

Western Springs College Board of Trustees Meeting held in the Library at 6pm on Monday 20th February, 2012

Present: Gordon Ikin, Kent Dadson, Ken Havill, Rick Leaf, James Watkinson, Bryony West, Hannah Clarke, Clare Goddard, John Davy, Trevor Crosby, Gilbert Wong, Ivan Davis, Simon Penlington, Alice Heather, Christine Goodes (secretary) Peter Murgatroyd (National Library)

Apologies: Ka'u Tepaki

Facilitator: Alice Heather

Declaration of Interests: Nil

James Watkinson was welcomed on to the board.

ITEM	ACTION
<p>Election of Chairperson</p> <ul style="list-style-type: none"> • Alice stepped out of chair – handed over to Ken. • Ken called for nominations for BOT Chair. • Kent Dadson (moved), Trevor Crosby (seconded) Gordon Ikin as BOT Chairperson. <p>No other nominations received, Gordon Ikin duly elected.</p> <p style="text-align: center;">Kent Dadson / Trevor Crosby carried</p>	
<p>Policies</p> <p>Appraisal Policy (draft) and procedural notes.</p> <p>That the draft Appraisal Policy be ratified.</p> <p style="text-align: center;">Ken Havill / Gordon Ikin carried</p> <p>Health & Safety</p> <ul style="list-style-type: none"> • Discussion ensued re a Health and Safety Officer. • Make sure date for review is on policies. <p>Fundraising</p> <ul style="list-style-type: none"> • There was the suggestion of two types of fundraising policy, one for alumni and one for students. • Staff needed to be consulted re conflicts of interests. 	<p>Health & Safety policy to go back to policy committee.</p> <p>Policy to be taken to staff, then to policy committee, and then back to next board meeting for ratification.</p>
<p>School Development: Library</p> <ul style="list-style-type: none"> • Alice Heather introduced Peter Murgatroyd, a colleague of hers from the National Library. • Peter talked to the board with the aid of a power point presentation, a discussion paper having previously been emailed out to board members. 	

<ul style="list-style-type: none"> • Peter talked about the WSC library exemplifying the traditional role of a library but we should be looking at what a 21 century library could offer the school in light of the rebuild. • A future focused library is a place where multi-literacies are developed and promoted through access to print, digital and multimedia collections. • Peter showed pictures of libraries from overseas and New Zealand depicting what our library could look like. • Peter concluded by asking for questions from the board. <p>That a WSC Committee evaluates options for the development of a dynamic, multi-media library which provides 24/7 access to learning resources and support and which is fully integrated into the school's learning environment.</p> <p style="text-align: right;">Alice Heather / Gordon Ikin carried</p> <p>Ken thanked Peter for his presentation.</p>	
<p>7.20 Break</p>	
<p>School Newsletters</p> <ul style="list-style-type: none"> • Gordon stated that he had received feedback from the parent community that the recent school newsletter emailed out more than once was not a good look. • Discussion ensued around peer checking. <p>That school newsletters are peer reviewed internally within the school and only once they have been finalised are they distributed to the school community.</p> <p style="text-align: right;">Gordon Ikin / Hannah Clarke carried</p>	
<p>Strategic Decisions</p> <p>Finance</p> <ul style="list-style-type: none"> • It was decided not to pass the draft budget at this point in time because some changes needed to be made. • With regard to raising the collection rate of donations and fees, Gordon felt that we are not doing enough justice to this issue in our mailout pack. We don't market it enough. Westmere School dedicate one whole page on school donations and what the payment could achieve. Kent agreed that it was not presented well. Clare said Ken had addressed the Sports and Cultural donation in his mailout letter. James said there were some people in financial hardship. Ken said he has addressed these issues for the past few years. Ken suggested that Gilbert and Gordon review mailout before it goes out. Gordon would like to see the mailout repackaged and this to be 	<p>Finance Committee to look at draft budget then back to next board BOT meeting.</p>

<p>completed before the end of term three. Gilbert and Gordon to review mail content before it goes out.</p> <p>That the process for communicating information regarding the payment of school fees to parents/caregivers, and the form that facilitates this process that is included within the parent/caregiver start-of-year information pack, must be approved by the Finance Committee by 30 November for the subsequent calendar year.</p> <p style="text-align: center;">Gordon Ikin / John Davy carried</p> <p>Strategic and Annual Plans</p> <ul style="list-style-type: none"> • Ken reported that a meeting took place last week. • All changes have now been incorporated in the tabled documents. <p>That the Board approve the draft Strategic and Annual Plans.</p> <p style="text-align: center;">Ken Havill / Gordon Ikin carried</p>	<p>Gordon and Gilbert to look at repackaging the mailout.</p>
<p>Identifying Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> • Budget • Property Update 	
<p>Administration</p> <p>Confirmation of Minutes</p> <ul style="list-style-type: none"> • Kent would like his apologies noted. • On page 2 Gordon would like the word Foundation taken out of the phrase 'WSC Development Trust Deed'. • On page 3 the name John should be replaced with 'Simon' Penlington. • On page 4 Property Committee. The name Paul should be taken out and replaced with 'James'. • On page 4 Sustainability Panel. The names Gordon and Bryony to be added to the list. <p>Alice asked for the minutes of the previous minutes with alterations to be accepted.</p> <p style="text-align: center;">Alice Heather / Clare Goddard carried</p> <p>Correspondence</p> <p>Alice Heather asked for the correspondence to be accepted.</p> <p style="text-align: center;">Alice Heather / Trevor Crosby carried</p> <p>Alice asked for all written reports to be taken as read.</p> <p style="text-align: center;">Alice Heather / Gordon Ikin carried</p>	

Wrap-up

Gordon said that trustees should look at some of the courses offered by NZSTA

P I BBQ to be held Wednesday evening , 22nd February.

Maori Mainstream BBQ to be held Wednesday 29th February.

Next meeting to be held 26th March.

Facilitator: John Davy.

Meeting finished 8.45pm
