

**Western Springs College Board of Trustees Meeting  
Held in the Library at 6pm on Monday, 22 June, 6pm**

Present:	Jan McCartney, Marlon Drake, Tracey Watkinson, Rob Coltman, Stephen May, Anna Gunn, Rich Naish, Anna Verboeket, Ken Havill, John Loof, Nina Fitzgerald
Others:	Ivan Davis
Minutes:	Melanie Webber
Apologies:	Trevor Crosby, Ka'u Tepaki, Chris Selwyn, Te Kawerau, Christine Goodes
Facilitator:	Marlon Drake
Declaration of Interests:	None

<ul style="list-style-type: none"> <li>● Brief discussion as to what requirement was when co-opted trustees were unable to attend for more than 3 meetings in a row.</li> <li>● It is possible that this is allowable from a rumaki perspective. Tracey will raise this issue.</li> </ul>	Ken to follow up.
<p><b>Strategic Discussion</b> School Redevelopment</p> <ul style="list-style-type: none"> <li>● Rich Naish updated what had happened in the past 5 - 6 weeks since we last met.</li> <li>● RN met with Andre, Colleen &amp; John O'Brian to set up a weekly meeting - Ken, Rob, Anna, James and Rich have been attending these.</li> <li>● These meetings have been productive in moving the project on. Documents received and sent out are: <ul style="list-style-type: none"> <li>○ A letter from Tonkin &amp; Taylor which summarised the geotechnical history of the site.</li> <li>○ The Ministry has presented the original brief and the school brief which was provided, and confirmed that these are what they will be working with once they've moved through the first phase.</li> <li>○ The Ministry has provided the HFC Report that led to the buildings having their lives extended.</li> </ul> </li> <li>● A chronology of the process from the original Brewer Davidson plan through to what has happened has now been created. RN will send this out.</li> <li>● Key factors influencing the new options are the: <ul style="list-style-type: none"> <li>○ Health &amp; Safety Audit</li> <li>○ HFC Report that led to the buildings having their lives extended.</li> <li>○ Work around the staging</li> <li>○ Closer investigation of the existing geotechnical data</li> </ul> </li> <li>● The business case options which are going to cabinet have no drawings with them. They are simply a description in words of a % of new rebuild. This is summarised in the <b>AECOM draft</b> -</li> </ul>	Rich Naish

### **Indicative and preliminary assessment of WSC Business case options.**

- Information has also been drawn together to prepare for the WSC Rebuild Info Evening. Anne & Carol have worked on creating this communications plan. We are aiming to provide feedback from this meeting to the Ministry to be included with the Business Case to Cabinet by mid-July.
- RC suggested that the document that explains how the business case process works provided by the ministry ought to be put up on the website. This explains why the business case being sent to the ministry will have no pictures, merely figures.
- Additional relocatables will be occupiable by the end of November.
- AECOM (Peter Scott) has provided the Matrix (Draft - Indicative & preliminary assessment of WSC Business case options)
- Ken asked if in Option 3, 56% was an arbitrary figure - how had this number been calculated. RN suggested they had done some analysis, and had the QS work through the scheme where the new building is located by the old tech blocks.
- TW raised concerns that Option 1 (Pasadena) disregards the Rumaki's refusal to move to a new site. This will be raised with the ministry.
- CG was concerned there was not enough time allowed for community consultation on the Pasadena option.
- RC clarified that we are currently providing feedback. Consultation will not occur until a decision has been made on which option to pursue, and there is a design to consult upon.
- CG spoke to the planned agenda for the WSC Rebuild Info Evening.
  - James will open the meeting with a mihi, and welcome and introduce the ministry representatives so the community is aware of who they are.
  - All the contributing schools have been asked to contact their communities to advise them of the meeting.
  - John Elliott is publishing an article in the Ponsonby News following an interview with Nikki Kaye.
  - Media will be invited, and the sub committee will prepare some information to be shared with them.
- Resolution: *"That the Board of Trustees receive a report from the WSC Combined Steering Group representatives concerning developments since the last (May) board meeting and ahead of the 24 June public meeting."* (Moved: Rob Coltman / Anna Verboeket) - Carried.
- *"That the board delegates to the rebuild subcommittee the preparation and approval of information around the rebuild process for distribution and sharing with media and the community up until the next Board meeting"* - Stephen May / Anna Verboeket - Carried

### **Strategic Discussion**

#### **Nga Puna o Waiorea Resourcing Issues**

- KH reported that Wellington is now talking to Auckland
- Kevin Emery had suggested some optimism around pursuing the original case study proposal of additional operational funding for

<p>the rumaki</p> <ul style="list-style-type: none"> <li>● RC reported that they are also emphasising the importance of this in their weekly rebuild meetings with the Ministry, as this has a real impact on the rebuild.</li> <li>● Tracey reported that the 156 has been progressed with 2 day out PLD with rumaki staff to discuss. Anne Milne who has been through 156 three times attended, and spoke with staff about the process.</li> <li>● The constitution is still being pursued, and KH will follow up with the ministry - Kevin Emery and Ngahuia Hawke, to ensure this is being progressed.</li> </ul> <p><i>Resolution: "That the Board of Trustees receive an update of recent developments concerning the resourcing issues" (Moved: Tracey Watkinson / Rob Coltman - Carried</i></p>	Ken
<p><b>Break</b></p>	
<p><b>Strategic Discussion</b> In-Committee Report</p> <p><i>Resolution: "Rob Coltman asked that the meeting move into committee to receive an interim report from the principal concerning a recently delivered review" (Moved: Rob Coltman / Ken Havill - carried)</i></p> <p><i>Resolution: "The matter having been dealt with satisfactorily, Rob Coltman asked that the meeting move out of committee." (Moved Rob Coltman / Ken Havill - carried)</i></p>	
<p><b>Strategic Discussion</b> Policy Development</p> <ul style="list-style-type: none"> <li>● RC spoke to the Third Party Contractors' Agreement that had been prepared by Chancery Green.</li> <li>● The agreement as written is not suitable for visitors (sports players, attendees at night classes for example).</li> <li>● We need some kind of information package or notice to visitors that tells them about the site specific issues here at Springs.</li> <li>● TW said this had been discussed at the last Health &amp; Safety Hui.</li> <li>● RC advised that this document could be modified to include alongside facility hire, but that this was different to your more casual visitors.</li> <li>● TW felt that two documents were required. One for 'regular' users of the site, and one for 'casual' or occasional ones.</li> <li>● RC foreshadowed that the Health &amp; Safety Committee should be tasked with this.</li> <li>● RC confirmed that the Chancery Green agreement was suitable for use with contractors with a few minor alterations, but that a separate agreement was required for hirers and visitors.</li> <li>● There is a requirement for a pack that will go alongside this. Paula Marx has started work on this.</li> </ul> <p><i>Resolution: "That the Board ratify the Third Party Contractors Agreement" Moved: Rob Coltman / Tracey Watkinson - Carried</i></p> <p><i>Resolution: "That the Health &amp; Safety Committee should be tasked with developing an induction procedure for hiring of school facilities and for</i></p>	

<p><i>casual visitors. Moved: Rob Coltman / Tracey Watkinson - Carried</i></p> <ul style="list-style-type: none"> <li>• Jan spoke to the following resolution to explain the rationale.</li> <li>• John Loof queried whether a donor might be concerned that the money was being returned to parents rather than to the drama department.</li> <li>• KH advised that there would be closer scrutiny of fundraising to ensure this circumstance didn't arise again.</li> <li>• There was discussion as to whether it was appropriate to change the finance policy based on a one off circumstance</li> <li>• The resolution was withdrawn.</li> </ul> <p>Resolution: <i>"That parents will be refunded the balance of the refund owed on the UK Drama trip 2015, less any fees owed to the school".</i>  <i>Moved: Jan McCartney / Rob Coltman - the resolution was withdrawn.</i></p> <ul style="list-style-type: none"> <li>• KH withdrew the following resolution, but said he and Anne Millan would continue to work on a document around this.</li> <li>• JM said she was happy to work on a policy if one was required.</li> <li>• The resolution was withdrawn</li> </ul> <p>Resolution: <i>"That the Board of Trustees establish a task group to formulate guidelines for both major and minor fundraising events".</i>  <i>Moved: Ken Havill - resolution withdrawn.</i></p>	
<p><b>Monitoring</b>  Discipline</p> <ul style="list-style-type: none"> <li>• A hearing saw the exclusion of a student. Two schools have declined to enroll him, one after interviewing him, and he has been referred to the Ministry of Education as he is under 16.</li> </ul>	
<p><b>Identify Agenda Items for Next Meeting</b></p> <ul style="list-style-type: none"> <li>• The rebuild</li> <li>• Christine to include the AECOM minutes in the pack going forward.</li> <li>• Looking at recommendations from the ERO report.</li> </ul>	Christine
<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• KH clarified that in the minutes of the last meeting under monitoring on Page 3 - KH did not say there had not been a finance committee for a while - they are preplanned and listed for the year.</li> </ul> <p><i>"That the minutes of the previous meeting be approved" - Tracey Watkinson / Stephen May - Carried</i></p> <ul style="list-style-type: none"> <li>• Carol Gunn and Anne Verboeket will continue to attend PAG meetings.</li> <li>• Tracey will facilitate the next meeting with Nina.</li> </ul> <p><b>Meeting finished at 8.50pm</b></p>	Ratified: 24/07/2015 Signed Rob Coltman