

**Western Springs College Board of Trustees Meeting Minutes
held at 6pm 9th August 2010 in the Admin Meeting Room**

1. Present / Apologies:

Present: Ken Havill, Nici Green, Trevor Crosby, Alice Heather, Gordon Ikin, Sophie Blazey, Te Hira Henderson, Kent Dadson, Tracey Watkinson, Kaukura Tepaki, David Peirse, Margot Young.

Apologies: Clare Goddard, Margot Young (for lateness)

Staff Present: Helen Thorpe, Allayne Ferguson (until 6.15pm)

Minutes: Christine Goodes

Facilitator: Gordon Ikin

2. Declaration of Interests: Nil

3. Strategic Discussion

Presentation by Allayne Fergusson, PPTA Representative

- Gordon welcomed Allayne Ferguson to the meeting.
- Allayne informed the meeting of the PPTA negotiations with the Ministry of Education over the secondary teachers' collective agreement, and stated that there would be a paid union meeting later in the month.
- The PPTA has four broad sets of issues they wanted the government to consider which have strong membership backing. They are: Making sure schools can hire well qualified teachers by ensuring that wages stay competitive; having fair and nationally consistent employment conditions; provision of good professional support for teachers, and; enhancing learning and teaching conditions.
- Gordon thanked Allayne for her presentation to the board.

4. Monitoring

Curriculum Area Presentation: Learning Centre – Helen Thorpe

- Gordon welcomed Helen to the meeting.
- Helen started by saying that the Learning Centre provided a service to all students. There were no exclusions. Some 383 students used the centre in 2009.
- Their work encompasses a growing range of things from the generalised to the specific.
- They did not see themselves as providing a quick fix to a student's learning problems.
- An overview of the Learning Centre Programmes includes individual and group interventions, numeracy, literacy, peer mentoring, asTTle, students with specific learning differences, gifted

and talented, after school homework and supported study sessions, casual users, students on reduced programmes, correspondence and Year 8 transition.

- In an ideal world Helen would like a working space that was connected with the library and special needs.
- In order for the Learning Centre to grow, they would benefit from an expansion of their facilities and more staff. At times there is enormous pressure on the space and a high demand for access to their small pod of computers (5 additional computers suggested).
- Gordon thanked Helen for attending the meeting.

6.40: Tracey Watkinson arrived at the meeting.

5. Strategic Discussion

ERO Review: Report of Board Chairperson and Principal of Meeting with Review Team Leader (5/8)

- Ken talked to the tabled ERO Review Paper.
- ERO appeared to be putting great importance on self-review.
- The key question will be - How effectively does this school's curriculum promote student learning: engagement, progress and achievement?
- The key foci were the self-review processes and information, student achievement information, literacy and numeracy, success for Maori and Pacific students and the quality of education for international students.
- Ken presented the board with the timeline for the visit. The Review commences on 6th September. There will be a meeting on this day at 12.30 for one hour for those of the Board who can make it. On the 13th of September ERO will give an oral report to the Board. This will be held in the WSC meeting room, 5 –6pm.
- ERO wanted to talk to a group of Year 9 and 10 students and a group of Year 11 to 13 students.
- ERO would also like to attend a staff meeting to talk to teachers and meet a forum of HODs.
- The SMT will meet with ERO one hour before the meeting on 13th of September with the Board of Trustees.
- Tracey asked when will ERO meet with the whanau. **Task 1: Ken to check this out and report back to Tracey.**

That the Board receives the report of the board chairperson and the principal.

Ken Havill / Trevor Crosby

carried

Board Elections: Role Specifications

- Trevor went through his tabled draft Board Elections: Role Specifications paper.
- Tracey asked about co-opted trustees (Maori and Pacific Island). When do they start the process for this? Trevor to add to draft under number 4, so they fit into the timeline. **Task 2: Trevor**

That the Board endorses the roles of the board chairperson, board secretary and returning office as proposed.

Trevor Crosby / Ken Havill

carried

6. Strategic Decisions

Student Board Rep Election

- With the student representative election being on 17th September, Sophie Blazey will only attend one more meeting.
- She suggested having a meeting with interested parties and addressing an assembly.

That Christine Goodes be appointed as the returning officer for the student trustee election.

Ken Havill / Sophie Blazey

carried

7.20: Break – Margot Young arrived at the meeting

Community Education

- Ken referred to his principal's report, second bullet point under property.
- He has taken advice from our liability insurer who advised that it was essential that a business like Leisuretime Learning Ltd take liability insurance.
- Discussion ensued around this topic.
- Gordon Ikin asked why we have our insurance with two different companies.
- Ken to check out future possible amalgamation of our two insurance policies under one company. **Task 3: Ken**

It was moved that if the hirer was a retail business it must have liability insurance. If the hirer was a small community group it was not required.

Gordon Ikin / Trevor Crosby

carried

- Discussion continued around Leisuretime Learning Ltd.
- Ken supported the request for a continuation of support.

That the board continues to sponsor Leisuretime Learning until the end of 2011 with a review to be completed by 31st July, in order to ensure the ongoing delivery of a community education programme based at WSC.

Gordon Ikin / Ken Havill

carried

8.10: Kaukura left the meeting.

7. Monitoring

Finance

- Trevor talked to the tabled EdTech Budgeted Statement of Financial Position.
- The budgeted working capital shows an increase in the deficit as it did in 2009, but the actual outcome in 2009 was an improvement in working capital. Clare discussed the whole report with EdTEch in the previous week, and was satisfied that the budgeted statement could be accepted by the board.
- Margot queried the current provision for depreciation being lower than it should be in the budgeted statement. Trevor stated that the depreciation currently showing in monthly statements was based on EdTech advice provided as part of the budgeting process. Subsequently a Ministry Furniture & Equipment grant was received and assets purchased which increased depreciation. [Additional note: more significantly, during the 2009 audit the leases on photocopiers were reclassified by the auditors from operating leases to finance leases, which meant that depreciation needed to be charged in the accounts, as in effect the auditors considered the school was purchasing the photocopiers as capital assets although this is not the case. The total cost of leases to the school of the photocopies remains fully covered in the budget].

That the Board accepts the 2010 Budgeted Statement of Financial Position.

Trevor Crosby / Ken Havill

carried

Discipline

- Ken gave an oral report.
- Since the last meeting there has been one exclusion, three extended suspensions and one reinstated student was meeting the requirements of his reinstatement.

That the principal's oral discipline report be received.

Ken Havill / David Peirse

carried

8.36: Ken asked the meeting to go into committee to protect the privacy of individuals.

8.41: The business being concluded satisfactorily, Ken asked that the meeting go out of committee.

8. Identify Agenda Items for Next Meeting

- ERO update

- Proposed new classrooms
- Confirm new Deputy Principal

9. Administration

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

Gordon Ikin / Alice Heather

carried

- Gordon asked about our backup system. **This question came about because of the note in the Finance minutes, about taking photographs of assets and then backing the files up.** Ruth to be asked to report on this. **Task 4: Ruth**
- An update on newsletter links commenced. Gordon said parents wanted an electronic newsletter. Ken went through the various steps that have been taken to collect caregiver emails.
- Gordon said parents want the facility created to provide both parents, living at different addresses, to be sent reports and caregiver information.
- Ken was given information about an on-line software package called School Links which successfully managed the giving of information to parents.
- Ken tabled Property minutes.
- Alice asked who was on the Policy Committee – Ken, David and Alice. A meeting is to be convened. Christine to convene. **Task 5: Christine**

Trevor asked for the correspondence to be accepted.

Trevor Crosby / Tracey Watkinson

carried

Trevor asked for all written reports to be accepted i.e. PPTA & Learning Centre reports, Principal's Report, June Financial Statement Finance (June & July), Property, PAG and TAPAC minutes to be accepted.

Trevor Crosby / Nici Green.

Carried

Next meeting: 20th September to be held in the Marae
Facilitator next meeting: Tracey Watkinson
Board Rep to go to next PAG Meeting: Gordon Ikin
Meeting finished: 8.55pm