

**Western Springs College**  
**Board of Trustees Meeting Minutes 13 November 2017 @ 6pm in the Staffroom**

<b>Attendees</b>	
Ivan Davis (ID)	Principal
Tracey Watkinson (TW)	Waiorea Board Member
James Watkinson (JW)	Waiorea Board Member
Carol Gunn (CG)	Board Member
Toby Mangelsdorf (JD)	WSC Student Rep
Rob Coltman (RC)	Board Member
Mel Webber (MW)	Staff Rep
Paul Alford (AD)	Deputy Principal
Jan McCartney (JM)	Board Member
Chris Selwyn (CS)	Tumuaki
Belinda Drake (BD)	Board Member
Tama Curtis (CS)	Waiorea Student Rep
Ka'u Tepaki	PI Rep
Clive Vaiula	Waiorea Board Member
Christine Goodes	Secretary
Joanne Qiao	International Presentation
<b>Apologies:</b>	Anna Verboeket, Rich Naish, Trevor Crosby, Rangimarie Hunia,

Tama opened with a Karakia.

Chair: Carol Gunn

Carol welcomed Toby, Tama and Belinda to the board.

	Declaration of Interests - Nil	
1.	<b>International Department Presentation - Joanne Qiao</b> <ul style="list-style-type: none"> <li>● Joanne started at this school in 2003.</li> </ul>	

	<ul style="list-style-type: none"> <li>● In that time the number of international students has risen dramatically.</li> <li>● At the moment China, then Japan, Korea, Europe/Sth America are our best markets.</li> <li>● This will remain so for the next few years.</li> <li>● Tracey would like to see more interaction with Te Reo.</li> <li>● Joanne spoke to her very detailed tabled report.</li> <li>● ID acknowledged Joanne's hard work and dedication.</li> </ul>	
<b>7.15</b>	<b>Dinner Break</b>	
2.	<p><b>Attendance:</b></p> <ul style="list-style-type: none"> <li>● This committee has not met but the data is attached.</li> <li>● Discussion on ways to improve overall attendance.</li> <li>● There was the suggestion of an Attendance Officer. Someone to work with the data. Patterns would become apparent earlier. TW would like any position to be a shared role.</li> </ul> <p><b>Academic Achievement:</b></p> <ul style="list-style-type: none"> <li>● Data not reflective because grades are still in progress.</li> <li>● There is a new innovation to have staff put in progress reports throughout the year.</li> <li>● Senior Managers/Heads of House/Heads of Department are working very hard to track and monitor students.</li> <li>● We discussed the possible impact BYOD has had on academic achievement.</li> </ul> <p><b>Action: BYOD to go E-learning Committee to see what they think.</b></p>	<b>Action</b>
3.	<p><b>Gym Update: (Rob Coltman)</b></p> <ul style="list-style-type: none"> <li>● Council will be resourcing us for an independent consultant to get the report that we want.</li> <li>● The Gym development has now been decoupled from the rebuild.</li> </ul>	
4.	<p><b>Principal's Report: (Ivan Davis)</b></p> <ul style="list-style-type: none"> <li>● DS talked to the Job Description for an Executive Office/Business Manager and the advertisement that is to be placed.</li> <li>● <b>JM would like the last bullet point in the job description to become the first and the rest to be prioritised.</b> Other than that everything else looks good.</li> </ul>	<b>Action</b>
5.	<p><b>Discipline: (Ivan Davis)</b></p> <ul style="list-style-type: none"> <li>● There have been three disciplines since the last board meeting. Two students have been reinstated with conditions. One student's suspension has been extended.</li> <li>● Discussed the student information provided to the Discipline</li> </ul>	

	<p>Committee and agreed that the pastoral record be supplied with the report to the committee.</p> <ul style="list-style-type: none"> <li>● <b>RC - a trustees fund has been created and this to be on the Agenda at the next meeting.</b></li> </ul> <p><b>Finance Report:</b></p> <ul style="list-style-type: none"> <li>● Anne McDonnell and TC's summary points have been really helpful.</li> </ul> <p><b>Co-Governance:</b></p> <ul style="list-style-type: none"> <li>● <b>Email out the link of a letter to the draft. Draft needs a date.</b></li> </ul> <p><b>COL Update:</b></p> <ul style="list-style-type: none"> <li>● Breakfast meeting arranged for 23 November and will be a summary of it all.</li> <li>● At the breakfast meeting Carolyn Marino to be acknowledged (resigned). Venue: Columba Centre, 40 Vermont St, Ponsonby, 7.30 - 8.30am.</li> <li>● All 12 schools will need to sign this off.</li> <li>● The launch will happen in March.</li> <li>● ID acknowledge PA's commitment and dedication throughout this whole process.</li> <li>● <b>Breakfast meeting details to be sent out to trustees.</b></li> </ul> <p><b>Policy:</b> Student Protection Policy has been put out for consultation and is now ready to be approved. <b>(Carol Gunn/Mel Webber - carried)</b></p> <ul style="list-style-type: none"> <li>● Policy on Policies will now be distributed for consultation.</li> </ul> <p><b>Property:</b></p> <ul style="list-style-type: none"> <li>● Rich Naish's work on the board is acknowledged. Craig Moller (Architect) is now on the board.</li> <li>● Exploratory work has begun outside Waiorea.</li> </ul> <p><b>TAPAC</b></p> <ul style="list-style-type: none"> <li>● A robust meeting with the Ministry.</li> <li>● New drawings will be given next year.</li> </ul>	<p>Action</p> <p>Action</p> <p>Action</p>
7.	<p><b>Admin:</b></p> <p>That the minutes of the previous BOT Meeting (18 September and 13 November) be approved along with the tabled/verbal reports and minutes. <b>(Carol Gunn/ Jan McCartney - carried)</b></p> <p>That the inwards and outwards correspondence be accepted. (Carol Gunn/Mel Webber - carried)</p>	

	<ul style="list-style-type: none"><li>● Feedback on our first meeting as BYOD is positive.</li><li>● Darrell Waiti has been in for two workshops. Not finished yet.</li><li>● TW recommended that we ask Te Kawehau at the beginning of next year for a workshop on co-governance. After that get in Darrell to finish his work.</li><li>● Request that reports to be read before coming to the meetings and the board needs to know what is being asked.</li><li>● Decision to rotate the Chairperson of each meeting.</li><li>● MW will be next chair</li></ul> <p><b>Meeting closed 9.05pm</b></p> <p><b>Next Board meeting 4 December.</b></p>	<b>Action</b>
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