

**Western Springs College Board of Trustees Meeting Minutes
held at 6pm 1st November, 2010 in the Admin Meeting Room**

1. Present / Apologies:

Present: Ken Havill, Nici Green, Trevor Crosby, Alice Heather, Clare Goddard, Gordon Ikin, Kent Dadson, David Peirse, Kaukura Tepaki.

Apologies: Linda Palavi, Margot Young, Te Hira Henderson & Tracey Watkinson. David Peirse will leave at 7:30 pm.

Staff Present: Jared Hockley.

Minutes: Christine Goodes.

Facilitator: Kent Dadson.

2. Declaration of Interests: Nil

3. Monitoring:

Curriculum Area Presentation: Mathematics – Jared Hockley

- Jared talked to his power point presentation and tabled the Summary of Department's Annual Report 2009 / 2010.
- There has been a lot of staff movement in the Mathematics Department over the previous 2 years but Jared was hoping that there was now stability.
- Recent AsTTle data has suggested our average student begins year 9 at about or a bit below the average level in "number sense and operations" compared with schools of a similar type. However, by the time they reach Yr 11 they are performing better than schools of a similar type.
- Jared referred to breakdowns of Level 1, 2 and 3, 2009, results and discussion ensued around results in these levels.
- Departmental management goals for 2010 have been to develop leadership in the department, to develop staff who are new to the department as moderators and effective use of departmental PD time to develop Yr 11 courses and continue work on the new curriculum.
- The Mathematics Department has used Tuesday mornings to introduce new units, modeling lessons, PD around alignment of standards, writing units for Level 1 courses for 2011.
- Jared's wish list – he would like new Level 1 textbooks to fit the requirements of the new curriculum, and in the ICT area he would like a portable smart board.

4. Strategic Discussion

Property Developments – oral report by Ken Havill

- Ken visited the Ministry last week to meet with our current network facilitator Anthea Morrell concerning the undue delay on the part of the Ministry of Education in processing the WSC ten year plan and the five year agreement.
- The response was that the Ministry of Education does not have sufficient personnel to process our ten year plan and the five year agreement. These documents, together with other schools' plans, have just sat untouched in a tray since being submitted. Ken was hoping for a decision from Wellington within the next fortnight about our submissions.
- Ken reported that an extension to our hall could not be paid for out of our 5 year agreement. The agreement money was tagged for modernised learning environments.
- The Ministry also said that the grounds compound work would also not be considered. Paul Styles is to appeal this decision, as it impacts on providing learning environments.
- Trevor to sign a letter, to be written by Ken, to the Manager of the Ministry of Education in Auckland, the property manager in Wellington and the Minister regarding our concern about the Ministry not having the personnel to facilitate the processing of our ten year plan and five year agreement. Copies also to be sent to appropriate politicians. **(Task 1 – Ken Havill)**
- We will wait for the Minister's response before we proceed to lobby politicians.
- A two week timeframe to be allowed for the Minister's response.

That the Board of Trustees communicates its concern to the Ministry of Education and the Minister about the undue delay on the part of the Ministry of Education in processing the WCS ten year plan and the five year agreement.

Ken Havill / Gordon Ikin

Carried

- The above resolution to be followed up before the next board meeting.
- Property Committee to work on this.

Property Committee Meeting Report – oral report by Ken Havill

New classroom block:

- Possible new position where Tech Block is located at present. This has come about because Babbage Consultants have advised that E and F Blocks are structurally unsound.
- This allows the possibility of our new classroom block being built on top of a new tech block.
- The downside of this would be that we would have to use some of our 5 year agreement money.

Playing Field Tender:

- Contract unable to be let due to MOE freezing funds.
- Soil, possibly contaminated, to be deposited on western boundary of main field.

Trees:

- Concept plan for trees on boundary has been presented to SMT. Hopefully these boundary trees will be converted to natives over time.
- There is talk of better passageway through the main entrance, with alternative car parking spaces available.

5. Strategic Decision

ERO Review Report

- SMT have gone over it.
- Trevor Crosby has had input and talked about a few minor changes to ensure accuracy.
- Chris Selwyn, Alice Heather and Tracey Watkinson have been asked for their input
- Ken said it was a very favourable report.
- Once final report from ERO received, suggestion of a letterbox drop with the community page to inform our parents / community of this favourable report.
- Ponsonby News could be contacted.
- Suggestion about the community page from the ERO report to be put in envelope with junior reports.
- Link to be put on website to the ERO report.
- Also to be put in newsletter.

Gordon Ikin, on behalf of the board, acknowledged Ken Havill, the SMT and Trevor Crosby for their work in connection with this report.

That the Board accepts the Unconfirmed ERO Review Report, and the school's Response to it.

Ken Havill / Alice Heather

carried

6. Monitoring

Personnel

7.45: That the Board moves into committee to protect the privacy of an individual and receive a confidential report from the principal.

Ken Havill / Kent Dadson

carried

8pm: The matter having been dealt with satisfactorily, Ken Havill asked that the board go out of committee.

Ken Havill / Kent Dadson

carried

All employees and pre service teachers are to be made aware of the Complaints Policy. **(Task 2 –Ken Havill)**

Policy

That the Board ratify the Staffing Management policy.

Alice Heather / Ken Havill

carried

- Policies to be worked on at next Policy meeting are Curriculum, Student Council, Gifted and Talented, Special Education and Principal's Appraisal.
- Discussion ensued on putting policies on the website for the public to see. There should be a list of policies and, where appropriate, these should be hyperlinked to the policy.

Discipline

- Ken gave an oral report on discipline matters arising since the last board meeting.
- 2 Yr 12 boys suspended. 1 expelled, 1 excluded.
- 2 Yr 10 girls suspended, both reinstated and doing well.
- 1 boy previously reinstated has been suspended again.
- 1 excluded student now enrolled at Rosehill College
- 1 Yr 9 boy at ASSC referred to Alt Ed now coming back to WSC
- 1 Yr 13 reinstated boy has made it through to the end of this year.
- Margot, Clare and Trevor went to a discipline training meeting last week and reported that it was an excellent course.
- On the 25th of November there is a special discipline meeting starting at 5.30pm.

That the principal's discipline report be received.

Ken Havill / Clare Goddard

carried

Fundraising

- Fundraising was discussed.
- Suggestion that the newsletter could be used as a tool to encourage parents to volunteer their time for fundraising.
- When school activity fees and donation are requested in mail-outs, give an opportunity for people to donate more to a designated area of their choice.
- Ruth Roberts has prepared a budget for the 7 major ICT areas of expenditure following the recent review. \$330,000 was needed to cover these areas.
- Hall and Gym hire needs to be looked at: are we charging enough for these facilities?

7. Identify Agenda Items for next Meeting

- ICT – Ruth to speak on recent review and implications for the school.
- ASSC as a Board responsibility.
- Report on draft budget progress.

No curriculum presentation at the December meeting.

8. Administration

Kent asked that the minutes of the last meeting be accepted.

Kent Dadson / Gordon Ikin carried

Trevor asked that the correspondence be accepted.

Trevor Crosby / Ken Dadson carried

Kent asked for all written reports to be accepted, i.e. Principal's Report, August Financial Statement, September Finance Minutes, Policy Committee Minutes, PAG Meeting Minutes, TAPAC Board Minutes.

Kent Dadson / Trevor Crosby carried

Next Meeting: 06/12/10

Facilitator: Clare Goddard

Meeting Finished: 8:45pm