

**Western Springs College Board of Trustees Meeting
Held at 6pm, 10th August, 2009, in the staffroom**

1. **Present / Apologies**

Present: Paul Edmond, Ken Havill, Robin Arthur, Rose Philpott, Heather Dikstaal, Marianne Wilson, Tracey Watkinson, Kaukura Tepaki, David Peirse, Taima Campbell.

Apologies: Alice Heather, Trevor Crosby.

Staff Present: Renae Liao Marsden.

Minutes: Christine Goodes.

Facilitator: Paul Edmond.

Declaration of Interests: Nil

Ken asked for Bridget Klubien's Business Proposal time to be changed to 7.35.

Paul welcomed Renae Liao Marsden to the meeting.

2. **Monitoring**

Curriculum Area Presentation: Languages (Renae Liao Marsden)

- Renae talked to her tabled report.
- She then thanked the board for the opportunity of study leave that she took in 2008.
- The Languages Department has recently seen the arrival of Cecile Bourgeois, a new French Teacher. Due to staff changes the junior classes have been a bit unsettled.
- Renae talked to students' academic learning in 2008 and 2009 with Ken acknowledging the senior students' achievements.
- A language lab (computer suite) specifically for language use to promote learning would be of great benefit.

Paul Edmond thanked Renae for her presentation.

6.25: Taima Campbell arrived.

3. **Strategic Decisions**

Discipline Meeting Outcomes (Paul Edmond)

- Paul referred to the minutes of the recent Discipline Meeting and asked if the board was happy with what was reported in those minutes and was there a need to talk further.
- Tracey asked if the word general could be taken out of 1.2 Conflict of Interest. This was agreed to. **(Task 1 – Paul Edmond)**
- Ken asked if the board accepted the minutes as read and was there a need to draw up guidelines. He was happy to do this. Robin said guidelines would be good and he would do this. **(Task 2 – Robin Arthur)**
- Tracey would like to see one discipline per night if it was going to be a long one.
- Ken has two meetings tomorrow. One meeting is with the local community constable and one with Bruce Ritchie, Principal of Massey High, with regard to the Kick It Programme. He will report back to the next meeting the outcome of both meetings and the philosophy behind the programme. **(Task 3 – Ken Havill)**

Property Committee Secondment (Tracey Watkinson)

- Tracey said she has been approached by Rau Hoskins, a Rumaki parent, who is interested in being co-opted onto the Property Committee. This matter was discussed.

Tracey moved that the board approve the co-option of Rau Hoskins onto the Property Committee.

Tracey Watkinson/Paul Edmond

carried

4. Monitoring (resumed)

Finance

Paul Edmond asked for version 2 of the unqualified audit report of the 2008 school accounts to be adopted.

Paul Edmond/Ken Havill

carried

Enrolment

- Ken tabled the 1st of July return.
- Ken tabled his comparison with 1st March return.
- Ken reported that Ruth Roberts has enrolled 110 students to date for the 2010 year. This is a pleasing result.

Promotional Leaflet Circulation

- Robin Arthur reported that an area of in zone house did not receive the promotional pamphlet recently distributed by N Z Post on behalf of Critical Mass. Ken said he was investigating with Critical Mass why this was.
- Feedback on pamphlet has been positive.

Network Information

- Robin tabled Ministry 2005 breakdown information of students living within zone who go to schools outside their home zone. He would like similar up-to-date information from the Ministry. Ruth to be asked to see if she can access this. **(Task 4 – Ruth Roberts)**

7.15: Break

7.35: Kaukura Tepaki left.

5. Strategic Discussions (resumed)

Community Education Programme Business Proposal (Bridget Klubien)

- Bridget talked to her tabled proposal.
- In light of the proposed cuts in Community Education funding, Bridget put forward a proposal to run Community Education as a private business.
- She asked if WSC could keep costs to a minimum. Discussion ensued.
- Tracey was concerned that minimum costs did cover actual costs.
- This proposal was referred to the Finance Committee.

Robin Arthur asked that the board delegate authority to the Finance Committee to make a final decision.

Robin Arthur/Tracey Watkinson

carried

- Bridget asked if there was any objection to a public meeting being held at WSC with regard to the government cuts in Community Education. There was none.

6. Monitoring (resumed)

Discipline (Ken)

- Ken reported that there had been 6 suspensions since the last board meeting.
- Ken also reported that he had received judicial review papers with regard to an expulsion that had occurred last week.
- It was agreed that the judicial review papers would be distributed to those members of the Discipline Committee that had served on the Discipline Committee in question and to take advice from our lawyer on how to distribute the papers to the rest of the board.

7. Identify Agenda Items for Next Meeting

- Board succession.
- In light of Robyn Curry's resignation, how to proceed with election / co-option.

- Draft Partnership / ToW Policy.

8. Administration

Confirmation of Minutes

Paul asked for the minutes of the previous meeting to be accepted.

Paul Edmond / David Peirse carried

- Ken is taking the draft Partnership / ToW Policy to tomorrow's staff meeting and will report back to the board. **(Task 5 – Ken Havill)**
- Ken reported that all appraisals had been completed.
- A check on compliance with regard to International Students has been carried out successfully.

Correspondence

8.30: Taima Campbell left.

- Robin questioned No.1 From MoE – Application to direct board to enroll. Was it the Principal or the Board who made this decision?
- Historically Ken has made this decision and was happy for the board to look at his replies. The procedure to be clarified. **(Task 6 – Ken Havill)**

Approval of Written Reports

Paul asked that all written reports i.e. Languages, Principal's, Property, Community Education Business Proposal, Discipline Meeting Minutes, TAPAC June and July Meeting Minutes, PAG June and July Meeting Minutes, Correspondence, Finance Meeting Minutes and June Financial Statement be accepted.

Paul Edmond/ Marianne Wilson carried

Next PAG meeting: 1st September (Paul Edmond)

Next BOT meeting: 21st September 2009

Next Facilitator: Marianne Wilson

Meeting finished: 8.50pm

Task List

Task No.	Task	Responsibility	Time Frame
1.	The word general to be taken out of Discipline Meeting minutes under 1.2 Conflict of Interest.	Paul	asap
2.	Guidelines to be drawn up from Discipline Meeting minutes.	Robin	asap
3	Outcome of meeting with community constable and Bruce Ritchie.	Ken	Next board meeting
4.	Up to date information on students attending schools outside WSC home zone.	Ruth	Next board meeting
5.	Draft partnership agreement and ToW Policy to be taken to staff meeting and reported back to the board.	Ken	Next board meeting
6.	Procedure to be clarified with regard to who makes the decision to enroll / not enroll a student referred by the Ministry.	Ken	Next board meeting