

**Western Springs College**  
**Board of Trustees Meeting 10 July 2017 at 6pm held in Nga Oho**

<b>Attendees</b>	
Ivan Davis (ID)	Principal
Tracey Watkinson (TW)	Board Member
James Watkinson (JW)	Board Member
Anna Verboeket (AV)	Board Member
Carol Gunn (CG)	Board Member
Joshua Doubtfire (JD)	Student Rep
Trevor Crosby (TC)	Board Member
Rich Naish (RN)	Board Member
Rob Coltman (RC)	Board Member
Mel Webber (MW)	Staff Rep
Paul Alford (AD)	Deputy Principal
Jan McCartney (JM)	Board Member
Christine Goodes	Secretary
<b>Apologies:</b>	Rangimarie Hunia, Ka'u Tepaki, Natalya Jones, Clive Viaula, Chris Selwyn.

1.	<p>Ivan Davis opened the meeting:</p> <p><b>Appointment of a new Board Chair (interim):</b></p> <p>Trevor Crosby nominated Carol Gunn and Carol indicated that she would be available.</p> <ul style="list-style-type: none"> <li>● Discussion ensued and JM noted that the board needs to re-set its expectations.</li> <li>● ID and CG would need to sort out the extent of their respective involvement in operational/governance areas. After this meeting ID and CG would need to come back to the board and let the board know where it sits in relation to this.</li> <li>● ID is very grateful that CG is available for nomination.</li> </ul> <p>Are there any other nominations - no.</p>	Action 1
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	<p><b>Resolution:</b>  <b>Trevor Crosby nominated Carol Gunn to the position of Board Chair. (Trevor Crosby/Jan McCartney - carried).</b></p> <ul style="list-style-type: none"> <li>● Carol Gunn took the chair.</li> <li>● JW has had a conversation with RH and she has suggested that the board holds a self review.</li> <li>● JW has consulted Ray Webb who has just gone through this process with a school he is connected with. JW would like the board to consider this.</li> <li>● Out of this self review could come some feedback on our sub committee structure.</li> <li>● A review using the NZSTA tool kit to be undertaken.</li> <li>● MW to find out more about this and she could do this by the end of next week.</li> </ul> <p><b>Resolution:</b>  <b>ID moved that the board initiate a self review using the NZSTA tool kit. (Ivan Davis/Anna Verboeket - carried).</b></p>	Action 2
2.	<p><b>Casual Vacancy:</b></p> <ul style="list-style-type: none"> <li>● We have eight weeks to decide if this is done by selection or election.</li> <li>● JL's term is up to 2019.</li> <li>● JM noted that we need to look at the skills the board requires. Do we delay a decision until after a review? Should we fill the vacancy through selection or election?</li> </ul> <p><b>Resolution:</b>  <b>MW put that we follow the process to appoint, by selection, a new parent representative trustee to the board of trustees. (Mel Webber / Anna Verboeket - carried)</b></p>	
3.	<p><b>Relative Priorities of Board Funded Expenditure for Identified Priorities:</b></p> <ul style="list-style-type: none"> <li>● TC talked to the tabled document 'Estimates of Local Funded Activities 2017. These figures are an indication only because exact information can only be accessed when a staff member returns from annual leave.</li> <li>● JM would like a proper spread sheet so the board can understand and re- prioritise if needed.</li> <li>● JM would like to have a report on how the Study Awards went. In future we need the Business Case first.</li> <li>● ID reported that Joanne from International Students will present at the September meeting. This will enable the board to understand International's level of funding.</li> <li>● Discussion around Strategic and Annual Plan.</li> <li>● The Board needs to sign off the Strategic and Annual Plans.</li> <li>● JM and ID to meet next week. ID to ring JM to arrange a time</li> </ul>	Action 3  Action 4

	<p>to meet.</p> <ul style="list-style-type: none"> <li>• The goals need to be fewer for the plan to be successful.</li> <li>• ID, JM and PA to meet to identify what the top four priorities are.</li> </ul>	
4.	<p><b>Wrap-up:</b></p> <ul style="list-style-type: none"> <li>• Christine to make up a list of committees/timetable of meetings and get out to the board.</li> <li>• Suggestion to use less paper and create a Google Site where everything can be stored. Christine to do. Action:</li> <li>• Use this method in the future and refer board members to it.</li> <li>• 26 July 7-8pm COL update meeting at Westmere School. Invitation to be sent out to board members. Action Christine.</li> </ul> <p>Next meeting date: 7 August 2017</p> <p>Meeting finished 8.10pm</p>	Action 5

**Ratified 7 August 2017**

**Chair: Carol Gunn**