

**Western Springs College Board of Trustees Meeting
20 March 2017 @ 6pm held in the Library**

Present:	Rangimarie Hunia, Natalya Jones, Joshua Doubtfire, John Loof, Ivan Davis, Carol Gunn, Mel Webber, Rich Naish, Jan McCartney, Clive Viaula, James Watkinson, Anna Verboeket, Trevor Crosby, Christine Goodes (minutes)
Apologies:	Rob Coltman, Ka’u Tepaki, Stephen May, Tracey Watkinson, Paul Alford

	Declaration of Interests: James Watkinson (see item 2)	
1.	<p>Election of Chair:</p> <ul style="list-style-type: none"> ● John handed over the chair to Rangimarie. ● Rangimarie talked to point 2 in the previous minutes. The co-chair position needs to be look at in the context with the co-governance constitution. ● She suggested a workshop be arranged to look at the appropriateness of a co-chair. To this end she will ask Ray Webb to facilitate this workshop on a Saturday morning for a few hours. Out of this workshop will come a document which will be brought back to the full board for feedback. ● Anna asked about the scope of the workshop. Answer: It will be broadly on the constitution. ● Jan noted that the co-chair proposal was ‘workload’ based and featured split responsibilities between the chairs. One with an overview of finance and rebuild matters. The other with an overview of curriculum and academic matters. Whatever the outcome of the constitutional and or co-chair process, the Board needed to prioritise its academic focus. <p>Action: Workshop to be arranged to discuss a co-chair position in context with the co-governance constitution.</p> <p>Rangimarie called for nominations for the position of Chairperson.</p> <p>Resolution: James nominated John Loof. There being no other nominations, John Loof was elected Chairperson. (James Watkinson /Anna Verboeket, carried.)</p> <p>John Loof took the chair.</p> <ul style="list-style-type: none"> ● Further to the previous discussion ID supported a review and strengthening of the board subcommittee structure and process. <p>Action: Rangimarie offered to give this some thought and will bring back to the next board meeting.</p>	RH

2.	<p>Principal's Support Paper: ID</p> <ul style="list-style-type: none"> • The conflict of interest was recognised. It was agreed that JW would stay for the item. • ID reported that James has been employed from November to March as Project Management Support person. • ID referred to schedules that are in the board papers. • ID & JW are working towards developing services & deliverables. • JL acknowledged that we were fortunate to have someone like James who had both the ability and availability to undertake this critical role. • We are still working towards fully funding this position. To this end we will have to get concurrence from the Ministry in writing, a requirement for our Auditors. • Rich, John, James & Ivan to document the demarcations relating to the paid and voluntary components of the role for subsequent Board approval.. <p>Resolution: The Board approves James Watkinson (HPAC Ltd) as Principal's Support Person. John Loof/Trevor Crosby, carried. (All agreed. James Watkinson abstained, carried)</p>	
3	<p>End-of-Year Results Analysis: ID</p> <ul style="list-style-type: none"> • The focus of the Department Annual Reports will be on academic achievement for 2016. • Steps (tracking and monitoring) are being put in place for 2017. • There has previously been a lack of data entry. • Heads of House have looked into the data on attendance. • Interventions include students being spoken to, students being put on attendance report. For Y12 and 13 levels, conversations are being held about goals. Mid-year courses for non-attendance students have been successful in the past. • Some subject areas could have a more flexible pathway if more internals were offered. • Can we capture this data and find out when the problem started? • The annual department reporting will give us the feedback on what we need to do in a subject to address this issue. <p>Action: There will be a summary taken from department reports ready for the next board meeting. Also there will be an action plan to resolve the issue of under performance at senior level.</p> <ul style="list-style-type: none"> • Two deans have been appointed to tracking students. • Get a skill set to build a trajectory for each student. • SN would like to develop learning conversations in the junior school. 	ID
4.	<p>Business Manager/Administrative Review:</p> <ul style="list-style-type: none"> • The Board expressed its view on the benefit of more on-staff support for the Principal in relation to budget preparation and management, financial reporting and general business service development. Initially the discussion centred on the possibility of 	

	<p>a new enhanced financial role within the administration department but broadened into a more generic review of the administration department itself. The Board authorised the Principal to seek external advice on best practice models from other schools.</p> <p>Resolution: Rangimarie proposed that the school undertake an operational review to develop a fit for purpose structure to manage and deliver the operational requirements for the school. (Rangimarie Hunia/Ivan Davis, carried)</p>	ID
	<p>8pm: Break and Board photo</p>	
5.	<p>Actions from last meeting:</p> <ul style="list-style-type: none"> ● The next PAG meeting date is changed to April 10. This will be held in the staffroom at 7.30pm Carol and John will be the board reps that attend. ● John will thank the PAG for their fine support. <p>E-learning Strategy Report:</p> <ul style="list-style-type: none"> ● Rangimarie asked how prepared are our students using their own devices for NCEA? ● Anna questioned the report. It was not what she expected. How is the e-learning strategy going to fit into ILE's? She did not understand what our current state is. What are our goals? ● She suggested that we look at the TKI website which has templates for e-learning. <p>http://elearning.tki.org.nz/Ministry-initiatives/Connected-Learning-Advisory-service/The-strategic-thinking-roadmap</p> <ul style="list-style-type: none"> ● We need to have a strategy by consulting with teachers and parents. ● Rich says Jasmax has a proposal around ICT. We could get some consultancy around this. We could investigate using some of the ILE furniture budget to employ a professional around this. <p>Action: E-learning to be brought back to the next board meeting.</p> <ul style="list-style-type: none"> ● A policy needs to be in place then a strategy about how we are going to implement it. <p>Action: A proposal about this to go to the DSG meeting.</p>	JL
6.	<p>Principal's Report:</p> <ul style="list-style-type: none"> ● ID would like as many board members as possible to attend the Open Evening April 3 at 7pm. <p>Action: GS to email out invitation.</p>	

7.	<p>Finance Report:</p> <ul style="list-style-type: none"> ● Trevor brought the board up to date. ● Overall there is a deficit budget but we have a positive cash flow. <p>Resolution: Trevor recommends that the tabled draft budget be accepted by the board as a working document. (Trevor Crosby/Ivan Davis carried)</p> <ul style="list-style-type: none"> ● Anne McDonnell to be acknowledged by the board for her hard work in transferring the accounts to Zero. ● Trevor talked about the two resolutions from Auckland Secondary Schools' Centre he was about to recommend. <p>Resolution: It was resolved by the Western Springs College Board of Trustees on 20/03/2017, in their role as managing school for Auckland Secondary Schools' Centre, authorises an application to Youthtown for the presentation of a "Living without Violence" group programme at Auckland Secondary Schools' Centre. The total amount requested is \$4,880. (Trevor Crosby/John Loof, carried.)</p> <p>Resolution: It was resolved by the Western Springs College Board of Trustees on 20/03/2017, in their role as managing school for Auckland Secondary Schools' Centre, authorises an application to the Trillian Trust for the purchase of desktop computers for use at Auckland Secondary Schools' Centre. The amount requested is \$12,630. (Trevor Crosby/John Loof, carried.)</p>	
8.	<p>Discipline:</p> <ul style="list-style-type: none"> ● One meeting has been held since the last board meeting. The student was reinstated with conditions. 	
9.	<p>Health & Safety:</p> <ul style="list-style-type: none"> ● The minutes of the last Health & Safety meeting were tabled. Rob Coltman has read these and affirmed they were accurate. ● There is one defibrillator in the staffroom foyer. There is another in the Te Whakamana area paid for by PAG. PAG has agreed to pay for a third defibrillator to be taken away on trips. 	
10	<p>Agenda Items for next meeting:</p> <ul style="list-style-type: none"> ● Policy Strategy ● Annual Plan ● FF & E (Rich) ● Learning Conversations 	
11	<p>Wrap-up:</p> <ul style="list-style-type: none"> ● Rangimarie would like to acknowledge Waioerea's huge commitment to Polyfest and congratulated them on their 	

	<p>success. The amount of work that the students, teachers and whanau do is enormous and this does reflect in the results.</p> <p>Resolution: That the minutes of the previous BOT Meeting be approved along with the tabled/verbal reports and minutes. (Jan McCartney/Carol Gunn, carried)</p> <p>Resolution: That the inwards and outwards correspondence as tabled be accepted. (Trevor Crosby/Joshua Doubtfire, carried)</p> <ul style="list-style-type: none"> ● Carol Gunn spoke to a sustainability initiative which will have an effect on the rebuild. ● Gordon, Steven and herself have met. Gordon and Steven have volunteered to fundraise for a solar water system for the new build. Paula Marx our development manager maybe able to help here. ● Looking forward, there may need to be a Memorandum of Understanding between WSC and MOE around sustainability. <p>Action: Park this until we know more about the fundraising side of things.</p>	
	<p>Meeting finished: 9.35pm</p> <p>Next BOT Meeting 8 May 2017 in the Library @ 6pm. (This meeting was postponed due to Ken Havill's Tangi. It has been rescheduled for Monday 22nd May.)</p>	