

**Western Springs College Board of Trustees Meeting Minutes
held at 6pm 28th June in the Admin Meeting Room**

1. Present / Apologies:

Present: Ken Havill, Nici Green, Trevor Crosby, Alice Heather, Clare Goddard, Gordon Ikin, Sophie Blazey, Te Hira Henderson, Kent Dadson, Tracey Watkinson.

Apologies: David Peirse, Kaukura Tepaki, Margot Young.

Staff Present: Deb Thompson

Visitor: Bridget Klubien (until 6:42 pm)

Minutes: Christine Goodes

Facilitator: Alice Heather

2. Declaration of Interests: Nil

3. Curriculum Area Presentation: Media – Deb Thompson

- Alice welcomed Deb to the meeting.
- Deb talked to her tabled report and presented a power-point visual.
- Objectives for 2009 in the areas of curriculum delivery and student achievement were all achieved with different levels of good success.
- Planned interventions for 2010 included running a Maori and Pasifika PD programme and already results have identified strategies that have been shown to increase success with Maori and Pasifika students. These are now being implemented.
- In Yr 11 Media Studies work has begun on the new achievement based course to be implemented in 2011 (Achievement Standards at Level 1 are being introduced for the first time).
- Work is in progress in junior Media Studies to align studies with the NZC and the new Media Studies Teaching and Learning guidelines.
- A barrier to success is the clunkiness of the intranet system used at WSC compared with public Wikis.
- In the future, Deb would like the chance to run a Film and TV Production course, or Radio Production course based around current Achievement Standards. Further development of a studio space would mean any number of studio based products could be developed.
- The department feels extraordinarily well-supported by the Principal and the BOT in the Media Studies Department.
- Alice thanked Deb for her presentation.

4. Strategic Decisions:

Leisuretime Learning Ltd – Adult Community Education Programme – Bridget Klubien

- Bridget talked to her tabled report.
- She asked the board to consider giving her another 2-3 years to build up courses. Bridget now receives no government funding.
- The competition from surrounding schools still receiving government funding has led to a more competitive environment than expected.
- Bridget had hoped to pay the school \$10 per hour for classroom hire from 2011. This is not going to be possible. She was hopeful the Board will continue to hire her the rooms at \$5 per hour in 2011.
- Discussion continued with Bridget then she left the meeting at 6.42pm. The board continued the discussion.
- Tracey talked about another company which hires our rooms for a higher hourly rate.
- Ken talked to the motion on the tabled motion. The motion being, "That the board continues to sponsor Leisuretime Learning Ltd as proposed in its term 2 board report in order to ensure the ongoing delivery of a community education programme based at WSC".
- He talked about the philosophy of the school and the community having its own community education programme. There was an understanding that we would support this until at least mid 2011
- The questions were asked. "Are we covered by insurance?" "Does Bridget have Public Liability?" "Do we have an agreement?"
- It was agreed to conduct an investigation into these matters including all facility hirers and bring the resolution back to the next board meeting. **(task 1 Ken/Tracey)**

Newsletters – Gordon Ikin

- Gordon talked to the PAG's biggest issue – the delivery of newsletters and the sharing of information.
- They would like newsletters delivered faster via email, and better use of digital technology.
- Ken said the newsletter was on the website but other board members said this does not work from a parental point of view. They needed an email alert when the newsletter was published.
- Information sharing via email was the way to go and Alice said she remembered from a previous meeting that this work was going to be resourced.
- In her absence, Margot asked if PAG might be asked to provide/coordinate the resources to get all the email addresses entered/updated.
- People without internet access should be posted a newsletter and where there was a split family, the facility made to send two newsletters, one to each parent.
- Ken said that over the past two years all emails collected at enrolment time have been entered into the database, but seniors still have to be collected.
- Gordon said that a mail box on the website could be a way of collecting these.

- The database could be split into years i.e. Yr 9, Yr 10, Yr 11, Yr 12 & Yr 13.
- A concern was raised about the amount of time this would take and the ongoing amount of time it would take to keep the database up to date.
- We need to tap into the potential resources that our parents might be able to offer.
- The newsletter also needed to be revamped.
- A timeframe was arranged for an update on progress to be reported at the next board meeting and for the new system to be set up within two newsletters. **(task 2 – Ken Havill)**

That systems are urgently put in place to enable all parents/caregivers who wish to receive the school newsletters by email to have this option available to them if they choose.

Gordon Ikin / Clare Goddard

Carried

Review of Board of Trustees Elections

- Gordon talked to this.
- He was concerned that there was no mention of a candidates' meeting earlier in the process.
- Should it go to election, the date and time of a candidate's meeting should have been in the initial election pack mailout. Also, the time set for the candidates' meeting proved not to be a good time. A time later in the evening was suggested.
- Trevor tabled statistics from other schools' elections. In spite of the low turnout to the meeting, Western Springs College had the highest voter response for the main state secondary schools in our general area.

That a process be written up explaining the role of the Board, the Secretary, the Returning Officer. When this process is written up, people should be informed of their role and their responsibilities.

Gordon Ikin / Tracey Watkinson

carried

- The check list steps for the Returning Officer should be peer reviewed. Trevor to do a draft and bring back to the next board meeting **(task 3 – Trevor Crosby)**

That a review of how the school conducts board elections be undertaken with some urgency so that information provided to parents/caregivers can be dramatically improved prior to the holding of the next board election.

Gordon Ikin / Clare Goddard

carried

Audited 2009 Accounts

- Trevor talked to the tabled Consolidated and WSC audited 2009 accounts.
- He pointed out an operating surplus of \$77,392 for 2009.
- Christine to reissue page 21 without the handwriting on it. **(task 4 Christine Goodes)**
- Clare congratulated the staff on the audit.
- Ken acknowledged Trevor's support with the accounts.

That the board accepts the unqualified audited 2009 financial reports (WSC and Consolidated) and that the board receives the letter from the auditors.

Trevor Crosby / Clare Goddard

carried

Credit Cards – Trevor Crosby

- In her absence, Margot asked for all credit card spending to be within approved budget limits.

That the school credit card limits be set as \$10,000 for the principal, \$5,000 for the associate principal and \$7,500 for the international students director in line with other secondary schools.

Trevor Crosby / Nici Green

carried

7.35: Break

5. Strategic Discussion – Ken Havill

Kick It Programme

- Ken talked to the drug testing data and Student Reflections into Alcohol and Drug use.
- Trevor mentioned that he had updated the drug information pamphlet that goes out to parents.
- Discussion continued on what happens in the future to the information collected and given to Police and should we go ahead with the Kick It programme? How do we manage it?
- It was decided to go ahead with a trial period and a review in two years.

That the board endorse the proposal for a joint WSC and the NZ Policy drug prevention programme for two years after which there will be a review.

Ken Havill / Trevor

carried

6. Identifying Agenda Items for Next Meeting

- **ERO Review:** There will be two meetings scheduled with the board during ERO visit. It was not mandatory that all trustees attend.
- **Health & Safety:** Gordon said we don't meet requirements. He talked to page 4 of a power-point presentation presented by the ERO team in May 2010 – 'How well does this school provide a safe environment and comply with legislation'? Our policy needs to be updated. He would like to see Health and Safety statistics at every board meeting. Ken said he receives a monthly report. Gordon would like us to enlist outside help for an audit. Ken will contact a suitable person and report back to next board meeting. **(task 5 – Ken Havill)**
- **10YPP:** Final report from Brett Archer due this Wednesday.

- **Newsletter:** Update on resolution.
- **Fundraising:** Suggested projects - Landscaping, Sports Centre. Ken to find out if there is any flexibility with potential new Gym. To report back to board next meeting. **(task 6 – Ken Havill)**

7. Administration

In her absence, Margot asked for the May minutes, page 4 under Administration, bullet point 2 to read. “Clare Goddard asked for a year to date budget column on the summary page of the financial statement.”

Trevor asked for minutes of the last meeting to be approved.

Trevor Crosby / Kent Dadson carried

Trevor asked for the correspondence to be accepted. carried

Trevor Crosby / Alice Heather

Ken tabled his Principal’s Annual Report 2009 saying this would be put on the website.

Trevor asked for all the written reports to be accepted i.e. Media Studies report , Principal’s report, Principal’s Annual 2009 report, April and May Financial Statement, April finance minutes, Adult Community Education Programme, PAG and TAPAC Minutes.

Trevor Crosby / Tracey Watkinson carried

Tracey talked to the very successful Careers Evening held for Maori and PI students. A suggestion was made that the school hold a similar evening for students.

PAG holding a film evening this Wednesday

Po Fiafia to be held Thursday 1st July at 6pm. Board members are invited

Next meeting: 9th August, 2010

Facilitator next meeting: Gordon Ikin

Meeting finished: 8.50