

Western Springs College Board of Trustees Meeting held in the Music Room at 6pm on Monday 17th September, 2012

Present: Gordon Ikin, Kent Dadson, Ken Havill, James Watkinson, Rick Leaf, Hannah Clarke, Clare Goddard, John Davy, Trevor Crosby, Gilbert Wong, Alice Heather, Rob Coltman, Bryony West, Christine Goodes (Secretary), Joanne Qiao (International Director), Bridget Klubien (Leisuretime Learning Director)

Apologies: Simon Penlington, Kaukura Tepaki.

Facilitator: James Watkinson

Declaration of Interests: Nil

ITEM	ACTION
<p>James welcomed everyone to the meeting. He then introduced Joanne who was presenting on behalf of the International Students' Department.</p> <p>Monitoring:</p> <p>Presentation: International Students' Department – Joanne Qiao</p> <ul style="list-style-type: none"> • Joanne's report covered three main items. Confident operation of the department with or without her presence on site. The employment of quality management to build up a healthy service system for the pastoral care of international students. Sustaining marketing activities as the major investment to promote the school's brand along with developing special projects. • Since Joanne's employment as the Director of International Students there has been three restructuring times. She is now confident with the development of policy/procedures/guidelines that when there is a change of staff the school business will not be negatively affected. • There is never enough time to deal with both administration and pastoral care service so Joanne put forward her proposal for extra staffing hours. • There has been a continuous issue with constantly looking to recruit more quality homestay families. • Joanne finished saying she was still passionate and ambitious five years later about her position. The market is always full of uncertainty and she will never take it for granted that agents will send students to us. She will continue to market aggressively. • Gordon suggested that the international page on the website could be in different languages. • Ken acknowledged Joanne's hard work and dedication, commenting that she had been away overseas from her family twice this year. • James also acknowledged, on behalf of the board, her commitment to her position and thanked her for attending the meeting. 	

<p>Monitoring:</p> <p>Presentation: Community Education (Leisuretime Learning) Bridget Klubien</p> <ul style="list-style-type: none"> • James welcomed Bridget to the meeting. • Bridget projected her new website onto a whiteboard for the board to see and went over her tabled report. • 2011 saw a 33% rise in enrolments compared with 2010 but this has been offset by the \$7,000 needed to setup a new website with the option of accepting credit card payments using the learning source enrolment platform. • Bridget’s term has seen the programme go from a community education government funded entity to her own company, Leisuretime Learning, which works co-operatively with the board to ensure Adult Community Education continues in the school. • Bridget’s current agreement ends in August 2013 • In the next year or so Bridget would like to increase her income and her best option may be full time employment elsewhere. She wished to alert the board to this and talked about the option of a possible sale of Leisuretime Learning or employing someone to run the business. She asked the board for advice. • The board recognised that hosting Community Education has benefits for the school such as enhancing the school’s profile and fostering engagement with the community. The board acknowledges that Community Education has benefits for the local community. The board is open to consideration of an ownership change. Bridget is to bring back a proposal to the board. Rob Coltman to point Bridget in the right direction. • Ken acknowledged the superb work that Bridget does. 	<p>Bridget to bring back a proposal to the board.</p> <p>Rob Coltman to point Bridget in the right direction.</p>
<p>7.20pm: Break</p>	
<p>Strategic Discussion:</p> <p>Master Plan – Gordon Ikin</p> <ul style="list-style-type: none"> • The Board has signed off the masterplan. • Ken has notified the Ministry of acceptance of the masterplan except provision for the Kindy in its present form. • Gordon outlined the meeting with the Ministry held on Friday 14th September saying the meeting was disappointing as it appeared that no further progress had been made. • Ken handed out the minutes of that meeting. • The grounds compound has been stalled. • Ministry said they would go away and do some work on negotiating with MOTAT concerning access of a possible Kindy. • Ken to contact Jeremy Hubbard of MOTAT to have a chat • Ken to send minutes of meeting held with Ministry on 14th September for Ministry endorsement. Also the board would like to know when 	<p>Ken to contact MOTAT and send minutes of meeting to Ministry for</p>

<p>the next meeting with them will be.</p> <p>Resolution: That the Board receive the report from the board Chairperson and the Principal concerning negotiations with the Ministry of Education in relation to master planning outcomes.</p> <p>Gordon Ikin / Ken Havill carried</p>	<p>their endorsement.</p>
<p>Strategic Discussion New School: Communications Plan</p> <ul style="list-style-type: none"> • Gilbert has drafted a communications plan to develop clear and consistent information about the redevelopment of the school. • Part of our website is to be set up for this information gathering and feedback to be sent to a new email address which would be cleared by Gilbert. • PAG is open to financially helping with the setting up of a new website in general. • PAG was talking about redesigning the website. • At its meeting tomorrow night the questions to be asked: What is PAG wanting? How much will PAG contribute? 	
<p>Strategic Decision WSC Charter: Mission Statement & Vision Statement – Ken Havill</p> <ul style="list-style-type: none"> • Ken talked to the tabled statements. <p>Resolution: That the Board ratify the changes to the Charter proposed by the teaching staff.</p> <p>Ken Havill / Bryony West carried</p> <p>8.40pm: Bryony West left the meeting.</p>	
<p>Monitoring Discipline (oral report) Ken</p> <ul style="list-style-type: none"> • Ken reported that there had been two suspensions since the last board meeting. Both students have been reinstated with conditions. One doing well, the other not so well. • Ken gave a brief overview of suspensions and stand downs so far this year. • Gilbert to contact David Peirse with regard to his present position on the board. 	<p>Gilbert to contact David Peirse.</p>

Identifying Agenda Items For Next Meeting

- Website Report
- Masterplan
- Co-governance presentation
- New student report
- 2013 Trustee Triennial Election: Range of Dates.
- EOTC compliance (Trevor).
- The Education Amendment Bill 2012, and the potentially increased onus on Boards alone for student achievement (Gordon).

Administration:**Confirmation of Minutes****Resolution:**

That the minutes of the previous meeting be confirmed.

Ken Havill / Trevor Crosby carried

Trevor commented on Julie's statement in her report to the last board meeting "In 2012 applications have been made to NZQA for 34 students (yrs 11, 12 and 13) for special assessment conditions, we are awaiting approval."

Trevor advised the outcome of applications

"NZQA has declined or altered entitlements to SACs to more students this year than before at many schools. The SENCO at Mt Albert Grammar, for instance, in her experience since 1990 at 3 schools, has never had an application declined before, bar one for a particular SAC. Over the last 10 days I have assisted her and parents in the re-appeals for 4 MAGS students: we have heard the outcome for 3, and they have had the SACs restored as justified in the applications. I have heard that appeals I have assisted have fully restored justified SACs for other students: 1 student at Auckland Grammar, 2 students at Diocesan School for Girls, and 1 at Lynfield College. Other decisions are awaited.

Ken acknowledged Trevor's help for these students.

Correspondence**Resolution:**

Hannah asked for the correspondence to be accepted.

Gordon Ikin / Clare Goddard carried

Resolution:

Hannah asked for the approval of all written reports.

Gordon Ikin / Gilbert Wong carried

James thanked Gordon and Ken for their hard work in relation to the new build.	
Wrap-up: Next meeting: 29 th October, 2012 @ 6pm Facilitator: Kaukura Tepaki / Rick Leaf Meeting closed: 9.00pm	Ratified: 29/10/2012 Signed: