

**Western Springs College**  
**Board of Trustees Meeting Minutes 18 September 2017 @ 6pm in the Staffroom**

<b>Attendees</b>	
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
Chris Selwyn (CS)	Tumuaki
Christine Goodes	Secretary
Derrell Waiti	NZSTA
Colleen Tebbutt Jeff Maddren John Peter Jaine Richard Adams	Ministry presentation
<b>Apologies:</b>	Ka'u Tepaki, Natalya Jones, Clive Viaula

	CG opened the meeting.  Declarations of Interest - Nil	
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1.

**Ministry Presentation:**

- Jeff Maddren took the floor and introduced the other visitors to the meeting.
- They were here to update the board on the progress with the rebuild and were looking for endorsement of the developed design.
- Jeff Maddren said that:
  - a. Downer NZ will carry out the enabling works which includes 4 new buildings. The project structure is now - Ministry - Downer/Jasmax - sub contractors.
  - b. Structural and civil building consent has been submitted to Auckland Council for 4 new buildings.
  - c. October 2017 site compound set up for next stage, then enabling works around Rumaki areas. Fencing will come and trees that are staying will be protected. Second week of holidays, trees that are in the way will come out. From December after the students leave for the holidays there will be a soft start. January some excavating and piling work will be undertaken. There will be no disturbance while students are here. February there will be a pedestrian access so people can get into Admin. There will be no vehicle access in front of Admin. Rumaki access will be maintained. Foundations will also start on the main block.
  - d. Design and construction stages -
    - I. Stage 1 commences December 17. Completion mid 2019.
    - II. TAPAC and existing buildings completion mid 2019.
    - III. Property maintenance programme - not proceeding with previous design. Will rethink with WSC.
  - e. The Design Review Panel will now look at this. It would be beneficial to have someone from the education sector on that panel.

**The Board responded:-**

- This is the first that we have been made aware that the completion has been extended by six months. Why is there six months further on the timeline? The Ministry needs in its presentations to us to show the timelines old and new so that we do not have to go back to our earlier documents to see what has caused the changes.
- The disruption for 2018 is an issue and now we learn that there will be disruption in 2019.
- The Board will need to tell the community that the project is extending by six months. Parents and stakeholders will want to know why the build is behind, what mitigation is being put in place to ensure there are not further delays and assurance around the date now being adopted as the final date.

	<ul style="list-style-type: none"> <li>● The Ministry responded that the reasons for the delays is the engagement of the contractor; the working out of the project structure and the enabling works. It said that there are provisions in the contract with Downer NZ that mean that Downers will be keeping to the timeline going forward, subject to unforeseen events and also weather.</li> <li>● Issues around the design were raised by the Board as follows:- <ul style="list-style-type: none"> <li>a. Waiorea said that the toilet and shower space as to number and sharing by boys and girls is a flawed design.</li> <li>b. Waiorea said that the Waharoa is shown in the plan yet we are now being told that it is not being funded as part of the budget.</li> </ul> </li> <li>● Ministry responded that there may be funding at the end of the day for the items of Waiorea toilet and showers and the Waharoa.</li> <li>● Ministry responded to concerns over delays agreeing to provide an information pack for consideration by the board/school for the website and information for the newsletter.</li> <li>● Board confirmed that the priority is to tell the community that the build is behind</li> </ul> <p><b>7.20 JW left the meeting</b></p> <ul style="list-style-type: none"> <li>● TW requested that the Board be provided with the process by which issues that have not been addressed are going to be addressed with the Ministry and Coffey</li> <li>● Ministry confirmed that questions are being taken to Downer/Jasmax - that final decisions have not been locked in re design and the design process is only half finished.</li> </ul> <p><b>Motion1:</b>  <b>The Board endorses the developed design subject to resolution of the substantive issues of the toilet/shower and gender designation of the Whare Tapere and Waharoa to the satisfaction of the WSC Board (Carol Gunn / Rich Naish - carried).</b></p> <ul style="list-style-type: none"> <li>● Visitors were thanked for their presentation and left the meeting.</li> </ul>	
7.30	<b>Break</b>	
2.	<p><b>WSC Development Trust (Gordon Ikin)</b></p> <ul style="list-style-type: none"> <li>● GI reported that the development trust was started in 2011.</li> </ul>	

- Feelers were put out to other schools to see how they dealt with similar scenarios
- Two things were strongly recommend to us. Firstly that a structure be put in place to ring-fence any funds raised to keep them separate from school funds and secondly, that this structure should have charitable status so that any funds donated would be tax deductible to the donor.
- However delay after delay with the rebuild has resulted in all the proposed activities of the trust to literally sit on the shelf alongside the trust deed itself until the time when decisions had been made and the re-build became a reality. That time has now arrived.
- Discussions have been going on for several months now regarding what should be the focus of early fundraising based upon what it appears that the MOE will cut from what was earlier promised to be included in the budget, as well as what will continue to provide returns into the future on funds gifted.
- A campaign based around the installation of solar hot water heating and solar energy generation (photovoltaic panels) has been a strong focus due to how it could go on reducing operating costs to the school for potentially several decades, thereby allowing the relevant portion of the operating budget to be reallocated to more pressing needs within the school.
- We will need to get from the Ministry confirmation that any money saved is ours and does not go back to the Ministry. Solar formula must be clear.
- The Chair, Principal and Gordon are members of this trust at the moment. John Loof could be a part of this. RH congratulated GI on his work and would like to see projects agreed on by the board and the trust and composition and priorities aligned
- The present development manager is funded from the Ministry and would be in conflict of interest is she worked for this trust. Details have to be worked through.
- Rob Coltman will have his trust people look at the members of this trust to make sure it is being lawfully handled.

**Motion 1:**  
**That the board endorses the WSC Development Trust.**  
**(passed by consensus)**

**Motion 2:**  
**That the Board endorses the WSC Development Trust to commence its work to plan and undertake a gifting/fundraising campaign with the focus to raise funds that can meaningfully enhance aspects of the rebuild that**

RC



7.	<p><b>Review of our Governance Practice (Carol Gunn):</b></p> <ul style="list-style-type: none"> <li>● CG introduced Derrell Waiti (NZSTA) who is attending our meeting to observe our practices.</li> <li>● He will facilitate a Governance Workshop to be held on 16 October.</li> <li>● He has worked with many organisations around building culturally responsive schools.</li> <li>● His comments today are that there has been a lot of detail that could have been done at another time and there is uncertainty around governance and management. We need more clarity around this.</li> <li>● TW asked if Darrell could also meet with CS, JW, TW and CG, CG will arrange this.</li> <li>● CG thanked Darrell for attending the meeting.</li> </ul>	
8	<p><b>Monitoring: Policy (Mel)</b></p> <ul style="list-style-type: none"> <li>● RC asked MW to check out the collective against the revised policy.</li> <li>● This policy replaces the Abuse Policy.</li> </ul> <p><b>Motion 1:</b>  <b>That the Board approves this policy to be shared electronically with community and staff for electronic feedback and that the Board approves ratification by the Chair unless, substantive issues are raised by the community or staff. (Mel Webber / Tracey Watkinson - carried)</b></p> <p><b>Academic Monitoring:</b></p> <ul style="list-style-type: none"> <li>● Signal first reporting in October 2017.</li> </ul> <p><b>Disciplines - Nil</b></p> <p><b>Finance (Trevor Crosby):</b></p> <ul style="list-style-type: none"> <li>● On track for this month.</li> <li>● Budget for 2018 has been started.</li> <li>● Changes in depreciation rates for a couple of items. Electronic items need to be depreciated faster.</li> </ul> <p><b>Motion 2</b>  <b>Board to approve the changes in depreciation rates as outlined in Finance Meeting Minutes. (Trevor Crosby / Carol Gunn - carried).</b></p> <p><b>Health &amp; Safety (Rob Coltman)</b></p> <ul style="list-style-type: none"> <li>● Bring onto board agenda next year as the build project gets busier.</li> </ul> <p><b>Nga Puna O Waiorea (Tracey Watkinson)</b></p>	MW

	<ul style="list-style-type: none"> <li>● The Rumaki has completed a very successful trip to Poland.</li> <li>● Co-governance letter for meeting scheduled for 18 October needs more explanation on co-governance.</li> </ul> <p><b>Property - Minutes as tabled.</b></p>	
9.	<p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>● This is the last time for printed board papers.</li> <li>● Next meeting will be BYOD. Next actual board meeting is on November 13.</li> <li>● Richard to be asked to attend beginning of November meeting to help us set up with wifi/passwords etc.</li> <li>● MW to help members with Google.</li> </ul> <p><b>Motion 1:</b>  <b>That the minutes of the previous BOT meeting (7 August) be approved along with the tabled/verbal reports and minutes. (Jan McCartney / Ivan Davis - carried).</b></p> <p><b>Motion 2:</b>  <b>That the inwards and outwards correspondence as tabled be accepted. (Trevor / Tracey - carried)</b></p> <p><b>Meeting closed 9.45pm</b></p> <p><b>Next Board meeting November 13</b></p> <p><b>Governance Workshop October 16</b></p>	