

**Western Springs College Board of Trustees Meeting Minutes
Held at 6pm, 29th March, 2010 in the Admin Meeting Room**

1. Present / Apologies

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

Apologies: Tracey Watkinson, Taima Campbell will be late.

Facilitator: Sophie Blazey.

Staff: Margaret Robertson.

Visitor: Niki Harre.

2. Declaration of Interests – Nil

3. Monitoring

Curriculum Area Presentation: Music (Margaret Robertson)

- Margaret Robertson welcomed everyone to the Music Department.
- Margaret showed board members the before and after pictures taken during the Music Department renovations.
- She then gave a verbal report focusing on the renovations.
- She was very appreciative of the Board approving the upgrade which enabled two teaching classrooms, a new office area, storage space and more itinerant music teaching areas.
- After questions from the Board and being thanked for her presentation, Margaret handed the meeting over to Niki Harre to talk to her sustainability report.

Sustainability Panel Report – Niki Harre

- Niki talked to her tabled report
- She touched on key achievements for 2009 including: The University team were recipients of a highly commended award in the youth division at the Auckland Regional Council Environmental Sustainability Awards for 2009. Two films were made to promote sustainability events. Three waste audits were conducted. The facilitation of two Media Workshops attended by 31 students. Twelve new waste stations. An eco day was held. Environmental leaders researched compostable coffee cups. A Trash to Fashion competition. An environmental science course proposed for 2010 and The Travel Wise team launch.

- Niki’s ideals to further sustainability at the school are a curriculum person to hold it all together. A Travel Wise, Waste Wise support person attracting management units. Assistance given to the three student environment leaders and their support teacher for 2010. That the school keeps sustainability at the forefront of curriculum planning. That people with “green” building credentials be appointed to design and manage any new building projects.

Paul Edmond asked that the Board give a vote of thanks to Niki Harre and the University of Auckland research team for the high level of support given to WSC.

Paul Edmond / Robin Arthur

Carried

That the Board accept the Sustainability Panel Report for 2009 and its recommendations, and that the Principal report back to the Board on the outcome of the request for management units to enable teacher support for environmental leaders and the Travel Wise and Waste Wise programmes. **(Task 1: HL)**

Paul Edmond / Robin Arthur

carried

4. Strategic Decisions

Strategic Plan / Annual Plan

- Ken went through the Goals tabled in his Annual Plan. In Goal One Robin was uncomfortable with the wording “Gifted and Talented”. Trevor agreed but that was the way the Ministry referred to it.
- Goal four – there was the suggestion from Ken that Thea Kilian work with the whole school re sustainability. More work to be done with waste stations.
- Discussion continued on the Goals with Ken making note of suggested changes.

7.30pm Taima Campbell arrived at the meeting

- Paul Edmond suggested that the objective “Provide students and staff with modernised learning and teaching facilities”. Should read ‘modern’ as this can include new and refurbished facilities. Under the targets add “Consultants engaged will design projects conforming with the MoE / BRANZ guides “Designing Quality Learning Spaces”.

That the Board approve adoption of the draft 2010 Strategic and Annual Plans.

Sophie Blazey / Alice Heather

carried

7.50pm Kaukura Tepaki left the meeting

7.55pm Break

5. Strategic Discussions

- Ken talked to his Principal's Report noting how well the school had performed in regard to NCEA over combined Levels 1, 2, and 3, and University Entrance results, both in comparison with other decile 8 schools (second to much-smaller Fiordland College), and all Auckland state schools (first equal with Epsom Girls' Grammar School).
- Ken attributed the drop in the Level 1 pass rate compared with the previous year to a weaker performance in the externally assessed standards, particularly in two subjects. This can be attributed at least to some extent to the unusually large number (ten) of first year teachers in 2009. This situation would not be replicated in 2010.
- Robin questioned the Level 2 target of 85% set for 2010, which was lower by 5% than the 90% target in 2009. He stated that we should not be setting soft targets and asked what interventions had been decided on to assist this cohort to achieve higher results. Ken stated that the factors cited above which influenced the performance of the 2009 Level 1 cohort would not affect the 2010 Level 2 cohort. He had confidence in the close monitoring of the Year 12 academic director who could be relied upon to intervene promptly as required.
- Ken acknowledged that earlier analyses showed there were no significant data-based differences between potential abilities of the different cohorts. He stated that target setting was arrived at through a carefully considered process but could not be scientifically exact. He undertook to reconsider the Level 2 target in consultation with the deputy principal and the academic director, given that it was set on the basis of the provisional NCEA results. *(Task 2: HL / RS / GU)*
- Trevor asked Ken to take into account the points arising in the discussion in the analysis of variance section of his 2009 Annual Report. *(Task 3: HL)*

Year 9 Enrolments: 2011

That the Board recommends that no students be enrolled from out-of-zone for 2011, as signaled in 2009, with a final decision to be made by the newly elected board.

Trevor Crosby / David Peirse

carried

6. Monitoring

Enrolment Scheme Administration

- Trevor gave a verbal report.

That the Board approve the Chairperson's ruling in relation to the current case concerning the right of a parent now living out-of-zone to keep her son on the Western Springs College roll.

Trevor Crosby / Ken Havill

carried

That an Enrolment Committee of the Board (2 trustees and 2 SMT) be established and is delegated to make annual recommendations to the Board of Trustees on the enrolment scheme and, as necessary, investigate enrolment irregularity and annulment issues. (*Task 4:*)

Trevor Crosby / Robin Arthur

carried

9.15: Taima Campbell left the meeting

Board Elections

- Ken referred to his Principal's Report
- Trevor asked for potential nominations from this Board. Trevor said he would stand for an 18 month term. David Peirse was considering an 18 month term and Ken Dadson was also interested.
- Robin Arthur commented that he thought people who wanted to be parent representatives on the board should have children at the school, even though this is not a requirement.

Discipline

Response to a Ministry of Education direction to enroll an excluded student.

- Trevor went over the background.
- The student has now completed the Fire Service programme and will be enrolled soon.

That the Board approve the stance taken by the Board Disciplinary Committee in relation to the Ministry of Education direction to enroll a student excluded from another school and approve the Board Discipline Committee writing a procedure for responding to Ministry of Education directives for enrolment. (*Task 5:*)

Paul Edmond / Alice Heather

carried

School / Police “Kick It” Drug Offences Partnership Agreement

- Ken, Trevor, Robin and David had attended a meeting in relation to above.
- Ken did phone Brendan Muir to ascertain the Police viewpoint on issues to find that he was on leave. Ken will arrange another meeting to deal with issues. (*Task 6: HL*)

7. Identifying Agenda Items for Next Meeting

- Kick it Programme
- Enrolments 2011

8. Administration

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

Sophie Blazey / Trevor Crosby

carried

Correspondence

Trevor asked for the correspondence to be accepted.

Trevor Crosby / Robin Arthur

carried

Approval of Written Reports

Principal's Report, Sustainability Project Report, Adult Community Education Programme, PAG Minutes, TAPAC Minutes, Finance Committee Minutes, 2009 Draft Annual Report and Financial Statements.

Trevor asked for all written reports to be accepted.

Trevor Crosby / Alice Heather

carried

Paul Edmond gave a verbal Property Committee meeting report.

- He commented on site renovation, 10YPP, Disputes Outcome and 5YP projects.

Finance report

- Trevor talked to the tabled Draft 2009 Annual Report and Financial Statements with an operating surplus of \$36,000.

Trevor asked for the February Financial Statement and March Finance Minutes to be approved.

Trevor Crosby / Ken Havill

carried

Meeting Closure

This year we were the overall aggregate winners of the Division 1 Maori Stage Competition at Polyfest.

17th May is the date for an informal get-to-together for the new Board.

Next Board Meeting 24th May.

Meeting finished 9.50pm