

**Western Springs College Board of Trustees Meeting
held 6pm, 6th December, 2010 in the Admin Meeting Room**

Present: Kaukura Tepaki, Trevor Crosby, Nicola Green, Linda Palavi, Clare Goddard, Gordon Ikin, Kent Dadson, David Peirse, Tracey Watkinson, Te Hira Henderson.

Apologies: Alice Heather

Staff present: Ruth Roberts

Minutes: Anne Millan

Declaration of Interests: Nil

Strategic Discussion:

- ICT – Ruth outlined ICT infrastructure requirements and upgrades now required to ensure the school has an appropriate and efficient ICT set-up. Upgrades starting this month (\$3,000, within current year's IT budget). Next priority is to install a high speed wireless network. Exploring now android/ipad products with the view to purchasing 3 or 4 class sets (26 per set) so classes can do online research without the need to book and go to a computer room. 14 computers need to be purchased for Media. B8 needs new computers. January mailout to parents containing the course fees and donation form should have an additional line with a suggested ICT donation. Ruth to prepare a paper for the February board meeting with further details and a timeline for ICT requirements.
- Feb 2011 – Ruth suggested that the computers in the Library be set-up for 2 hours on a Sunday afternoon to let parents see student portfolios.
- The Board suggested that a Project Manager be appointed to run this major upgrade, as there were many parts likely to be done by a variety of suppliers – Ruth suggested Edtech because of their experience with the educational environment.
- No computer use Friday 17th December to allow first stage of system upgrade.

That a Board Fundraising Committee be formed to develop strategies for generating locally raised funds in order to resource WSC's ICT Development plan.

Ken Havill / Kent Dadson

Carried

- Fundraising committee to comprise of Gordon, Trevor and Tracey.

Strategic Decision:

Curriculum & Professional Development Structure 2011

- Shaun's tabled Summary of Survey Results from how Departments used the NZ Curriculum time in 2010 was discussed.

That the late start on Tuesday morning structure be retained for 2011

Kent Dadson / Clare Goddard

Carried

- Letter to be sent home to parents to inform them of the continuation of late starts in 2011.
(Task 1 Ken)

Policy:

That the Board ratify the Principal's Appraisal policy.

Alice Heather / Margo Young

Carried

- Schedule of policies to be reviewed to be sent to BOT **(Task 2 Christine)**

That the Board ratify the Curriculum policy

Alice Heather / Trevor Crosby

Carried

Budget:

That the curriculum budget-holders be authorised to spend up to 30% of their approved 2010 budget during the interim period until final approval of the 2011 budget at the February board meeting.

Trevor Crosby / Ken Havill

Carried

Discipline:

- Trevor gave a verbal report on the Special Discipline meeting recently held with trustees, senior managers, and counseling staff.
- New boards in the future should have a similar meeting soon after taking office and before sitting on any discipline committee hearings.
- Ken talked to stand downs and exclusions/ expulsion since his last report.

Identify Agenda Items for Next Meeting:

- Budget
- Fundraising committee
- ICT update
- School donation report
- Annual Plan
- Revised Strategic Plan
- Report on Hui (Tracey)
- Property report

Suggested meetings for 2011 (Mondays, starting 6 p.m.)

21/02/2011

28/03/2011

16/05/2011

04/07/2011

08/08/2011

19/09/2011 last meeting for 18-month trustees and student trustees

31/10/2011 first meeting for new trustees

05/12/2011

Administration:

Change wording in November's minutes on 2nd page under Playing Field Tender to 'Contract unable to be let due to MOE freezing funds'. **Task 3 – Ken has not seen letter (Ken).**

That the minutes of the last meeting be approved with the above addition.

Gordon Ikin / Kaukura Tepaki Carried

Correspondence:

That the Correspondence be accepted as read.

Trevor Crosby / Margot Young Carried

That all written reports be accepted (Principal's report, Finance minutes, Finance statement for October, PAG, Policy and TAPAC Minutes and Summary of Survey Results from how Departments used the NZC time in 2010).

Tracey Watkinson / David Peirse Carried

Margot noted that in the TAPAC report that grants can't be treated as an asset as stated.

Next Meeting: 21st February, 2011

Next Meeting Facilitator: Trevor Crosby

Meeting Closed: 7.40pm