

**Western Springs College Board of Trustees Meeting
held in the Waiora Meeting Room at 6pm on Monday 5th December 2011**

Present: Clare Goddard, Ka’u Tepaki, Ken Havill, Gilbert Wong, John Davy, Rick Leaf, Trevor Crosby, Gordon Ikin, Simon Penlington, Alice Heather, Hannah Clarke, Bryony West.

Apologies: Kent Dadson

Staff Present: Ivan Davis.

Facilitator: Gordon Ikin.

Ken Havill to be excused for 10 minutes at 7pm so he can address the Orientation Evening.

Declaration of Interests: Nil

To be added to Agenda:

- Budget spending resolution.
- Alice to talk about the intranet.

Election of Chairperson:

Gordon Ikin has been the interim Chairperson until this meeting.

Ken called for nominations for Board Chairperson.

Clare nominated Gordon Ikin. Simon seconded.

There being no further nominations Gordon Ikin was duly elected until the beginning of the next board meeting in term 1, 2012. carried

Co-option of trustees:

- Trevor Crosby has accepted to be co-opted on to the board.
- David Peirse will help out when needed.

Gordon Ikin asked for Trevor Crosby to be co-opted until the 2013 election.

Gordon Ikin / Gilbert Wong carried

Clare asked that David Peirse be co-opted to the Discipline Committee for a short time and possibly the Policy Committee in an as needed capacity until the end of 2012.

Clare Goddard / Ka’u Tepaki carried

Gordon asked for James Watkinson to be co-opted as a Rumaki Representative to replace Tracey Watkinson until the 2013 election.

Gordon Ikin / Rick Leaf

carried

Mid Term Elections:

- Gordon commented that it was a good contested election.
- There was a lack of engagement from the parent community. A suggestion to maybe change the format differently i.e. wine and cheese. An email should have gone out on the day to remind parents that the Meet and Greet was on. This to be put in place. **Task 1: Anne / Christine**
- Clare would like to see voting electronically. Trevor said this was not possible at this stage.
- Returning Officer to be asked about what different types of invalid returns there were. **Task 2: Anne / Christine**

Strategic Decision:

Trust Deed

- Ken reported that we are indebted to Shane Kilian and John McBride for their hard work on this.
- Simon asked question about points in the trust deed and Gordon noted typos.
- Gordon and Ken answered Simon's questions.
- Gordon noted down amendments and will supply Christine with a copy to make the changes. **Task 3: Christine**

Ken asked that the WSC Development Trust deed with amendments be adopted.

Ken Havill / Simon Penlington

carried

- Thanks in the form of a bottle of wine to be sent to Shane Kilian and John McBride for their hard work. **Task 4: Christine**

Sports Budget

- Clare talked to the tabled discussion paper.
- The group has met and has decided that Sports needs more resourcing.
- Ken has proposed raising the sports donation. Discussion ensued around this donation.
- Ken is to specify for the board spending on cultural activities for 2011 from this year's budget. **Task 5: Ken**
- Ken to write a letter to the school community explaining exactly where the monies goes and how it is spent. **Task 6: Ken**
- What the donation means needs to be transparent.
- The suggestion of an extra full time sports position to be looked at more closely.
- Equipment reserves need to be built up.

Clare Goddard moved that the WSC sports and cultural contribution be increased from \$75 to \$120 from the beginning of 2012.

Clare Goddard / Gordon Ikin

carried

Ken left to speak to the Orientation meeting.

Monitoring:

Property Development Update

- Gordon Ikin spoke to this.
- Ministry has listed 3 consortia for the master planning.
- The school has put together its own brief and Christine to check that the three consortia have this brief. **Task 7: Christine**
- Ken to approach the Ministry and ask if the college as well as the ministry is the contracting party with the consortium. **Task: 8 Ken**
- The Ministry wants Ken to ask board if they would allow Pt Cehevalier Kindergarten to be housed on our site. Discussion ensued.
- The board has some reservations and asked Ken to go back to Ministry and ask what does the kindergarten parent body think about this suggestion. Response at next meeting. **Task 9: Ken**

That the Board property Committee Report be received.

Gordon Ikin / Clare Goddard

carried

Strategic Decision

Tuesday Timetable

- Ken spoke to his comprehensive report.
- The staff were split 50-50 on retaining the current late start for students.
- Hannah said the student body preferred the early Tuesday start time. Parents don't like the late Tuesday start. Discussion ensued.
- Clare suggested multiple communications to parents re Tuesday starts next year. Email to go out to our email parent database the day before the first revised Tuesday start. **Task 10: Christine**

Ken proposed that the Board endorse the senior managers' recommendation that late starts on Tuesdays be terminated and replaced by early finishes.

Ken Havill / Simon Penlington

carried

- Feedback to be reported back to the next board meeting on 20th February 2012. **Task 11: Ken**

Board Meetings 2012

20th February

26th March

7th May

25th June

30th July

17th September

29th October

3rd December

Identify Agenda Items for Next Meeting:

Election of Chair

Adopt Strategic Plan and Annual Plan

Budget (draft)

Update on Property matters

Administration:

Gordon Ikin asked that the minutes of the last meeting be approved.

Gordon Ikin / Ka'u Tepaki **carried**

Correspondence

Simon moved that the correspondence be accepted.

Simon Penlington / Gilbert Wong **carried**

Clare said that the wrong financial reports have been sent out so not to approve at this point. The correct ones to be sent out. **Task 12: Christine**

Alice tabled the Policy Review timetable and Hui minutes along with a Self Review Schedule Outline. She briefly talked to these papers.

Gordon asked for all written reports, other than the financials, to be approved.

Alice Heather/ Hannah Clarke **carried**

Ken still to write up Health and Safety minutes. **Task 13: Ken**

Volunteers for board committees

Health and Safety: Simon, Ken

Discipline: Simon, Gilbert, John, Ken, Alice, Ka'u, Rick, Ivan, Trevor (David Peirse for a short while).

Finance: John, Clare, Trevor, Ken.

Property: Ivan, Gordon, Kent, Rau, Paul, Ken, John, James Watkinson, Paul Styles (consultant).

Policy: Simon, Ken, Alice (David if necessary).

Sustainability Panel: Hannah, Gordon, Niki Harre, Thea Kilian, Gordon Ikin, Bryony West.

Personnel: Gilbert, Ka'u, James, Ken (meets as necessary).

TAPAC: Kent, Ken.

Trustees to indicate to Christine any changes. **Task 14: All trustees**

Clare recommended that the new trustees make themselves available to go NZSTA Professional Development when it is offered.

David Peirse to be asked if he will be convener of the Discipline Committee for the next 6 months, then review. **Task 15: Christine**

Clare moved that the curriculum budget holders be authorised to spend up top 30% of their approved 2011 budget during the interim period until final approval of the 2012 budget at the February board meeting.

Clare Goddard / Trevor Crosby **carried**

Rumaki Developments

Rick Leaf would like to convene a whole board meeting to discuss the Rumaki facility in late January / early February. Date to be circulated. **Task 16: Rick Leaf**

Ken to contact Tracey Watkinson to convene a meeting with Te Kawehau Hoskins after the above meeting has taken place. **Task 17: Ken**

Ken confirmed that our registration of teachers is up to date.

Ken to convene a Planning Committee group meeting towards the end of January to look at changes to the Strategic Plan and the draft Annual Plan. Date to be confirmed. **Task 18: Ken**

Alice talked to new member with regard to the intranet and how to log in. She suggested that they read the Discipline Guidelines that are posted there.

Next meeting date: 20th February

Facilitator next meeting: Alice Heather

Meeting closed: 8.15pm

Task List

No.	Task	Responsibility	Time Frame
1.	For BoT elections an email to be sent out on the day to remind parents that the Meet and Greet is on. This to be put in place.	Anne / Christine	When required
2.	Returning Officer to be asked about what different types of invalid returns there	Anne	Next board meeting

	were.		
3.	Changes to trust deed to be made.	Christine	asap
4.	Wine to be sent to Shane Kilian and John McBride for their work on the trust deed.	Christine	asap
5.	Specify spending on cultural activities for 2011 from this year's budget.	Ken	In process
6.	Letter to school community explaining exactly where the sports donation goes and how it is spent.	Ken	In progress
7.	Check that new build interested parties have received the school's brief.	Christine	asap
8.	Is College as well as the Ministry the contracting party with the consortium.	Ken	asap
9.	Ministry to be contacted and asked to find out what the parent body of Pt Chevalier Kindergarten thinks about being on our site.	Ken	asap
10.	Email to go to parents the day before the new Tuesday time starts, and regularly thereafter.	Christine	In progress
11.	Feed back at next meeting on the implementation of the new Tuesday time.	Ken	In progress
12.	The correct financials to be sent out.	Christine	asap
13.	Health and Safety minutes still to be typed up.	Ken	In progress
14.	Changes to committee composition to be reported to Christine.	All board	In progress
15.	David Peirse to be asked to be convener of Discipline Committee for the next 6 months.	Christine	asap
16.	Whole board meeting to be convene to discuss the Rumaki. Date to be circulated.	Rick	In progress
17.	Tracey Watkinson to be contacted re a meeting with Te Kawehau Hoskins.	Ken	In progress

18.	Planning Committee group meeting to be convened. Date to be confirmed.	Ken	In progress
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