getting the translation of signs confirmed (working with whaea Tuihana and Ariana).</p> <p>Alistair to discuss translation of signs with Whaea Tuihana and Ariana. Alistair to offer the support of the</p>		

		<p>MoH translation services if Whatea Tuihana and Ariana are too time pressured with their current responsibilities.</p> <p>Alex: What is the deadline?</p> <p>Scott: Ideally, in line with the website launch in September. However, I could start the process now and can move on having them produced once translations are done.</p> <p>Austin: How much are we talking altogether?</p> <p>Scott: Refer quotes. \$30,000 (includes installation).</p> <p>Alistair: Refer correspondence from Jo Howell regarding the consideration of these costs at this particular time. Can I ask that you consider that funds come from a property fund which won't affect the current running of the school. Functional signage absolutely needs to be sorted, however I question if the timing is right. In my opinion, the funds for signes need to come from a property fund.</p> <p>Scott: At the end of the day, we need to have enough money for D Block too.</p> <p>Alistair to feedback to Jo Howell's concerns (letters). Jo is applying to external agencies for funding as well as the BoT for these devices. However Jo's application for device funding is not going to be affected by the purchase of the signs.</p>		
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		<p>The motion is to move forward with purchasing bi-lingual signage and a digital sign, with a budget of up to \$30,000 with the funding to come from the sale of school houses. For: Pete, Kookie, Scott, Alex, Kyla, Dot and Austin.</p> <p>Alistair: Both school houses have sold. Everything goes back to the MoE, they deduct their costs and we receive whatever is leftover.</p>		
		<p><u>Removal of old playground</u></p> <p>Scott: Have seen students playing on it. Wayne struggles to keep it maintained. Fencing is starting to rot. No more than \$2000 to have it removed. Removal is scheduled for next weekend.</p>		
		<p><u>Peter:</u> <u>Property update:</u> We are awaiting final sign off on our plan by MOE. Once we have this we can swing into action</p>		
		<p><u>Kookie/Michael Hallett:</u> <u>Uniform</u></p> <p>Mike:Our current uniform contract with Direct Group ends at the end of 2020. This is for all uniform If you want to modify uniform change, you need to signal it now.</p> <p>A major complaint is the warmth of the uniform.</p>		

		<p>I believe Direct Group can source other items. They run an 'on-line' model. This comes with pro's and con's.</p> <p>Uniform Group model: 2021 - take over uniform and can easily make changes to increase warmth etc. They would also run a uniform shop on site and they would manage it. Waihi College would not need to buy any of the uniforms - everything in its entirety would be managed by Uniform Group.</p> <p>Direct Group currently gives us a cash rebate. Uniform Group is offering us a welfare fund and free items of sport uniforms (for some teams).</p> <p>Kyla has been surveying students and investigating modifications to make the existing uniform better. To date the suggestions are:</p> <ul style="list-style-type: none">• Jackets need to be thicker• Trackpants• Material of girls skirt is not well liked• The woolen jerseys are not popular <p>Alex: Have the changes to PE uniform tops and the boys being permitted to wear PE shorts to school as school uniform been communicated to the community? Can we please do this? Alistair to communicate this to the school community.</p> <p>Mike: Quality: Every time we improve something like a warmer jacket, it becomes more expensive. So it's about finding a balance between quality and affordability.</p>		
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		<p>Suggestion: We could add a jersey to go under the jacket (in conjunction with thermal, polo).</p> <p>Alex: Why can't we just wear the sports hoodie to school?</p> <p>Mike: One issue is that other non Waihi College hoodies would be worn to school every day.</p> <p>Scott: Will the kids wear a sweatshirt?</p> <p>Uniform Group would happily set up a consultation with BoT and a group of selected students to get the desired outcome. Uniform Group manufactures their own uniforms.</p> <p>Mike: In summary: The current uniform is not meeting the needs of students. Skirts are not a good design, jersey is itchy etc. As we are coming off of our contract with Direct Group at the end of 2020, this is the ideal time to make changes. If uniform is better quality and slightly higher priced I don't believe there will be an issue.</p> <p>Scott: Can we get burgundy in there somewhere?</p> <p>Alistair: The last uniform change was four years ago.</p> <p>Mike: It would be a professional courtesy to meet with our current suppliers. Advise what our current issues are and provide them the opportunity to meet our needs before changing suppliers.</p>		
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	<p>Mike: Having Uniform Group run a shop here would be a great benefit.</p> <p>Alistair: I think you need to work out exactly what you want and find the best company to provide it.</p> <p>Kyla to get a range of student voice (junior and senior). To get student buy-in would be beneficial. Has this already been done previously?</p> <p>Scott: The white shirts are impractical. Can we look at the colour of this going forward.</p> <p>Scott: Mike, please liaise with Kyla, some students, Kookie, a staff member (Karl Budgon)?, parent reps and come back to us with a recommendation after consultation with this team.</p> <p>Michael left the meeting</p>		
	<p><u>Solar Energy</u></p> <p>Kyla: A group of 12 Super Tuesday students are working towards sustainability. The Labour party are supporting schools with energy initiatives. Chris Hipkins has asked that any students wanting to engage in this initiative have the support of their school's BoT.</p> <p>The BoT supports these students exploring solar energy opportunities for Waihi College.</p> <p>Moved: Dot 2nd: Austin</p>		

		Applications to be in by 3rd August		
SELF REVIEW PROGRAMME		Review new Term 3 policies etc School Docs Review docs		
INWARD CORRESPONDENCE		1. ERO - Covid 19 evaluation MoH are conducting Covid 19 Evaluations instead of full ERO school reviews this year. ERO's have been transferred to next year.		
		2. PPTA- Projected Staffing/Surplus staffing kit		
		3. Waihi Swimming Club - Changing rooms - discussed previously		
		4. Jo Howell - Electronic Signage - discussed previously		
		5. Jo Howell - Digital Devices Jo is also seeking funding from various organisations for these devices. These would be owned by the school, but 'leased' to students. Alistair: A set of 24 devices have arrived from the MoH. They need reconfiguring. We would like to use these in conjunction with those Jo is proposing to purchase.		

		<p>Austin: Please check that the devices Jo is looking to purchase will work with our school system (the version of Windows 10 possibly won't work with our system). Alistair to discuss with Jo and check with New Era.</p> <p>Discussion around the bond (\$100). Austin commented that it is inevitable to get breakages and damage to devices. On 50 devices purchased now, you should expect to have approx. 45 working by the end of this year.</p> <p>Alistair: Right now our priority is our senior students who do not have access to a device to help get them over the line for NCEA.</p> <p>Jo Howell is looking for \$20,000 to purchase 50 devices.</p> <p>Jo Howell to receive up to \$20,000 for the purchase of laptops as per her request letter. This is to include deployment of all devices. Moved: Austin 2nd: Scott</p>		
		<p>6. Jo Howell - New Classroom</p> <p>Suggesting a Senior Hub which can be used for: Pathways, Ready for Work, Gateway, Workforce Programmes etc.</p>		
OUTWARD CORRESPONDENCE		<p>1. Brett and Sharyn Malcolm – Response</p>		

MONTHLY ACCOUNTS		<p>That the A/c's for the month of June 2020 totalling \$83,345.35 be received and approved for payment</p> <p>There are a few overs and unders which Alistair is following up with individual staff.</p> <p>Visa accounts sighted and signed (by Scott).</p> <p>Moved: Austin 2nd: Alex</p>		
PRINCIPAL'S REPORT		Refer to the report Alistair showed previously.		
GENERAL BUSINESS		<p>Austin: Can I suggest for next few meetings we plug a laptop in and project to the whiteboard so that we can all view the docs at the same time? Alistair to facilitate.</p> <p>8.33pm - Alex left the meeting.</p>		
<p>Next Meeting: Monday 17 August 2020</p> <p>Meeting Closed: 8.37pm</p>				
<p>Acting Chairperson: Scott Spicer</p> <p>Signature:</p>				

Name: Scott Spicer

Karakia

Whakataka te hau ki te uru
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Kia mātaratara ki tai
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