

**Meeting Minutes 12 December 2016  
held in the Library of WSC at 6pm**

<b>Present:</b>	Rich Naish, Mel Webber, Joshua Doubtfire, John Loof, Ivan Davis, Paul Alford, Stephen May, Ka'u Tepaki, Ken Havill, Tracey Watkinson, Clive Vaiula, James Watkinson, Trevor Crosby, Rob Coltman, Christine Goodes (minutes).
<b>Apologies:</b>	Jan McCartney, Natalya Jones, Carol Gunn, Anna Verboeket, Chris Selwyn, Rangimarie Hunia.

No.	Item:	Action:
	<ul style="list-style-type: none"> <li>● Ivan introduced Paul Alford to the board. Paul will attend these meetings as a support person to the Principal</li> </ul>	
	<ul style="list-style-type: none"> <li>● John thanked everyone for their hard work over the year.</li> <li>● He will think over the holiday period about appointing a co-chair and how we can strengthen our meeting procedures.</li> <li>● Trevor says we have had co-chairs before.</li> <li>● Ivan wants John to look at a standing committees and see if these can be refined.</li> <li>● The board papers need attention by following-up on actions from the previous meeting and the papers out in a timely manner.</li> <li>● Tracey wants meeting protocols included - an understanding on how discussions are handled at board and subcommittee meetings.</li> </ul>	
	<b>Declarations of Interest - Nil</b>	
1.	<ul style="list-style-type: none"> <li>● John reported that he has announced the new principal for WSC at a staff meeting.</li> </ul> <p>Support Plan for the new principal:</p> <ul style="list-style-type: none"> <li>● DS has met with Peter Gall and Rich Naish about support.</li> <li>● Rich and Ivan have talked through some property matters. New build work has accelerated massively.</li> <li>● Rumakl whanau has worked through the night three times and emptied classrooms and taken the boxes etc to their new locations.</li> <li>● DS has contacted the Ministry re funding to support this.</li> <li>● An external advisor thinks that senior management is too light and introduced the notion of two DPs.</li> <li>● Another area is the possible employment of a Business Manager.</li> <li>● Seniors managers will meet in late January and report back to the board on the DP situation.</li> </ul>	

	<ul style="list-style-type: none"> <li>• If a situation came up for a second DP this would be over-entitlement of staff and this would have to be put to the board.</li> <li>• A business case would be welcome at some point.</li> </ul> <p><b>Action:</b> A business paper for next board meeting.</p>	Ivan
2.	<p><b>Donation Increase:</b></p> <ul style="list-style-type: none"> <li>• John has a problem with increasing the donation next year because the prospectus says a lesser amount.</li> <li>• Trevor noted that it was presented at the September Finance meeting and the October Board meeting.</li> <li>• Whether this sits for another year or not, the new donation is in keeping with other schools.</li> <li>• In future we should do any increase incrementally not fix the amount for a certain amount of years.</li> <li>• Decision to make the suggested \$130 increase in donation optional in 2017 but in 2018 the new donation will apply.</li> </ul> <p><b>Resolution:</b> The board recommends that the school donation from 2018 will be \$500 for one student, \$600 for a family. (moved Trevor/Tracey - carried)</p>	
3.	<p><b>Co-governance Report</b> - deferred to February 13 board meeting.</p>	
4.	<p><b>Communications Report</b> (Ivan Davis):</p> <ul style="list-style-type: none"> <li>• Feedback has been good on the recent communication articles that have gone out to the public.</li> <li>• Rob suggested that we need to think about Facebook, tweeting, texting and getting an App. to help out when communicating with our parents and community.</li> <li>• A suggestion that this should be part of one senior manager's portfolio.</li> <li>• DS would like to see the board support/give direction that these tools can be incorporated into a senior manager's job description.</li> </ul> <p><b>Action:</b> The board would be interested in receiving a paper on comms then management can take over.</p> <ul style="list-style-type: none"> <li>• Website questions have been asked.</li> <li>• Ivan advised that the website will be going live on 11 February.</li> <li>• It takes time to translate into Maori so both schools can go live together.</li> </ul> <p><b>Action:</b> Look at this again at the next board meeting.</p>	Ivan

5.	<p><b>Auckland City Council Feasibility Study:</b></p> <ul style="list-style-type: none"> <li>• Two meetings have been held with Council</li> <li>• Council has provided \$30,000 for a feasibility study.</li> <li>• This study might need a standing committee to look at it.</li> <li>• There is big potential but maybe we need to be proactive about what we want.</li> <li>• A pivotal component is the development of a carpark at MOTAT 2.</li> <li>• The building window that exists is finite, we need to contact council.</li> </ul> <p><b>Action:</b> Rob will contact council to see where they are at. Christine to give Rob details and Rich Naish is happy to go to council with Rob.</p> <ul style="list-style-type: none"> <li>• James says we need to think about what WSC, Nga Puna O Waiorea and Pasadena want. Rangimarie has templates and she needs to be included in these conversations.</li> </ul>	Rob/Rich/ Rangimarie
6.	<p><b>Prime Minister's Excellence Awards</b> (Tracey Watkinson)</p> <ul style="list-style-type: none"> <li>• Tracey would like to put us forward for an Excellence In Governing and Excellence in Leading Award. We need to promote ourselves more.</li> <li>• Another award could be in teaching and learning. It's a short timeframe as it closes in March.</li> </ul> <p><b>Resolution:</b> The board supports the school in applying for the Prime Minister's Education Awards. (Tracey Watkinson/Stephen May - carried).</p> <ul style="list-style-type: none"> <li>• Ken suggested going for the Excellence in Leading Award.</li> <li>• Tracey suggested that Karen Stimson could apply for the Teaching and Learning Award.</li> </ul>	
7.	<p><b>A Proposal for early finishes on Tuesdays:</b></p> <ul style="list-style-type: none"> <li>• More time is need for PD on ILE's.</li> <li>• It is feasible that we could close early twice per term for a whole year at 1.45pm to engage in ILE PD. This does not reduce the curriculum.</li> <li>• John would like to see a whole plan for the year for PD rather than a strand of PD.</li> <li>• Ken says there is a precedent - a rationale was presented to our community and it was approved.</li> <li>• Tracey asks if this is for all staff. Chris and Lorrin have informed senior management that they can work around it.</li> </ul> <p><b>Resolution:</b> That the school closes at 1.45pm twice per term for 2017 to allow for ILE professional development. (moved Ivan Davis/Rob Coltman - carried).</p> <ul style="list-style-type: none"> <li>• Tracey would like to see the dates in the calendar.</li> </ul>	
8.	<p><b>Committee Reports:</b> Finance</p>	



	<p>combination of the BoT's co-governance structure, in combination with Stephen recusing himself from any BoT discussions of the rumaki, would be sufficient to address any perceived conflict of interest, particularly in light of the wide support for the research.</p> <p><b>Resolution:</b> That the board of Western Springs College/Nga Puna O Waiorea supports the research opportunity by Stephen May and recommends that any perceived conflict of interest can be addressed by the BoT's co-governance structure, in conjunction with appropriate recusal by Stephen from any BoT discussions of the rumaki. <b>(moved John Loof/Trevor Crosby - Carried) Stephen May abstained from this resolution.</b></p> <p>Health &amp; Safety</p> <ul style="list-style-type: none"> <li>• The rebuild has an enhanced Health &amp; Safety component and the board wants Health &amp; Safety as a standing Item.</li> </ul>	
10.	<p><b>Wrap-up Resolution</b> That the minutes of the previous BOT meeting be approved along with the tabled/verbal reports, minutes and correspondence list. (John Loof/Trevor Crosby - carried)</p>	<p>Ratified 13 February 2016</p> <p>Chairperson</p>

Meeting Finished 8pm

Next Meeting: 13 February 2017