

Western Springs College
Board of Trustees Meeting 7 August 2017 at 5.45pm held in WSC Staffroom

Attendees	
Ivan Davis (ID)	Principal
Tracey Watkinson (TW)	Waiorea Board Member
James Watkinson (JW)	Waiorea Board Member
Anna Verboeket (AV)	Board Member
Carol Gunn (CG)	Board Member
Joshua Doubtfire (JD)	WSC Student Rep
Trevor Crosby (TC)	Board Member
Rich Naish (RN)	Board Member
Rob Coltman (RC)	Board Member
Mel Webber (MW)	Staff Rep
Paul Alford (AD)	Deputy Principal
Jan McCartney (JM)	Board Member
Rangimarie Hunia (RH)	Waiorea Board Member
Ka'u Tepaki (KT)	Board Member
Natalya Jones (NJ)	Waiorea Student Rep
Clive Viaula (CV)	Waiorea Board Member
Chris Selwyn (CS)	Tumuaki
Christine Goodes	Secretary
Michael O'Brien	NZSTA
Apologies:	

	CG opened the meeting:	
	Declarations of Interest - Nil	

	<p>Annual Plan:</p> <ul style="list-style-type: none"> ● CG talked to the revised Annual Plan. She acknowledged JM's work and also AV's work in the lead-up. Ivan thanked JM and CG for their input. She noted a slight change to goal 6 from the electronic version. ● MW had overarching concerns with the plan in general around workload and number of goals. She will support the plan this year with a view to its review in the future. ● CS had concerns around academic performance and the time factor with junior learners for conversations and the difficulty to get through this ● Rob noted that the plan has been presented several times and there has been the opportunity for input/changes.. ● We need to work out an inclusive process so that the plan is owned by everyone. <p>Action: ID, TW & CS to sit down and make the tweaks to the plan and will then send out to the board with the changes tracked.</p> <ul style="list-style-type: none"> ● Next year we will look to amend our process and make sure the correct people are involved. <p>Resolution: That the BOT approves the most recent version of the Annual Plan for 2017 subject to corrections by CS and TW and that this plan is circulated to the board with changes tracked. (Jan McCartney/Anna Verboeket - carried)</p>	Action 1
	<p>Gym Opportunity Update:</p> <ul style="list-style-type: none"> ● RC talked to the tabled documents noting that the MOU was simply a way to go forward with a structure for us to look more deeply at the proposal. There is still some final review which he will do tomorrow. ● At a meeting held recently it was decided to form a separate Gym Committee. ● The Council and the Ministry were asked for funding for independent advice. ● Rob tabled a document from Aktive for our information. This was commissioned by Spark and it outlines a range of school partnership models. ● RC and JW to have further discussions with Leon Wijohn who has agreed to be involved. ● We now need to convene a committee, make a resolution and sign the MOU. <p>Resolution: That we constitute a New Gym Committee to include Rob Coltman, Jan McCartney, Ka'u Tepaki, Trevor Crosby, Carol Gunn and Rich Naish. (Carol Gunn / Rob Coltman - carried)</p>	

	<p>Resolution: That the Board delegates authority to Rob Coltman to finalise the MOU for signing. (Carol Gunn / Jan McCartney - carried)</p>	
	<p>BOT Self Review:</p> <ul style="list-style-type: none"> ● CG introduced Michael O'Brien, Governance Advisor for NZSTA, Northern Region. ● Michael was given speaking rights. He was here to present key findings from the July-August self review survey. ● An internal evaluation tool was used to look at the governance tool WSC/NPOW used at the moment. This is an opportunity for a conversation. ● The Board has a clear focus on student achievement and being culturally responsive. ● The questions regarding the Board's governance model, roles and responsibility and accessibility of a policy framework and reporting need to be unpacked further. An additional discussion is required regarding the disparity between the survey responses and comments. ● Michael said the survey showed some real strengths and suggested a communications strategy to the community. There are newsletters from the school but none from the Board. Strongly recommends a comms strategy. ● He asked what are the three topics we wanted to move forward with. ● JM noted that we did not have enough policy and would like someone to show us what policy could look like. ● TW has just been shown a programme called 'School Docs'. She would like to have this. Michael said that the programme was brilliant for school procedures but there was one aspect where it was weak and that is under its governance policies. The policy can merge down into the procedures. If the Board had its own governance policies then they could be inputted here. ● AV noted that further work is required on understanding governance and management. We have challenges with the use of committees. There is a need for updating policies ● Michael will go away and look at the challenges and arrange for some PD around them. ● CG thinks policy should be across all the board. Should we do alongside a real issue or split them up? ● Policy committee could be done electronically, then given to staff to review, then signalled to the community. <p>Action: Policy Committee to get together and form a plan of action.</p>	<p>Action 2</p>

	<ul style="list-style-type: none"> ● Michael tabled an NZSTA Policy Framework book. ● JW would like to see some framework on how to move forward. ● Focus areas should be Strategic Plan or Charter. They identify your key areas. ● Maybe do a Charter review. Put some budget behind it for 2018. ● Policy - 3 issues. Creating it, reviewing it, using it as a living thing. ● Inductions. What can we do? Have a Governance Handbook. Code of Conduct. ● CS was dissatisfied with some board members not doing Treaty of Waitangi courses when they first became board members. ● CG suggested that we need to all think about things and bring back thoughts to the next meeting. ● Induction Book - Rangimarie has a template we could follow. ● MW asked about a PD plan for us. This to be brought back to the next meeting. ● Michael would like to talk with CS about his components around the Treaty of Waitangi. ● Welcome Aboard is a workshop all board members should attend. ● Is there a resource time allocation for CS to put together historical information about the Treaty of Waitangi. Te Kawehau Hoskins or Tamsin would also be good for this. ● Carol and Jan thanked Michael for attending the meeting. 	Action 3
	<p>Rebuild Update/Planning a special BOT meeting mid/late August:</p> <ul style="list-style-type: none"> ● A date is to be made and the Ministry will determine this date. ● DS urged all Board members to be there. 	
	<p>Co-governance:</p> <ul style="list-style-type: none"> ● RC talked to tabled papers. ● A reviewed timeline is attached for Board approval. ● The consultant (Ray Webb) has prepared some draft outline comms letters for us. One in Te Reo Pakeha the other in Te Reo Maori. <p>Action: SLT needs to look at the Te Reo Pakeha letter. A timeline also needs to be done for when the letters are to go out.</p> <ul style="list-style-type: none"> ● Public meeting to be in the Hall. Ask Ray Webb to be involved. ● Our draft constitution needs to be translated from English to Maori. 	Action 4

	<ul style="list-style-type: none"> The only time critical is some advice around the candidates that will be standing in our mid-term elections. They will only have a half term in the seat. 	
	<p>Principal's Report:</p> <ul style="list-style-type: none"> Business Manager - CG has asked RH to help develop a proposal that outlines a job description. TW questioned why this has not gone back to the Personnel Committee. A review of the school administrative systems by Edsol has been received. This review was to identifying areas where effectiveness and efficiency may be enhanced. CG has this report and it is this report that she would like to talk to RH and ID about. Edsol would then be asked to do further work and then the report would be brought back to the board. Then a budget would need to be set. TW is disillusioned with the processes that are happening. She would like minutes to be take at all committee meetings. CG wants to have a discussion with RH first before the report is tabled for the board. She feels TW might be in a conflict of interest situation. 	
	<p>Monitoring:</p> <ul style="list-style-type: none"> No Discipline to report. <p>Resolution: That the BDO end-of-year 2016 audited accounts be received. These will go to the Finance Committee. (Trevor Crosby / Jan McCartney - carried)</p>	
	<p>Administration:</p> <p>Resolution: That the minutes of the previous BOT meetings (19 June & 10 July) be approved along with the tabled/verbal reports and minutes. (Trevor / Tracey - carried)</p> <p>Resolution: That the inwards and outwards correspondence as tabled be accepted. (Trevor / Tracey - carried)</p> <p>Next Meeting Date: 11 September 2017 Meeting Finished: 9.20pm</p>	

Ratified 18 September 2017

Carol Gunn: Board Chair