

**Western Springs College Board of Trustees Meeting Minutes
held at 6pm 20th September in the Marae**

1. Present / Apologies:

Present: Ken Havill, Nici Green, Trevor Crosby, Alice Heather, Clare Goddard, Gordon Ikin, Sophie Blazey, Kent Dadson, Tracey Watkinson, Margot Young, Linda Palavi (new student trustee).

Apologies: David Peirse, Kaukura Tepaki, Te Hira Henderson.

Staff Present: David Okey, Chris Selwyn (welcome only)

Minutes: Christine Goodes

Facilitator: Tracey Watkinson

2. Declaration of Interests: Nil

3. Strategic Discussion

Curriculum Area Presentation: ICT – David Okey

- Tracey welcomed David to the meeting.
- David started by saying that he was in charge of student educational use of ICT.
- He talked to the main areas of facilities, student use of the intranet, teacher use of the intranet, and e-asTTle.
- He explained to the board where all the school computers were located and their capabilities and how they were being used.
- He demonstrated how teachers were setting work on the intranet and how students completed the exercise in the same way.
- Trevor commented that he was pleased that the intranet was being well used by students and teachers, and this was setting them up well for tertiary studies.
- Kent commented on the ergonomics of some of the furniture used in conjunction with computers. Ken stated that chairs were being progressively being replaced with Furnware chairs, which were ergonomically correct for student use.
- Gordon asked David about ICT in general.
- Ken said we would not be leading edge in hardware provision. A staff ICT group has been set up and thought is being given to a bigger budget for ICT.
- A PD session has been scheduled for week 1 in term 4 on ICT.

4. Strategic Discussion

Sustainability

- Gordon said the sustainability panel was concerned about material placed in recycling bins ending up in landfill.

- Ken said that not all recyclable material goes to landfill. Occasionally it was more that students did not put the correct waste in the correct bin, and it was too big a task to separate recyclables from landfill.
- Discussion ensued
- Communication of what happens to recyclable materials needs to occur.
- School needs to look at user friendly bins.
- It was agreed that more than one thing needs to be done.
- Students need to advise SMT what is needed to make recycling easier.
- There was a suggestion that everything you bring in, you take out – make this is a green school.
- Sophie suggested that the student leaders should be involved.

That the Board requests the principal to expeditiously implement recycling of as much as possible of the waste generated within the school and to actively encourage a reduction in the amount of waste going to landfill. This to be done within 12 months and the amount going to landfill is reduced by 50%.

Gordon Ikin / Kent Dadson

carried

5. Strategic Decisions

Principal's Appraisal Objectives

- Trevor talked to the tabled Principal's Annual Appraisal Objectives
- Margot was concerned there were no financial objectives in the Principal's Appraisal Objectives. There appeared to be no performance target which relates to managing the school's finances within the annual budget.
- Trevor said these Annual Appraisal Objectives need to be read in conjunction with the Professional Standards for Secondary Principals: one standard deals with Financial and Asset Management. This was confirmed by Ken.
- It was noted that the Principal's Appraisal Policy had not been reviewed since 2002.
- Board members can talk with Trevor if there is an objective they would like to see included.
- Margot's concerns will be addressed in the policy document. **(Task 1 – Policy Committee)**

6. Monitoring

Attendance

- Ken talked to the tabled mid-year attendance report.
- WSC was part of SEI (Student Engagement Initiative) which was a MOE funded initiative. We report to MOE twice a year in their format.
- This year there has been a large number of students with medical certificates for up to two weeks with very bad flu viruses. This has had an influence on our attendance data.
- The justified rate in past years has been set at 6% for non-attendance. In 2010, 8% is the justified rate given the prevalent sickness.
- Discussion continued about influencing factors in non attendance.
- Gordon asked about other forms of notifying parents of non attendance e.g. texting software.

Ken asked for the mid-year 2010 attendance report to be received.

Ken Havill / Trevor Crosby

carried

Finance

- Trevor talked to the tabled BDO audit report.
- There were a 2 incorrect statements in the original report but these have now been rectified.

Trevor asked that that the Board accepts the BDO Final Management Report for the year ended 31 December, 2009

Moved: Trevor Crosby / Clare Goddard

carried

Discipline

- Ken gave an oral report.
- Since the last meeting there had been three suspensions.

Ken asked that the principal's oral discipline report be received.

Ken Havill / Trevor Crosby

carried

7. Identify Agenda Items for Next Meeting

- Auckland Secondary Schools' Centre – brief overview
- Update on new classroom block
- ERO – draft report
- Fundraising
- Budget
- Discipline

8. Administration

Tracey asked for the minutes of the last meeting to be approved.

Tracey Watkinson / Gordon Ikin

carried

Tracey asked for the correspondence to be accepted.

Trevor Crosby / Tracey Watkinson

carried

Trevor asked for all written reports to be accepted, i.e. Principal’s Report, Principal’s Appraisal Objectives , July Financial Statement, August Finance Minutes, Health & Safety Minutes, PAG Meeting Minutes, TAPAC Board Minutes, Property Minutes, and Waste Disposal report to be accepted.

Trevor Crosby / Alice Heather

Carried

- Trevor said we had come out of the ERO review well and it was apparent that it’s not just about achievement it’s also about the analysis (the whole picture). [Later in the evening an email was received from ERO stating that WSC had been placed on a 4-5 year review cycle.]
- Alice reported that a Policy Committee meeting was held just before this meeting. They were working on the Student Council and Staffing Management Policies. Next meeting is on 26th October at 5pm. Principal’s Appraisal also to be looked at.
- PAG meeting tomorrow
- Board Personnel Committee to meet directly after this meeting.
- Prizegivings coming up. Christine to send out dates. **(Task 2 – Christine)**

Next meeting: 1st November

Facilitator next meeting: Kent Dadson

Board Rep to go to next PAG Meeting: Gordon Ikin

Meeting finished: 8.45pm

Task List

Task No.	Task	Responsibility	Time Frame
1.	Ensure Principal’s Appraisal Policy refers to the Professional Standards for Secondary Principals.	Policy Committee	In progress
2.	Prizegiving dates to be sent out	Christine	ASAP