

**Western Springs College  
Board of Trustees Meeting  
Held at 6pm 22<sup>nd</sup> September, 2008, in the Staffroom**

**1. Present/Apologies**

**Board members:** Robin Arthur, Heather Dikstaal, Paul Edmond, Marianne Wilson, Tracey Watkinson, Ken Havill, Taima Campbell.

**Staff members:** Barnaby James, Chloe Davison

**Minutes:** Christine Goodes

**Apologies:** Kaukura Tepaki, Robyn Curry, Trevor Crosby, Alice Heather, David Peirse, Rose Philpott.

**Facilitator:** Taima Campbell

Marianne moved that the Curriculum Area Presentation (Dance & Drama) be moved forward on the Agenda to 6pm.

Marianne Wilson/Paul Edmond

Carried

Taima welcomed Barnaby and Chloe to the meeting.

- Barnaby and Chloe talked to their tabled report.
- 2007 Goals were to increase the number of boys in Dance and Drama and to increase the Maori intake. Whilst intake in these areas had increased there was still room for improvement.
- A major learning barrier was frequent absenteeism.
- Ruth to be asked to provide information on the reason for absenteeism from Dance and Drama classes. (*task 1*)
- A new course is being introduced next year (Performing Arts Technology) and signs were it was going to be a popular subject.

Taima thanked Barnaby and Chloe for attending the meeting.

**Declaration of Interests:** Nil

**2. Strategic Decisions**

2.1 Status of Parent Action Group  
*Finance*

That the PAG be recognized as a sub-committee of the Board.

Robin Arthur/Tracey Watkinson

Carried

That the Board confirms the PAG has discretion to spend funds raised for supporting activities within the scope of the school Strategic Plan.

Robin Arthur/Tracey Watkinson

Carried

## ***Policy***

- Information & Computer Technology Policy not ready yet. To be brought to next board meeting.
- Robin discussed the idea of creating a new policy (Communication Policy).
- Communication needs to be clarified between school and family as does communication through email and website, promotion of school through website and local media and general approach to community and public relations.
- It was decided that the Policy Committee draft a Communication Policy and invite staff feedback through senior management before a draft policy is referred to the board for further discussion.
- Taima asked if there were any other policies that could be incorporated into this new policy?
- Robin said ICT protocols, cybersafety and computer agreements all needed looking at.

## **3. Strategic Discussions**

### **3.1 Strategic Plan**

- Ken reported that the lack of alignment between the Strategic Plan and Annual Plan had been addressed to a large extent.
- Trustees have asked for a fourth column headed 'frequency of reporting' to be formatted into the Annual Plan. Ken still to do this for the 2009 documents. *(task 2)*
- Alice had asked about the values of the school and Ken said these were incorporated into the School Vision statement.
- The Charter was made of five components. 1) Mission Statement; Vision Statement; Treaty of Waitangi Commitments; Special Features of Western Springs Education and Location and Context. 2) Strategic Plan. 3) Annual Plan. 4) Annual Learning Targets. 5) Principal's Annual Report.
- Taima would like to see one package and to make values more explicit.
- Ken to draft a front end statement to introduce what the Charter is. *(task 3)*.
- Robin suggested putting all five documents into one folder.
- Alice to be asked to produce a final draft of Self Review Schedule 2008 – 2009 for next board meeting. *(task 4)*
- Discussion ensued with regard to the Strategic Plan going to the board at the beginning of 2009. Ken said it was difficult to produce this at the beginning of the year because all the information needed was still in the process of being gathered. i.e. exam results, departmental annual reporting. Ken said he would produce an overview of the Annual Plan for the board by the end of the year. *(task 5)*

### **3.2 Fundraising**

- To be deferred. Tracey to set up a meeting. *(task 6)*

7.30: Break

### **3.3 Harvard Leadership Conference Report – Ken Havill**

- Ken talked to his recent visit to Harvard University whilst on a 3 month Woolfe Fisher Fellowship this year.

## **4. Monitoring**

#### 4.1 Student Representative Election Report – Nil

- The board was informed that an election had been held and Rose Philpott was the new Student Rep. Rose was not at the meeting because seniors were in the middle of exams and has put her apologies in.

#### 4.2 Discipline – Ken Havill

- Ken brought the board up to date on the 4 suspensions that had occurred since the last meeting.
- Ken said it was timely for the Discipline Committee and SMT to meet to discuss process. The meeting should take no longer than 1½ hours. Meeting to be set up first week of term 4. (*task 7*)
- The outcome of the meeting to be reported back to the full board at its next meeting. (*task 8*)

#### 4.3 Enrolment Update – Ken Havill

- Ken referred the board to his report with updated information on enrolment.
- Robin would like to know from Ruth how many out of zone applications there were for priority 3 and 4? Was there any feedback from the recent letter that was sent out to out of zone parents? (*task 9*)
- Tracey asked Heather what was the feeling from teachers whose children were low priority for enrolment at the school. Heather reported that they were upset at being at the bottom of the pile.

#### 4.4 Property – Ken Havill

- No final confirmation as yet, but MOE funding for two new classrooms appears likely.

### 5. Identify Agenda Items for Next Meeting (03/11/08)

- Discipline Outcomes
- Strategic Plan, Annual Plan, 2009 Goals and Objectives.
- Communication Policy.
- Fundraising.
- Curriculum Presentation (Health Education).
- Enrolment Update.

### 6. Administration

6.1 Tracey would like board members to indicate what end of year events they would attend e.g. Pasifika Prizegiving, Senior Prizegiving, International Students end of year function, Leavers' Dinner, Sports Prizegiving, Rumaki Prizegiving and Junior Prizegiving. Christine to email board (*task 10*).

6.2 Marianne to write a letter to Linda Dillon to acknowledge her work while Ken was overseas. (*task 11*).

#### 6.3 Confirmation of Minutes

That the amendments attached to the draft minutes be accepted.

Robin Arthur/Tracey Watkinson

Carried

That the Minutes of the last meeting be accepted.

Robin Arthur/Tracey Watkinson

Carried

#### 6.4 Correspondence

That the Correspondence be accepted.

Marianne Wilson/Tracey Watkinson

Carried

#### 6.5 Approval of Written Reports

That approval be given to all written reports.

Robin Arthur/Marianne Wilson

Carried

#### 6.6 New Zealand Curriculum Implementation

Ken asked for approval for an early finish (Tuesday 18/11) and a late start Friday 5/12 to enable staff the opportunity to invest more time in planning for the implementation of the new curriculum.

Heather Dikstaal/Robin Arthur

Carried

**Next Meeting Facilitator:**                    **Kaukura Tepaki**

**Next Meeting:**                                **03/11/09**

**Meeting closed:**                              **9pm.**