

**Board of Trustees Meeting 01 August 2016, 6pm,
held in the WSC Library**

Present:	Ivan Davis, Mel Webber, Jan McCartney, Carol Gunn, Nina Fitzgerald, Na'or Alfassi Berman, Clive Vaiula, Rangimarie Hunia, Rich Naish, James Watkinson, Christine Goodes (minutes), Trevor Crosby, Anna Verboeket, Stephen May, Chris Selwyn, Tracey Watkinson
Apologies:	Rob Coltman, John Loof, Ka'u Tepaki, Ken Havill
Facilitator:	James Watkinson
Presentation:	Paula Marx
Declaration of Interests:	Nil

	Item	Action
1.	James Watkinson opened the meeting with a mihi also acknowledging the passing of Ko Te ingoa (Ngapo Wehe). He Rangatira rongonui o te motu (a very well respected and thought of leader throughout New Zealand).	
	<p>Monitoring: Strategic Plan Goal 5 <i>To ensure that Board operations are closely aligned to WSC strategic plan goals and objectives.</i></p> <p>Health & Safety Presentation – Paula Marx</p> <ul style="list-style-type: none"> ● Paula went through her tabled powerpoint presentation. ● She was contracted to manage Health & Safety at WSC from the beginning of 2015 in response to an audit of our site that carried out for the rebuild in 2014. ● The initial contract (3 months) has been rolled out several times. ● The Ministry funded a consultant to assist from Prendos. ● Health & Safety was not to take more than 75% of her time. ● She made a commitment to keep working on some of the fundamentals of the Development Manager's role for which she was initially employed. ● We are now looking at employing a dedicated Health & Safety Officer for 20 hours per week. ● We have advertised but yet to set up interviews. ● James says this position is urgent because there is much need for her to be in her development position. ● Paula is very aware that she should be going back to her development mode. ● Ivan says it is vital that we get Paula back into her development role because of the out of scope projects that are looming. ● Rich - WSC should make mention at the next DCG meeting the situation in regard to a Health & Safety Officer and the rebuild. 	Take to next DCG meeting

- Jan - Ministry needs to be told that it is their responsibility.
- The board should be informed about near misses and significant incidents and what action has been taken. This reporting should include the rebuild as well.

Strategic Decision:

Strategic Plan Goal 8

To ensure that budget setting and fundraising is in alignment with school development priorities

- Ivan talked of the difficulties that staff were having in regard to ILEs and the rebuild.
- It is hard to get your head around changing the way you teach and deal with your colleagues.
- The board needs to get the staff engaged in this transition.
- Ivan would like to see the board fund 10 scholarships over 2017 and 2018 for staff to look at innovative learning environments. This is signalled now because of budgetary requirements coming up.
- Anna asked if this was the best way to do it? What evidence do you have?
- Ivan talked of his own experience when winning a scholarship at another school. It was career changing. The benefits show the staff it is important.R
- Reporting requirements would be put in place.
- Rich says in his experience it is pivotal in the change of the mind-set of the person. The power of visiting another environment is valuable and it is important to get this underway.
- Anna pointed out that at the May meeting it was discussed that funds needed to be put aside for communications. Nothing has happened. She wants it recorded that she is coming at it from this angle. Having said this, she now wants the board to go back to the scholarship discussion.
- Jan commended Ivan for bringing this proposal to the board now, before the budget for next year is set.
- Is this for teaching staff or all staff. It is for teaching staff.
- Finance Committee needs to know where all the money is set.
- Jan wants communications to be talked about at Friday's Finance meeting.
- The impetus for this discussion comes from the May board minutes when John Loof asked for strategic focus for the budget.
- Mel thinks it's a great idea.
- This will be a special budget that will not interfere with the PD budget.
- The money will be accessed from the Ministry and the Ministry will be asked to match the amount the board puts in.
- Carol wants to see an overall plan.

Tabled resolutions all combined to read as below.

Resolution 1:

Overall plan devised

	<p>That the WSC BOT fund individual staff PD scholarships, focused on ILE, up to a maximum of 10k each, within an overall budget of 50k per annum, in both 2017 and 2018. (moved Stephen May/James Watkinson – carried)</p> <ul style="list-style-type: none"> • Communications budget an agenda item for next board meeting. 	Agenda item
	<p>Strategic Decision:</p> <p>Strategic Plan Goal 6 <i>To manage the design and construction of the new school with the intention of creating an outstanding learning environment.</i></p> <p>Proposed resolution: That the WSC BOT includes out of scope items into the school redevelopment.</p> <ul style="list-style-type: none"> • This to go to Heads of Departments asking them for their wish list. • To be raised at the next CSG meeting. 	Action
<p>7.25:</p> <p>7.30:</p>	<p>Ivan talked to his Principal's Report:</p> <p>Ivan asked that the meeting go into committee to protect the privacy of individuals. (Ivan Davis / Trevor Crosby – carried)</p> <p>The matter having been dealt with satisfactorily, the meeting went out of committee. (Ivan Davis / Trevor Crosby – carried)</p> <ul style="list-style-type: none"> • Ivan talked to the tabled Caretaker's Compound drawings. • The Ministry wants to cut back on spending all the 5YA money on the one project. • Rich suggested the design team should put together a shopping list of bits and then make a decision on what to spend money on first then add bit by bit. 	
7.40:	Break	
	Ivan Davis left the meeting	
	<p>Peter Gall – EdSolnz:</p> <ul style="list-style-type: none"> • Peter talked to his tabled Principal's Appointment Progress to Date report. • Extensive survey of staff/student focus group meetings completed. • Information summarised and considered by the board recruitment sub-committee (RC) to finalise the person specification. • Application form, application pack, referees forms and gazette advertisement developed in consultation with the RC 	

	<ul style="list-style-type: none"> ● On-line advertisement and full gazette advertisement published. ● Application packs and forms sent to potential applicants who have requested them. ● Phases 3 and 4 coming up. ● Mel would like to be included in the recruitment committee. Na'or would like to be too. ● They would be there for the whole process. This makes 9 people. ● Discussion about who should show prospective applicants around the school should they wish ensued. It was decided that this should be a DP. ● Tracey thought that it should be Chris because he had more background knowledge. ● Rangimarie would like to see a numbered long list and a numbered shortlist. ● Shortlisting 10 September 8.30am WSC Library. ● Interviews 1 October plus 2 October if required. ● Second interviews/presentations if required – Monday 3 October. ● Special Board meeting 3 October at 4pm after the interviews to make a decision. 	
	<p>Monitoring: James asked the student representatives if they would like report.</p> <ul style="list-style-type: none"> ● Na'or thanked the board for its inclusiveness. ● He thinks the school needs to be talked-up more. ● Carol said this is exactly Anna's point; we need a communications budget. ● Nina talked about the new refurbished Rumaki relocatables and how colour and furniture is important. ● James invited the board to the Rumaki to look at its new classrooms. ● Stephen acknowledges Nga Puna o Waiorea's recent successes at the Kapa Haka nationals. ● Chris said they were fantastic. ● Rangimarie, as a whanau member, acknowledged the huge commitment of Chris, Tracey, Clive and James. 	
	<p>Wrap-up: Resolution 3: That the minutes of the previous 2 BOT meetings be approved along with the tabled reports and the correspondence list. (James Watkinson/Carol Gunn - carried)</p> <ul style="list-style-type: none"> ● Chris talked to a letter from the Ministry re an application from the Board of Te Kura Kaupapa Maori o Nga Maungarongo seeking to change the range of class levels at the school from Yr 1 to 8 to Yr 1 to 13 under section 153 (1A) of the Education Act 1989. Chris supported this letter. This to be put into board correspondence. <p>Identifying Agenda Items for next meeting:</p>	

	<ul style="list-style-type: none"> ● Communications Budget - Chris asked if there has been any progress in advertising in the Ponsonby News. ● Discipline – Jan talked to recent studies that have come out of Otago University. ● Constitution – This is now urgent. Rob looking at the document. This needs to be back at the Ministry by the end of September. Whaea Rangimarie will help with this. ● Co-governance <p>Nina Fitzgerald closed the meeting</p>	
9.10pm	Meeting finished:	

Ratified 12 September 2016

John Loof (Board Chair)

.....