

**Western Springs College Board of Trustees Meeting
held at 6pm, 2nd November, 2009, in the Meeting Room**

1. Present / Apologies

Present: Paul Edmond, Ken Havill, Robin Arthur, Trevor Crosby, Sophie Blazey, Heather Dikstaal, Marianne Wilson, Taima Campbell, Alice Heather, Tracey Watkinson, Kent Dadson.

Apologies: Kaukura Tepaki, David Peirse.

Minutes: Christine Goodes.

Facilitator: Trevor Crosby

Declaration of Interests: Nil

Trevor talked to Kent Dadson's selection onto the Board of Trustees.

Robin Arthur asked that the board appoint Kent Dadson as the trustee to fill the vacancy which existed for the remainder of this board's term.

Robin Arthur / Trevor Crosby carried

Kent was then welcomed to the board meeting. Kent introduced himself and the board in turn introduced themselves.

Christine was asked to forward profiles on board members to Kent. *(task 1)*.

1. Monitoring

Curriculum Area Presentation: Social Studies (Heather Dikstaal)

- Heather talked to her tabled report.
- The movement of staff in this department over the past 2 years has made it quite difficult to get any feeling of stability.
- Results on the whole for Year 9 were higher than predicted for Excellence but so were the Nearly and Not Achieved rates.
- Results for Year 10 were higher than predicted for Excellence and the Nearly and Not Achieved combined rates were lower.
- In light of the new curriculum the department has taken the opportunity to review its programme.

Trevor thanked Heather for her report.

2. Strategic Decisions

- There was discussion on the proposal for staggered elections. It was concluded that a note to parents with regard to changing to, or not to, a staggered election process be sent out in a mailout scheduled for the end of this week. Notice also to be placed on website and provide for circulation to MMS and Rumaki whanau email lists. *(Task 2)*

Robin Arthur proposed that a decision re staggered elections be deferred to the December meeting to allow time for further notice to be sent to parents explaining all about the process.

Robin Arthur / Trevor Crosby

carried

- At the end of the present board members' term, Paul Edmond expected that each committee member will write up a port folio for the incoming board member connected with that committee. **(Task 3)**
- Alice and Marianne will work on an induction manual. **(Task 4)**

3. Strategic Discussion

6.50pm: Linda Dillon arrived at the meeting.

- Trevor outlined the proceedings in relation to a recent Judicial Review.
- Ken talked to his confidential report.
- Linda spoke to a few points.
- Trevor said it is important for us to share our experience with other schools.
- The Ministry letter in regard to notifying parents of a stand down needs to mirror the suspension letter. This to be attended to. **(Task 5)**
- The trustees then looked at Robin Arthur's tabled Draft # 2 Discipline Committee Guidelines.

7.35: Break

8.00: Meeting resumed

Strategic Discussion continued

- Ken Havill talked to his tabled Judicial Review report on changed management operational guidelines in regard to discipline matters. Action one and two are clear and the third action is still being worked on.
- Discussion then took place in relation to Discipline Committee Guidelines (Robin's draft # 2). Robin took the guidelines from the minutes of a recent Special Discipline meeting and added new words in italics.
- Ken mentioned that we should distinguish between gross misconduct / continual disobedience.
- Tracey questioned where the suspension meetings are to be held? Tracey wanted included at number 5. 'to be held at the school in any school facility, not in the principal's office'.

Robin asked for the amended discipline guidelines to be adopted.

Robin / Alice

carried

These guidelines to go into Operational Guidelines in the policy manual and to be attached to the procedures of the Behavior Management Policy. **(Task 6)**

8.20pm: Trevor asked that the board go into committee to protect the privacy of individuals.

Trevor Crosby / Robin Arthur

carried

8.40pm: The business being concluded Trevor asked the board to go out of committee.

Trevor Crosby / Robin Arthur

carried

- Ken to report to the December meeting of any further communications in relation to in committee discussions. (*Task 7*)

8.45pm: Taima Campbell left the meeting.

4. Monitoring

Finances

- Trevor advised that finances are on track compared with 2008.
- Budget proposals for 2010 were coming in.

Trevor asked for the August, September and October Financial Statements and the September and October Finance Meeting minutes to be accepted.

Trevor Crosby / Tracey Watkinson carried

Discipline

- Ken talked to the two discipline meetings since the last board meeting.

5. Identifying Agenda Items for next meeting

- Resolution for disposal of Student / Finance records older than seven years.
- Draft Budget.
- Election decision.

6. Administration

Confirmation of Minutes from previous meeting

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

Marianne Wilson / Alice Heather carried

Correspondence

- Ken reported that the Ministry does not have a database of where year 8 students enroll for their secondary education.
- Robin would like an arrangement made with local Intermediate schools for information on where their year 8 students enroll. (*Task 8*)
- Robin talked about St Peter's College applying for 130 more places. This could be potentially damaging for us.

Tracey asked for the correspondence list to be accepted.

Tracey Watkinson / Alice Heather carried

Trevor asked for approval of all written reports to be accepted.

Tracey Watkinson / Marianne Wilson carried

Meeting Closure

- Prizegiving on 6th November at 10.30am

- PAG final meeting on 27th November – Tracey to attend.
- Facilitator at next meeting – David Peirse

Meeting finished: 9.10pm

Next meeting: 7th December 2009 at 6pm.

Task List

Task No.	Task	Responsibility	Time Frame
1	Each board member to write a profile on themselves to be forwarded to Kent Dadson.	Christine	December Board meeting
2	Note to be sent to parents regarding proposal for staggered elections.	Christine	ASAP
3	Outgoing board to write up a portfolio for the incoming board member connected with that committee.	Committee Board Members	By next election May 2010
4	Induction manual to be compiled.	Alice / Marianne	By next election May 2010
5	Ministry stand down letter needs to mirror suspension letter.	Ken	ASAP
6	Discipline Committee Guidelines to go into Operational Guidelines in the policy manual and to be attached to the procedures of the Behavior Management Policy. (<i>Task 6</i>)	Christine	ASAP
7	Report to be given to the December meeting of any further communications in relation to recent in committee discussions.	Ken	December Board meeting
7	Local Intermediate Schools to be approached re destination of Year 8 students.	Ken	2010