

**Western Springs College  
Board of Trustees Meeting  
held Monday 19<sup>th</sup> May, 2008, in the Library**

**Present:** Tracey Watkinson, Kahu Tepaki, Robin Arthur, David Peirse, Ken Havill, Robyn Curry, Taima Campbell, Alice Heather, Marianne Wilson, Heather Dikstaal, Paul Edmond.

**Minutes:** Christine Goodes.

**Meeting Facilitator:** David Peirse.

**Apologies:** Gus Robertson, Trevor Crosby.

**Declaration of Interests:** Nil

**Strategic Discussions:**

*Annual/Strategic Plan including goals.*

- Paul Edmond gave out two handouts i.e. Sustainability Panel report to Board and a table indicating focus, initial steps and those people involved.
- The panel has met twice and Paul talked briefly to the progress made.
- ***Ken to add building target to annual plan which appears to have dropped off. (Task 1)***
- Goal 6 – Robin questioned wording “healthy majority”. ***Ken to change Goal 6 to read “To ensure that WSC is the first choice secondary school of in-zone families.” Also in Goal 6, second objective, Ken to add in the Rumaki interests. (Task 2)***
- ***Both Annual Plan and Strategic Plan are to be aligned by Ken and presented to the next board meeting for ratification. (Task 3)***
- ***Ken to supply figures on boy vs. girl achievement also boy vs. girl Maori achievement for next meeting. (Task 4)***
- Taima asked how teacher performance was measured. Discussion ensued. Ken said he would be happy to talk to the board on Appraisal when he returned from overseas.
- ***Goal 3 – last two bullet points to transfer to Goal 5. (Task 5)***
- Alice tabled Goal 8 and talked to the action plan. ***Ken to modify Annual Plan to more adequately reflect Goal 8. (Task 6)***
- Ken thanked board members for their feedback.

***Board Meeting Content and Schedule***

- ***Trevor, Alice and Linda Dillon to work on it and bring back to next meeting. (Task 7)***

**Monitoring:**

***Classroom Accommodation Funding Entitlements***

- Ken, Paul, Dave, Robin Arthur to attend a meeting at 9am at the Ministry to present a submission on classroom accommodation funding entitlements.

Kahu Tepaki left meeting.

Break: 7.25pm

***Enrolment Scheme***

- Christine read out a letter from the Ministry confirming that our enrolment scheme would stay the same and there would be no need to review this until 2011.

### ***Annual Report***

- ***Ken to make available to the board by the end of this week. (Task 8)***

### ***Discipline***

- One exclusion since the last board meeting.
- Marianne Wilson suggested it would be useful to review cases of reinstatement last year and this year to assess the effectiveness of conditions set (looking at outcome for students and requirements on school staff). Robin Arthur suggested Discipline Committee survey students and parents who had been through disciplinary procedures about the process and their views on reinstatement conditions.
- ***Associate Principal is to present at the next meeting on student discipline and monitoring. (Task 9)***

### ***Finance***

- ***April Minutes and financial statement to be emailed to board. (Task 10)***

### ***Property***

- Major building projects that could be potentially disruptive are to be notified to parents via newsletters.

### ***Fundraising***

- Due to pressure of work Tracey Watkinson will present on this at the September meeting.

### **Identify Agenda Items for Next Meeting:**

- Boys' Education.
- Appraisal Process.
- Board Content and Meeting Schedule.
- Policy Framework and Agenda.
- Amended Annual/Strategic Plan.

### **Administration:**

#### ***Confirmation of Minutes***

- ***Heather Dikstaal to be added as present to the April board minutes. (Task 11)***

David Peirse asked for the minutes of the last meeting to be accepted.

David Peirse/Tracey Watkinson

Carried

### ***Correspondence***

Robin Arthur asked for the correspondence to be accepted.

Robin Arthur/Marianne Wilson

Carried

### ***Confirmation of membership of committees***

- Board members indicated the committees they wished to be on

### ***Approval of written reports***

Tracey Watkinson asked for all written reports to be accepted.

Tracey Watkinson/Marianne Wilson

Carried

- *Tracey asked Ken to add a sub heading in his report to indicate the successes of students. (Task 12)*

**Meeting Closure:**

- Next board member to attend PAG meeting – Alice Heather.
- Robin Arthur would like Christine to email board members two weeks before a board meeting to ask for any agenda items.
- Next board meeting 30<sup>th</sup> June, 6pm in the Library.

**Meeting closed: 9.10pm.**