

**Western Springs College Board of Trustees Meeting
Held at 6pm, 7th December, 2009 in the Meeting Room**

1. Present / Apologies

Robin Arthur, Ken Havill, Paul Edmond, Heather Dikstaal, Kaukura Tepaki, David Peirse, Marianne Wilson, Trevor Crosby, Sophie Blazey, Kent Dadson.

Apologies: Taima Campbell, Tracey Watkinson, Alice Heather.

Minutes: Christine Goodes.

Facilitator: David Peirse.

2. Declaration of Interests – Nil

3. Strategic Decisions

Board Elections

There being no contact with the school re Staggered Elections, Robin Arthur asked:

That from the 2010 Western Springs College Board of Trustees' elections onwards the Board adopt a staggered election cycle for the election of trustees to the seven parent representative positions (with the effect that in 2010 four positions will be for a three year term while the other three positions will be for an 18 month term until the September, 2011, mid-term elections, and, at those elections, those latter three positions will then be elected for a three year term).

Robin Arthur / Marianne Wilson carried

A short discussion ensued re Election Timetable: Robin Arthur asked:

That polling day for the 2010 board elections be set as Friday, 7 May (the deadline for the return of ballot papers) with nominations called for by 15 March, nominations to close on 23 April, voting papers to be distributed by 28th April, votes counted on 13 May, and elected trustees to take office on 14 May, 2010.

Robin Arthur / Kaukura Tepaki carried

Having established who the Returning Officer will be, Robin Arthur asked:

That Anne Millan be appointed as Returning Officer for the 2010 Western Springs College Trustee Elections.

Robin Arthur / Marianne Wilson carried

Disposal of Records

Ken put to the Board that, consistent with the Ministry of Education and Archives New Zealand School Records Retention / Disposal guidelines, staff personnel records (apart from records of significant awards or honours and accident register information), student records (that is, enrolment forms, reports and

attendance registers), and financial records retained for seven years after the end of the year to which they relate be destroyed.

Ken Havill / Paul Edmond carried

Meeting Preparation

Discussion took place re meeting preparation and how we should handle strategic discussions and how confidential matters should be reported.

Robin Arthur put the motions that in order to retain focus on the decision-making purpose of Board meetings each agenda item is to include a proposed resolution.

Robin Arthur / David Peirse carried

6.40pm: Trevor Crosby arrived.

Policy

Harassment Prevention Policy - David talked to his tabled draft policy.

David Peirse asked that the Western Springs College Harassment Prevention Policy be ratified.

David Peirse / Ken Dadson carried

4. Monitoring

Finances – Trevor Crosby

Trevor reported that finances are on track compared to the equivalent results in 2008 up to October 2008. Unless there were large, unexpected expenses in December, the end of year result was on track to be a little above the small operating surplus that was budgeted.

Trevor Crosby asked that the October financial statement and the November Finance Committee minutes be accepted.

Trevor Crosby / Kaukura Tepaki carried

Trevor Crosby asked that curriculum budget-holders be authorised to spend up to 30% of their approved 2009 budget during the interim period until final approval of 2010 budget at the February board meeting.

Trevor Crosby / Marianne Wilson carried

Heather Dikstaal questioned whether the 30% spending would be enough.

Ken answered that it was his job to facilitate curriculum delivery and he would look at every request for more money individually. HOD's could negotiate with the Principal.

Discipline

7.05pm: Trevor Crosby asked that the meeting go into committee to protect the privacy of an individual while in committee minutes from the previous board meeting were approved.

Trevor Crosby /Robin Arthur carried

7.10pm: The matter having been dealt with satisfactorily, Trevor Crosby asked that the meeting go out of committee.

Trevor Crosby / Robin Arthur carried

Ken reported that there had been 3 suspensions since the last board meeting.

Also, 4 boys would be returning next year from extended suspensions. These boys were success stories.

Trevor asked for the discipline report to be a written report. (*task 1*)

Ken asked for guidance on handling excluded students who wanted to sit external exams. The board decided that this was a judgement call.

Robin asked for the Principal's Suspension and Reinstatement Report to be accepted.

Robin Arthur / Paul Edmond carried

5. Identify Agenda Items for Next Meeting

2010 Annual Budget

2010 Annual Plan

Discipline – Kick It

Background information on cluster Auckland Central School's Exclusion Plan

Student data from QSD

Report on 5YPP

Student Rep Report

Ken asked, did the board want the QSD survey handled the same way as two years ago? Two years ago there was a summary then a sub committee was set up.

The board decided that a sub committee would be set up. This group was to be emailed the summary. Board members who wished to be on this committee to email Christine. (*task 2*)

Meeting of sub committee to be before the next board meeting.

6. Administration

Marianne asked for minutes of the previous meeting to be accepted.

Marianne Wilson / Kaukura Tepaki carried

Correspondence

Marianne asked for the correspondence to be accepted.

Marianne Wilson / Kent Dadson carried

David asked for the Property, Principal, PAG & TAPAC reports to be accepted.

David Peirse / Marianne

carried

The board looked at draft #2 of a new stand down letter. Marianne thought guidance support contact details should be added. Ken to work on this. (*task 3*)

Rumaki prizegiving is tomorrow.

Alice and Marianne are putting a manual together for new trustees.

Facilitator next meeting: Ken Havill

Next meeting: 22nd February at 6.00pm in the meeting room

8.50pm: Meeting finished

Task List

Task No.	Task	Responsibility	Time Frame
1	Discipline report to be a written report	Ken	Next board meeting
2	Board members who wish to be on QSD committee to email Christine	All board	asap
3	Guidance details to be added to stand down letter	Ken	asap