

**Western Springs College BOT Meeting Minutes**  
**22 May, 2017, held in the Library @ 6pm**

<b>Attendees</b>	
Peter McIntyre (PM)	WSC staff
Paula Marx	WSC staff
Josie Bower	WSC staff
Jarrold Dunn	WSC staff
Stephen May (SM)	Board Member
Ivan Davis (ID)	Principal
Tracey Watkinson (TW)	Board Member
Anna Verboeket (AV)	Board Member
Carol Gunn (CG)	Board Member
Joshua Doubtfire (JD)	Student Rep
Trevor Crosby (TC)	Board Member
Rich Naish (RN)	Board Member
Ruth Roberts (RR)	Deputy Principal
Ka'u Tepaki (KT)	Board Member
Clive Viaula (CV)	Board Member
Jan McCartney (JM)	Board Member
Rob Coltman (RC)	Board Member
John Loof (JL)	Chairperson
Mel Webber (MW)	Staff Rep
Paul Alford (AD)	Deputy Principal
Chris Selwyn (CS)	Tumuaki
Natalya Jones	Student Rep
Anita Coy-Macken	Auckland City Council
Christine Goodes	Secretary
<b>Apologies:</b>	James Watkinson, Rangimarie Hunia

	<b>Declaration of Interests: Nil</b>	
1.	<p>John opened the meeting by reflecting on Ken Havill’s funeral and acknowledged James and Tracey’s contribution to this.</p> <p>Anita Coy-Macken was welcomed to the meeting:</p> <ul style="list-style-type: none"> <li>● Anita is the Team Leader for Sports &amp; Recreation, Auckland City Council.</li> <li>● She was here to talk about a potential partnership opportunity between Western Springs College and Auckland Council to build indoor courts.</li> <li>● Because the MOE is undertaking an extensive rebuild of Western Springs College, including the development of one Ministry funded indoor court, there was the potential for additional sports facilities to meet community and school needs.</li> <li>● A feasibility study has been completed and tonight Anita will present the outcomes via a powerpoint presentation.</li> <li>● The proposal is to add four additional courts on the school site in two stages. Overall, there could be five indoor courts for school use during the day and community use outside of school periods.</li> <li>● The four additional courts can be developed in two stages. The estimated cost of stage one, which adds two courts to the ministry funded court is \$12.3 million. The estimated cost of stage two, adding a further two courts is \$11.7 million.</li> <li>● The feasibility study also provides analysis of the possible governance based on either a trust owned or school owned model.</li> <li>● In light of the significant need for indoor courts and the small window of opportunity to engage with the Ministry and the College, the council committee resolved it would like to pursue a partnership with Western Springs College and the Ministry of Education, with an initial investment into the design and engineering process and funding for the construction to be considered as part of the Council’s Long-term Plan 2018-2028.</li> <li>● Auckland Council has approved \$2 million to the design, engineering and consents process.</li> <li>● MOE and WSC Board now have to make a decision whether to pursue this partnership</li> <li>● Anita would like the school to consider this thoroughly.</li> <li>● This to go to the Property Sub-committee which will report back to the board at its meeting on 19 June.</li> </ul> <p><b>Resolution:</b>  <b>That the WSC BOT receives the report and refers this in the first instance to the Property Sub-committee with a recommendation to come from this committee to go to the next BOT meeting on June 19th. We would aim to have a final decision as to whether to go ahead or not by the following meeting. (Ivan Davis/Rich Naish - carried)</b></p> <ul style="list-style-type: none"> <li>● TW would like the feasibility study shared with the board.</li> <li>● Sub-committee can feedback electronically.</li> <li>● CG acknowledged Anita's huge contribution</li> <li>● PM would like Sports and PE to be involved in any discussions.</li> <li>● DS to disseminate information.</li> </ul>	Action
2.	<b>Co-Governance:</b>	

	<ul style="list-style-type: none"> <li>• Discussion around consultation and communication ensued.</li> <li>• JM, RC, TW, RH, JW &amp; CG to plan some targeted communication for public consultation. The aim is to have the constitution with the Minister by 1 August.</li> <li>• JM to provide a timeline.</li> <li>• RC to contact Gilbert Wong to see if he can help.</li> </ul> <p><b>Resolution:</b>  <b>That the BOT resolves to proceed with a community/whanau consultation process on the proposed new constitution. (John Loof/Rob Coltman - carried).</b></p>	Action
3.	<p><b>E-Learning:</b></p> <ul style="list-style-type: none"> <li>• JM disappointed with our E-Learning Strategy.</li> <li>• DS suggested that our E-Learning Committee meets with the board.</li> <li>• SM would like to see a strategic overview - a relationship between ILE and ICT strategy.</li> <li>• AV is looking for a firm strategic direction and would like to know the outcomes and key learnings from the teachers who travelled overseas on scholarships.</li> <li>• What does blended learning look like and what are the key principles we are pursuing in this school?.</li> <li>• JM asked that we look at the strategies of Rangitoto, Macleans and Auckland Grammar schools</li> <li>• WSC has engaged with CLA at the MOE for advice and guidance.</li> </ul> <p><b>Resolution:</b>  <b>That the E-Learning Committee report to the June 19 BOT meeting. This to be scheduled in the curriculum presentation slot at the start of the meeting. (Ivan Davis/Stephen May - carried)</b></p>	Action
4.	<p><b>Results Analysis:</b></p> <ul style="list-style-type: none"> <li>• RR presented the Analysis of Variance for the year ended 31 December 2016.</li> <li>• RR focus for the board has been on target setting.</li> <li>• RR has looked at the Annual Plan and says the Level 2 target should increase to 95%. She does not feel any of the other targets should move.</li> <li>• RR talked about interventions that have been put into place to lift results.</li> <li>• RR is requested to report to the board on exactly what is in place for student tracking and trajectory.</li> <li>• RR will now focus more on tracking and monitoring.</li> </ul>	Action
5.	<p><b>FF &amp; E Proposal:</b></p> <ul style="list-style-type: none"> <li>• RN reported that the FF &amp; E and ICT component of the rebuild project falls entirely on WSC to manage. The budget for this is \$3.3m of the \$75m rebuild budget. He has sought expert advice and help.</li> <li>• Jasmax has put in a proposal to provide a comprehensive service that could start immediately. Their first appointment would be an ICT consultant.</li> </ul> <p><b>Resolution:</b>  <b>That Ivan Davis be empowered to appoint Jasmax to provide consultant services support for furniture, fittings and equipment and ICT as per their proposal 20/03/2017. (Rich Naish/Carol Gunn -</b></p>	

	carried).	
6.	<p><b>Sub-committees:</b></p> <ul style="list-style-type: none"> <li>• Sub-committees to meet ahead of the BOT meetings</li> <li>• JM would like to see more focus on teaching and learning and suggested merging the suggested Academic Monitoring and Strategic Planning sub-committees</li> <li>• A sub-committee meeting cycle to be set up. Christine to send out the revised list and formulate a new calendar.</li> </ul> <p><b>Resolution:</b>  <b>That the board sub-committees are supported by a member of WSC/NPOW senior leadership team; that the sub-committees meet on a planned cycle; that the business of the board is driven by resolutions brought forward by these committees. (Ivan Davis/Jan McCartney - carried).</b></p>	Action
7.	<p><b>Business Manager Appointment:</b></p> <ul style="list-style-type: none"> <li>• ID is about to make the appointment of Edsol to carry out an operational review of current roles and systems in Administration. These recommendations will go to the Personnel Committee.</li> </ul>	Action
8.	<p><b>Principal's Report:</b></p> <ul style="list-style-type: none"> <li>• ID spoke to his report.</li> <li>• JL would like to see Gordon Ikin and Stephen Lenihan encouraged to progress their work on the Solar Project and School Development Trust.</li> <li>• JM asked MW how the board could support the staff in their move to a new environment. Mel to report back at future meetings.</li> </ul>	Action
9.	<p><b>Childcare Proposal:</b></p> <ul style="list-style-type: none"> <li>• This to be deferred to the next meeting.</li> </ul>	Action
10.	<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• TC reported that the 2016 accounts have been received.</li> <li>• The finalised report will go to the Ministry, along with the Analysis of Variance, by the end of this month.</li> <li>• TC reported that the budget timeline is to be revised to enable the budget to be presented at the beginning of the year.</li> <li>• We need to find out when FF &amp; E monies will come into the account.</li> </ul> <p><b>Resolution:</b>  <b>That the BOT approve the 2017 budget as tabled on 20 March 2017, and which now contains an additional expense of \$45,000 for the part-year salary of a Business Manager. (Trevor Crosby/Tracey Watkinson - carried)</b></p>	Action
11.	<p><b>Discipline:</b></p> <ul style="list-style-type: none"> <li>• This committee has met once since the last BOT meeting. The student was reinstated with conditions. There is another student going to the board next Monday.</li> </ul>	
12.	<p><b>Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>• Tabled minutes taken as read.</li> <li>• Consultation is needed on a new meeting time for Health &amp; Safety preferably first thing in the morning on a Tuesday.</li> </ul>	Action

13.	<p><b>Nga Puna O Waiorea:</b></p> <ul style="list-style-type: none"> <li>Waiorea has received an official letter from the Prime Minister congratulating them on their Kapa Haka performance for recent visiting Chinese dignitaries.</li> </ul>	
14.	<p><b>Administration:</b></p> <p><b>Nga Puna o Waiorea Research:</b></p> <ul style="list-style-type: none"> <li>Stephen May has talked with the University Ethics Committee about researching in Nga Puna o Waiorea. The only way they will approve this is if he steps down from the BOT during the research.</li> <li>John Loof (Chair of Western Springs College / Nga Puna o Waiorea) has agreed to grant Stephen May formal leave of absence for the duration of the research. This will encompass the following time frame: May 10 - September 29, 2017. During this period, he will not attend BOT meetings. While he will continue to receive BOT minutes, it is understood that he will not participate in any related and/or email BOT discussions of any kind. On completion of the research at the end of Term 3, 2017, he will return to the BOT. However, he will continue to recuse himself from all BOT discussions of the Rumaki for the remainder of the 2017 academic year. This includes, but is not limited to, any discussions of teacher performance and/or student discipline.</li> </ul> <p><b>Enrolment:</b></p> <p><b>Resolution:</b></p> <p><b>The BOT confirms that there will be no out-of-zone enrolments for 2018. (Trevor Crosby/Ivan Davis - carried)</b></p> <p><b>Agenda Items for Next Board Meeting:</b></p> <ul style="list-style-type: none"> <li>Childcare proposal</li> <li>2017 Annual Plan</li> <li>E-Learning</li> </ul> <p><b>Resolution:</b></p> <p><b>That the minutes of the previous BOT meeting be approved along with the tabled/verbal reports and minutes. (Jan McCartney/Carol Gunn, carried)</b></p> <p><b>Resolution:</b></p> <p><b>That the inwards and outwards correspondence as tabled be accepted. (Trevor Crosby/Joshua Doubtfire - carried).</b></p> <p><b>Next meeting 19 June</b></p> <p><b>Meeting finished 9.20pm</b></p>	

Ratified: 19 June 2017

Trevor Crosby: Acting Board Chair

