

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

**Waihi College
Board of Trustees Meeting Minutes
Monday 17 August 2020**

Present: Peter Tai, Kookie Koopu, Scott Spicer, Dot Carter (Staff Representative), Kyla Walker (Student Representative), Lisa North (Minute Secretary)

Apologies: Austin Rattray, Alex Baker, Alistair Cochrane (Principal)

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**
Austin Rattray, Alex Baker, Alistair Cochrane
- 2 MINUTES OF THE PREVIOUS MEETING** held on 27 July 2020

- a. Special E Meeting 6 August 2020

3 MATTERS ARISING FROM THE MINUTES

- a. Achievement Data (See the July BOT Meeting Reports Folder)
- b. Pastoral Data (See the August Meeting Reports Folder)

4 MATTERS WHICH MEMBERS WISH TO RAISE

5 IN COMMITTEE

6 SELF REVIEW PROGRAMME

- a. Student Election Date - 18 September 2020 - Needs to be approved
- b. Policies and Assurances - Under review by SLT

7 CORRESPONDENCE Inwards

Paper

- a. HDC - Gambling Policy Review 2020
- b. NZKGI - Annual Report 2020 and AGM Papers
- c. Education Gazette - July 209 Edition Electronic
- d. Iona Holsted (Sec of Ed) - Updates

8 CORRESPONDENCE Outwards

- a. Brett and Sharon Malcolm
- b. Jo Howell - Approval for device funding
- c. Swimming Club - Pool changing rooms

9 MONTHLY ACCOUNTS

“That the accounts for the month of July 2020 totalling \$66,504.72 be received and approved for payment”.

- a. Summary of Accounts (see Finance Folder)
- b. Available funds forecast (see Finance Folder)
- c. Visa Account for July \$1939.78 - **BoT Chair to sign**

One Foundation Charity Application (Basketball Coaching) - Declined

10 REPORTS

- a. Principal's Report - A Cochrane
- b. Counsellors Report (in Reports Folder) - E Kuizinas
- c. August Newsletter

11 GENERAL BUSINESS

Website Update - Scott & Alex

Item	Person	Overview/ Discussion Points	Follow up	Outcome
		6.00PM Pete opened with a karakia		
MINUTES OF THE PREVIOUS MEETING held on 27 July <i>and</i> Special E Meeting 6 August		Were a true and accurate record of the 27 July 2020 meeting and special e meeting 6 August 2020 CARRIED Scott Spicer / Dot Carter		
MATTERS ARISING FROM THE LAST MINUTES		<u>Achievement Data</u> Pete: We were going to invite our SLT to tonight's meeting to report on Achievement Data, however given the current COVID 19 situation, their focus has been on getting prepared for a possible move to L3 and delivery of subjects to students from home. We will look to invite SLT to our next meeting.		

		<p>Scott: Can we make sure we have enough digital tech for students? Any idea how we are looking with this?</p> <p>Dot: We acknowledge the importance of our seniors having a device to work on if we go back to working from home. If it was known to us that seniors didn't have a device or WiFi,, the school had pre-prepared paper copies (on Friday 14 August in case of an announcement to move to Alert Level 3). Plans are now in place so that we are ready to go and those who need support have been identified.</p> <p>Pete: If we shift to L3, it was discussed that our support staff will deliver hard copies to homes.</p> <p>Scott: Is there a challenge with students not engaging?</p> <p>Dot: There was at the beginning of the year (first lockdown), but I think the biggest challenge nationwide was mental health. That was a priority. Now, seniors are well on their way. They are more motivated and focused on 'how can we get there'.</p> <p>Pete: How is the anxiety of our students? Let's continue to keep prepping and hope we don't need to go down that route again.</p>		
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		<p><u>Pastoral Data</u> Dot: Interesting data. Mostly female, 1/3 Maori/Pasifika, the rest European.</p>		
		<p><u>Swimming Pool</u> Tess and Shane are meeting with Alistair tomorrow regarding the upgrade to the swimming pool change rooms.</p> <p>Scott: What paperwork do we have which confirms our school's agreement with the council?</p> <p>Pete: The council are responsible for the swimming pool running costs, Waihi College are responsible for the running costs of the change rooms. The council are aware of the improvements that are about to be done by the Waihi Swimming Club and Waihi College. There have been discussions about the Council upgrading their safety signs etc, as this is one of their responsibilities.</p> <p>It was agreed that Pete will ask to sight the standing agreement for the swimming pool between Hauraki District Council and Waihi College. Pete understands this was a verbal agreement between the school and the council dating back many years.</p>	<p>Pete to sight the standing agreement between Hauraki District Council and Waihi College.</p>	

		<p><u>Translations / Signage:</u></p> <p>Dot: Spoke with Whaea Tuihana regarding the translations. Tuihana reported that students have been working on this, and the ideas were currently on pieces of paper. Dot suggested these students ideas were passed onto Scott, which will give him a starting point. Dot explained to the BoT that when something is built into students' learning, it's a process. It appears there has been some miscommunication around the time sensitive nature of getting the signs completed.</p> <p>Scott: Has received some ideas from the students now which was great to see. He now has some translations, may need some clarification.</p>		
		<p><u>Uniform:</u></p> <p>Kookie: Has the change in uniform shorts been communicated to whanau yet?</p> <p>Kyla: I think some students are wearing the sport shorts, others are still wearing the uniform shorts.</p> <p>Confirmed: Sport shorts are acceptable to be worn as uniform shorts effective immediately. Alistair to communicate this to school staff and school community.</p>	<p>Confirmed: Sport shorts are acceptable to be worn as uniform shorts effective immediately (for both boys and girls). Alistair to communicate this to school staff and school community.</p>	

		<p>The current sports uniform is being enforced until the end of 2020.</p> <p>Kyla: Currently forming a 'uniform' committee consisting of some students (4?), Mr Hallett, Mr Budgen, Lisa North and some parents with the purpose of uniform overview and improvements.</p> <p>Kookie: I would like it to be a review of all uniform.</p> <p>Scott: Greg (Art Dept) has come up with a cool logo idea which could potentially be part of any uniform improvements/changes. Also, using uniform items with multiple purposes will save money.</p>		
		<p><u>Old Playground:</u> Has been removed. Pete to mention this in the BoT update in the next school newsletter</p>	<p>Old playground has been removed. Pete to mention this in the BoT update in the next school newsletter</p>	
		<p><u>Solar Energy:</u> Kyla: We will receive some quotes back sometime this week. The last company that visited Waihi College was really good. They work with the MoE. The purpose of investigating solar panels is to make our school more sustainable. Achievement</p>		

		<p>standards - we are able to gain credits if we (students) come up with a plan on how to make our school more sustainable.</p> <p>Kookie: What about a wind turbine?</p>		
MATTERS WHICH MEMBERS WISH TO RAISE				
IN COMMITTEE In: 6.35 Dot Carter/Peter Tai Out: 6.53 Kyla Walker/Peter Tai		<p>Resolved: 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>CARRIED Dot Carter / Peter Tai</p>		
SELF REVIEW PROGRAMME		<p><u>Student Election Date - 18 September 2020</u></p> <p>How is the Student Rep chosen?</p> <p>Kyla: The BoT Student Rep can be anyone from years 9 -13. Students who want to be considered to be the student BoT rep give a speech in the hall, then they are selected by other students.</p> <p>CARRIED Peter Tai / Scott Spicer</p>		

		<u>Policies and Assurances</u> Under review by the SLT		
INWARD CORRESPONDENCE		<u>NZKGI:</u> Pete has taken this home to read over. Pete will go and see Mark Skinner tomorrow re this		
OUTWARD CORRESPONDENCE		Brett & Sharon Malcolm - confirm this has been sent Jo Howell - Approval to purchase devices Swimming Club - Approval letter re swimming pool changing room improvements		
MONTHLY ACCOUNTS		That the accounts for the month of July 2020 totalling \$66,504.72 be received and approved for payment Visa accounts sighted and signed by Peter Tai CARRIED Dot Carter / Kyla Walker		
		<u>One Foundation Charity Application (Basketball Coaching)</u> Declined		
REPORTS		<u>Principal's Report</u> Attendance is sitting quite low.		

		<p>Pete: It's hard to gauge.</p> <p>Scott: Is there a legal status regarding school attendance?</p> <p>Dot: Yes, but this year (with COVID), the message is to be at home if you are sick or if family members are compromised.</p>		
		<p>Waihi College is looking to support a YR13 formal function. More information to come.</p>		
		<p><u>Property:</u> Pete: We are waiting to find out who has been appointed as being responsible for our school. We are awaiting sign-off for school improvements before we can move forward with any projects. We are unable to engage any services before we have confirmation from our MoE representative.</p> <p>Scott: Mould in ceiling and guttering hanging down outside of D Block. Can we follow up with getting this fixed please.</p>	<p>Mould in ceiling and guttering hanging down outside of D Block. Peter to ask Wayne if it is possible to patch fix this.</p>	
		<p><u>Kahui ako:</u> Reports are that the MoE are looking to stop this initiative. Currently Kahui ako is scheduled for September, will wait and see what happens with COVID.</p>		
		<p><u>Counsellors Report</u> All received and read</p>		

		<u>August Newsletter</u>		
GENERAL BUSINESS		<p><u>Website update Scott / Alex</u></p> <p>Scott: Have had a meeting with Jeff, Wendy, Alistair, Alex. We have decided to delay the launch slightly as it is still not populated enough. It's worth doing properly, and it could coincide nicely with our new signage.</p> <p>Who does the work is critical. Wendy has been allocated additional hours for this. She will develop a relationship with Jade Creative, so she can liaise directly with them regarding questions etc. The journey is getting everything linked (newsletters, communication etc), and maneuvering everything and everyone into the site.</p> <p>Rachael will require some training for the sports page.</p> <p>Having the right 'tone of voice' is important, to get our message across.</p> <p>The Digital Noticeboard is able to be changed on a daily basis.</p> <p>There is an investment involved in training people (time).</p>		

		<p>There are discussions to be had about what input the students can have. The key thing is getting people to 'own it' within the school.</p> <p>Waihi College will continue to pay the current website provider for an additional month so that our platforms are secured right up to changeover.</p> <p>Pete: The goal is to be able to point our community to one central location.</p> <p>Scott: Three key measures of success:</p> <ol style="list-style-type: none"> 1. Everything is up to date - maintaining it 2. Those working on it are trained and supported 3. Positive feedback from parents and community <p>Kookie: Are these support roles paid?</p> <p>Dot: Yes - they would need to be paid</p> <p>Scott: Currently, there are enough hours for Wendy</p>		
		<p><u>Signage:</u></p> <p>Scott: Can I get your opinion: Ideally, the new sign will be moved slightly to the right (facing the school from the roadside) as most of the traffic comes up Moresby Ave.</p>	<p>There could be some significance as to how and why those trees have been planted there. Before cutting</p>	

		<p>How do we feel about the silver birches coming down in order to accommodate the sign placement?</p> <p>Dot: There could be some significance as to how and why those trees have been planted there. Before cutting them down, Scott to talk to Alistair to find out if there is any significant/sentimental value to these silver birch trees.</p>	<p>them down, Scott to talk to Alistair to find out if there is any significant/sentimental reasons.</p>	
		<p><u>Future BoT meetings:</u></p> <ol style="list-style-type: none"> 1. Wednesday 19 August: Annual/Strategic Plan work with Doug - NZSTA. Can we please have a smart TV or something to project onto for this? If we can't get one in the whare, we may need to squeeze into Alistair's office. 2. Hui: working on communication between BoT and Principal 		
<p>Next Meeting: Monday 21 September 2020</p> <p>Meeting Closed: 7.32pm</p>				

Chairperson: Peter Tai

Signature:

Name: Peter Tai

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