

**Western Springs College Board of Trustees Meeting  
held at 6pm 23<sup>rd</sup> February, 2009, in the Staffroom**

**1. Present/Apologies:**

Board Members Present: Trevor Crosby, Rose Philpott, Marianne Wilson, Heather Dikstaal, Ken Havill, Robin Arthur, Paul Edmond, David Peirse, Tracey Watkinson, Robyn Curry Kaukura Tepaki.

Minutes: Christine Goodes

Apologies: Taima Campbell, Kaukura Tepaki will be late.

**Declaration of Interests - Nil**

Trevor welcomed Peter McIntyre to the meeting.

**2. Monitoring: Sports Department Report – Peter McIntyre**

- Peter spoke to his power point presentation.
- There were a wide variety of sports offered at WSC.
- Large numbers were involved in the coaching/managing side of sport at WSC.
- Peter talked to the re-development of Te Whakamanu, the huge benefits of the new turf complex and the near completion of the new gym classrooms.
- After the board asked questions of Peter, Trevor thanked him for his presentation.

**3. Strategic Decisions:**

**2009 Budget - Trevor Crosby/Ken Havill**

- Trevor noted that there is a slight surplus, which eliminated the large deficit of the draft December 2008 version.
- The school has been increasing its cash flow status, which will improve its working capital position. The capital expenditure required in 2009 to keep the school operating as a “going concern” is about two-thirds of the amount budgeted for depreciation.
- Science, Drama and Rumaki did not get all the money they requested but more than the previous year. All other curriculum areas got what they asked for.

Trevor moved that the 2009 budget be accepted.

Trevor Crosby/Robin Arthur

Carried

**Fundraising – Robin Arthur**

- Robin asked if there was a need for board action with regard to fundraising?
- It was discussed and decided that there was no need unless there was a specific project in mind.

7.20: Break

**4. Strategic Discussions: Paul/Ken**

**Process for determining and presenting strategic plan and annual plan goals/objectives**

- Paul talked to the minutes of the recently held Strategic Planning Meeting.
- Ken is working on the strategic goals.

- Ruth to be invited to next board meeting re enrolment developments. To be on next agenda under Monitoring. *(task 1)*
- Discussion ensued with a decision to hold a Special Strategic Planning Meeting. This is to be held on 16<sup>th</sup> March at 6pm for 2 hours approximately.
- Robin Arthur to help set up a special room for this meeting. *(task 2)*
- Ken to organise an Agenda. *(task 3)*
- This meeting is open to all interested trustees.

## 5. Monitoring: Ken

### Enrolments – current school data

- Ken reported that Yr 9 is as predicted at approximately 210
- The roll at present is the same as last year = 1050
- As previously reported, Ruth is to be asked to present statistics at the next board meeting.

### HPV Programme

- Robin asked how decisions were made for things like this.
- Ken said it was a management decision and explained the process by which a decision is made.

### Policy Development

- Robin talked to the tabled draft Civil Defence and Staffing Management policies.

Robin asked for the Civil Defence policy to be adopted.

Robin Arthur/Trevor Crosby carried

- Discussion ensued with regard to Maori representation on the Staffing Management committee.
- The Staffing Management policy is to be taken back to the Policy Committee and presented again at the next board meeting. *(task 4)*

### Discipline

- Ken reported that there has been one reconvening of a discipline hearing for a student whose suspension had been extended to the beginning of term 1. This suspension has been extended again until the end of term 1, or sooner, if there is satisfactory progress.

9.10: Trevor asked the board to move into committee to protect the privacy of individuals.

Trevor Crosby/Ken Havill carried

9.15 The matter being dealt with satisfactorily, Trevor asked that the committee move out of committee.

Trevor Crosby/Ken Havill carried

- Ken tabled the 2008 Scholarship and NCEA results along with gender and ethnic group analysis.



# Task List

<b>Task No.</b>	<b>Task</b>	<b>Responsibility</b>	<b>Time Frame</b>
<b>1.</b>	<b>Ruth to be invited to next board meeting to talk to enrolment developments.</b>	<b>Christine</b>	<b>Next Board Meeting</b>
<b>2.</b>	<b>Special room to be set up for Special Strategic Planning Meeting.</b>	<b>Robin</b>	<b>23<sup>rd</sup> March at 6pm</b>
<b>3.</b>	<b>Agenda to be organised for Special Strategic Planning meeting.</b>	<b>Ken</b>	<b>23<sup>rd</sup> March at 6pm</b>
<b>4.</b>	<b>Staffing Management policy to be taken back to Policy Committee and represented at next Board meeting.</b>	<b>Robin</b>	<b>Next Board Meeting</b>