

**Western Springs College
Board of Trustees Meeting Minutes
Monday 12 September 2016 @ 6pm in the WSC Library**

Present:	Ivan Davis, Mel Webber, Jan McCartney, Carol Gunn, Nina Fitzgerald, Na'or Alfassi Berman, Clive Vaiula, Rich Naish, James Watkinson, Trevor Crosby, Anna Verboeket, Stephen May, John Loof, Rob Coltman, Christine Goodes (Minutes)
Apologies:	Ka'u Tepaki, Tracey Watkinson, Chris Selwyn, Rangimarie Hunia
Visitors	Lachlan Barnes & Ariana Brunet
Declaration of Interests:	Nil

	Item	Action
	<p>As this is Na'or's and Nina's last meeting, John thanked them for their contribution on behalf of the board.</p> <p>Both responded and told the board about their future plans.</p>	
1.	<p>Monitoring: <i>Strategic Plan Goal 5</i> <i>To ensure that Board operations are closely aligned to WSC strategic plan goals and objectives.</i></p> <p>WSC Charter Submission - Student Visitors (Lachlan Barnes & Ariana Brunet)</p> <ul style="list-style-type: none"> ● John Loof welcomed the students. ● The students believed that the school Charter no longer represented WSC. ● WSC had become a leading school in sustainability and they would like this reflected in the Charter. <p>They offered:</p> <p>New Clause 1: (To be added to the "A Western Springs College Education: Special Features" section of the Charter)</p>	

	<p>In the building of a just and sustainable society Western Springs:</p> <ul style="list-style-type: none"> ● Is impartial, fair, and transparent in all of its decisions. Ensures that in the process of providing responsible care, that they are promoting a just society by challenging injustice and valuing diversity. ● Acts in a manner which prioritises the health and wellbeing of the students, staff and communities. Makes choices that will safeguard the ability of future generations to meet their needs and which will guarantee long term environmental quality. <p>New Clause 2: (To be added to the “School Vision” section of the Charter)</p> <ul style="list-style-type: none"> ● Social and environmental sustainable development is promoted and practiced. <p>Discussion continued.</p> <p>Resolution 1. That the WSC Board of Trustees receives the submission on changes to the Charter and that this submission be referred to the BOT Policy Committee for review with recommendations from the committee to be presented to a later BOT meeting. (Moved Ivan Davis / John Loof - all in favour - carried.)</p>	<p>BOT Policy Committee</p>
<p>6.3 0</p>	<p>Anna Verboeket arrived</p>	
<p>2.</p>	<p>Strategic Decision <i>Strategic Plan Goal 8</i> <i>To ensure that budget setting and fundraising is in alignment with school development priorities</i></p> <p>Budget setting - process and parameters - John Loof</p> <ul style="list-style-type: none"> ● There is a strong desire for more board involvement in the budget process. ● Hard copies of some thoughts from John and the WSC budget process were tabled from Ivan. ● Ivan informed the board that he was new to this and the strategic plan should guide the allocation of resources with a focus on curriculum. ● The budget process traditionally starts in term 4 when a budget committee gets together and looks at the department 	

	<p>submissions.</p> <ul style="list-style-type: none"> ● The board would like a progress report on this process at its October/December meeting. ● AV would like some guidance on understanding the accounts and did we need outside support.? ● Trevor talked about how we had to change to a new accounting programme this year, Xero, and monthly reports are still being fine-tuned. The Board has complete control (and accountability) over the operations grant, with the expectation that the budget would be allocated according to the different funding components provided by the Ministry. Teachers salary grant and land and buildings grant are accounting entries only as the money does not come into the school's account, so these have no discretionary elements. ● It was asked how could we improve our literacy around the question of the budget. ● JM suggested we break the budget down so the board can understand it and that we have to allocate the resources in line with the strategic plan. ● DS says it is the Finance Committee's job to understand the budget then bring it to the full board. <p>Resolution 2: AV moved that the Finance Committee, in line with Jan McCartney's suggestions, prepare a presentation identifying budget components and those with which have discretionary elements that the Board may be able to use to fund priorities identified by the Board. (Moved Anna Verboeket / Jan McCartney - all in favour - carried.)</p> <ul style="list-style-type: none"> ● Transparency is needed. ● Budget parameters to be added to DS budget process document. ● JM suggested that she and Trevor get together on this. ● John asked if the school should have a business manager. ● It was decided that the new principal should have the ability to say how they would like to see things set up. <p>Caretaker's Compound & P.E. Shelter:</p> <ul style="list-style-type: none"> ● 5YA is money that the Ministry gives us to maintain the school. 	<p>Progress report</p>
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	<p>Resolution 3: That the Board of Trustees approve \$1 million of the WSC 5YA budget of \$1.2 million to be allocated to the Caretaker’s Compound and P.E. Shelter, (Moved John Loof / Ivan Davis - all in favour - carried.)</p>	
7.3 0	<p>Break:</p>	
7.5 0	<p>Nina Fitzgerald left the meeting</p>	
7.5 0	<p>Strategic Plan Goal 3 <i>To achieve equitable status for Nga Puna O Waiorea Kura Rumaki and full co-governance status for Maori.</i></p> <p>Constitution - Co-governance (James Watkinson)</p> <ul style="list-style-type: none"> ● James Watkinson reported back on the progress towards a new constitution for Western Springs College. ● James talked in regard to the timeline and where we are at the moment. ● Rob has produced a draft document. ● Commencement date of the alternative constitution is the only issue and this will be covered by a submission that will go into the ministry with a view to it being ratified. The aim is to have it in place for the next cycle of board elections in 2019. ● Our community will need to be informed of where we are up to. ● This should involve comms, a public meeting and Q & A with the community. A date to be made early in 2017. ● To come back to the next board meeting with a proposal ● James reported that the funding model is due to expire in December 2017. Waiorea would like this to roll over. ● James to put the letter together about this funding roll over. <p>Resolution 4: That a process of public consultation be completed in the first half of 2017. (Moved Stephen May / Trevor Crosby- all in favour - carried.)</p>	<p>Comms proposal</p> <p>JW</p>
	<p>Strategic Decision Strategic Plan Goal 7 <i>To develop and strengthen school-community alliances, partnerships and links</i></p>	

	<p>Community of Learning - Waiorea Network of Learning</p> <ul style="list-style-type: none"> ● Ivan talked to his Principal's Report in relation to developing a school community of learning network. ● We need to register an Expression of Interest and we need a board minute to formalise this. <p>Resolution 5: That WSC Board of Trustees agrees to be part of an Expression of Interest in establishing a Col with 10 other local feeder schools. (Moved Ivan Davis / John Loof - all agree - carried.)</p>	
	<p>Monitoring: Discipline (Ivan Davis)</p> <ul style="list-style-type: none"> ● Ivan reported that there has been two suspensions. ● One boy has been reinstated, the other boy will appear before the BOT Discipline Committee tomorrow. <p>Nga Puna O Waiorea (James Watkinson)</p> <ul style="list-style-type: none"> ● James talked to the ILE meetings taking place at present in regard to the new build. ● The second meeting this afternoon has proved more productive. ● Ivan is to attend a meeting at Kia Aroha College with Rumaki teachers to have a look at their build. <p>Finance (Jan McCartney)</p> <ul style="list-style-type: none"> ● The website redevelopment is going well. We should aim to going live by the end of 2016. ● Jan would like a report on the website redevelopment at each meeting in the future. ● In general finances are on track. <p>Health & Safety</p> <ul style="list-style-type: none"> ● Money has been approved for a new ASSC. ● Jessie Bernard, new part-time Health & Safety Officer will have an involvement here. ● Paul Styles will be the Project Manager. ● Ivan to follow-up on progress. 	
	<p>Identify Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> ● Website Development ● ASSC Update ● Budget Setting Process ● Co-governance Report ● Staffing Report 	

9.2 0	Ivan Davis left the meeting	
9.2 1	Resolution 6: John Loof moved that the meeting move into committee / Trevor Crosby - carried	
9.3 0	Resolution 7: The matter having been dealt with satisfactory John Loof moved that the meeting go out of committee / Trevor Crosby - carried	
	Administration: Resolution 8: That the minutes of the previous BOT Meeting be approved along with the tabled reports and the correspondence list. (John Loof / Trevor Crosby - all in favour - carried.)	
	Next Meeting: October 17, in the library at 6pm Facilitator next meeting: John Loof Meeting finished: 9.35pm	

Ratified 17 October 2016

John Loof (Board Chair)

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