

**Western Springs College Board of Trustees Meeting
held in the Admin Meeting Room at 6pm Monday 21st February, 2011**

Present: Clare Goddard, David Peirse, Gordon Ikin, Kaukura Tepaki, Alice Heather, Ken Havill, Kent Dadson,

Linda Palavi, Margot Young, Nicola Green, Tracey Watkinson, Trevor Crosby.

Apologies: Te Hira Henderson.

Minutes: Christine Goodes.

Declaration of Interests: Nil

Trevor asked if the board wanted to now elect a new Chair for the rest of this year – this was deferred until later in the evening.

Strategic Decision

Strategic Plan & Annual Plan:

- Ken talked to his tabled plans.
- Ken pointed out that new objectives were highlighted in bold.
- Goal One – To attain the highest academic, cultural and sporting standards of student achievement.
Discussion ensued around learning the Maori language. Tracey would like to see this as a goal. Gordon would like to see Maori language as compulsory in this school. Kent talked about children leaving primary school already being at a certain level and this needed to be progressed at secondary level. **Maori Language as a Goal / Objective to be put on the Agenda for the next meeting. Ken to look at the consultation process. (Task 1 – Ken)**
- Goal Two – To provide quality teaching across all curriculum areas. New Objectives well received.
- Goal Three – To develop a safe, inclusive staff teaching and student learning environment. Thea Kilian has worked on developing student leadership.
- Goal Four – No changes.
- Goal Five – To strengthen school-home and school-community partnerships. Discussion entered into with regard to the newsletter database. This will be completed by Week 6 of this term. Tracey commented that she had the Rumaki all hooked up with Vodafone alert messaging and this was extremely cost effective and was not time consuming. **Ken was interested to see how this works.(Task 2 – Tracey / Ken)**

That the Board approve adoption of the draft 2011 Strategic and Annual Plans incorporating additional Goals and Objectives.

Tracey Watkinson / Trevor Crosby

Carried

Finance:

- Ken talked to his tabled draft 2011 budget.
- Clare stated that she would feel more comfortable if the surplus shown was greater and would like to see the budget approved as a draft.
- Clare would like to see a cover sheet showing last year and this year (2010 & 2011) which will make it easier for other trustees to read. **Ken to prepare a one page document showing last year and this year as a cover sheet for the budget. This to be emailed to Clare and Trevor for their approval before an electronic vote to accept the draft 2011 Budget. (Task 3)**
- **Kent would like a glossary of acronyms. (Task 4 – Ken)**
- Tracey not happy with the cost of the Year Book. Feedback from the Whanau was that they would prefer a hard copy not a disc. Linda said the feedback from students was the same. – hardcopy and not disc. Students wanted to be able to write things on the book (autographs etc). **Tracey to look at some other prices of Year Books. (Task 5 – Tracey)**

Development Officer:

- Gordon brought the board up to speed on the Development Officer position advertised at the moment. He saw the job description being flexible depending on the strengths of the person being appointed. Discussion followed on what this position might involve.
- **When performance indicators developed these to be emailed to board members. (Task 6 – Gordon)**
- Clare wanted an assurance that money raised by the Development Officer was to be banked into the WSC general bank account. This position was not to run as a separate entity. This was confirmed.

That the Board ratify the establishment of the school development officer position.

Gordon Ikin / Clare Goddard

carried

School Donation:

- Clare has done some background work on what other decile 8 state schools ask for their donation and what their collection rate was. Our donation matches other schools but the collection rate of other decile 8 schools is higher.
- Discussion followed on ways to achieve a higher collection rate and should our donation stay at its current level.
- It was mooted that this could be a job for the Development Officer.

7.35pm Break

- Donation discussion continued.

That the school donation be maintained at the current level for 2012.

This was put to the vote:

7 voted for

3 voted against

Resolution was passed.

Clare Goddard / Trevor Crosby

carried

Administration:

- Trevor pointed out that there was going to be 3 parent representative positions available at the mid September staggered elections. They were David Peirse, Margot Young and Trevor Crosby's positions.
- Clare, who is now the Finance Chairperson, would like to see more expertise on the Finance sub-committee sooner rather than later. She talked of a person who would be interested in being co-opted on to this committee up until the mid September election. His name is John Davy who missed out on the last BOT election by one vote. He would then stand for election in the mid September elections.

That the Board approve the co-option of John Davy on to the Board, and to the Finance sub committee until the September mid term election for his expertise in finance.

Clare Goddard / Trevor Crosby

carried

Monitoring:

Student Council Policy

- Alice talked to the tabled Student Council Policy. It was now ready to be ratified. Procedures had been tightened up. Linda said the Student Council had been involved.

That the Board ratify the Student Council policy.

Alice Heather / Tracey Watkinson

carried

- The committee was now working on the Gifted and Talented and Learning Support Policies.

Discipline:

- Ken gave a verbal report.
- One male has had his suspension extended for 6 weeks and is now at the Auckland Secondary Schools' Centre. One excluded female students has been placed with an outside provider.
- Trevor gave background information on a past discipline that is now the subject of a parent complaint. The complaint had gone to the Office of the Ombudsmen, and they responded that the parents first needed to write to the Board chairperson and try to resolve the matter of

complaint. There was to be an internal review which was being conducted by Davie Peirse and Trevor Crosby. The Board will then decide on a response to the parents. The enquiry and the recommendations will be completed by the end of the first week in March.

- Discussion continued about future disciplines and how the decision should be communicated to the parents. It was suggested that a letter from the Board Secretary with the decision be couriered the next day.

That the Principal's verbal discipline report be received.

Ken Havill / Trevor Crosby

carried

Identifying Agenda Items:

- Maori Language – goal / objective
- ICT plan to be updated
- Discipline
- Property

Administration:

Confirmation of Minutes

- Change June meeting to the 1st week of July (4th July). **(Task 7 – Christine)**

That the amended minutes of the last board meeting be accepted.

Tracey Watkinson / Margot Young

carried

Correspondence:

- Christine to change correspondence list to protect the privacy of others. **(Task 8 – Christine)**

That the correspondence be accepted.

Clare Goddard / Margot Young

carried

- Gordon reported that PAG had completed some new seating for the school campus.
- Trevor noted that the wrong December financials were sent out and the correct ones were tabled.
- The Ministry still has not paid us for some property projects completed in 2010.

That the board accept all the written reports i.e. Principal's Report, PAG minutes, Finance minutes for December and February, Financial Reports for November and December, TAPAC minutes for November

Trevor Crosby / Kent Dadson

carried

Election of Chairperson:

Trevor Crosby vacated the seat and Ken Havill took over to ask for nominations for the position of Chairperson until the mid September 2011 staggered elections.

Gordon Ikin nominated Trevor - seconded by Tracey

Kent Dadson nominated Gordon Ikin - seconded by Margot

Gordon Ikin declined

Trevor Crosby accepted

Ken Havill asked the board accept Trevor Crosby as the Chairperson until the mid September 2011 staggered elections.

Ken Havill / Tracey Watkinson

carried

The meeting concluded with Clare presenting Trevor with a NZSTA Long Service Award for his continuous service over two boards, Gladstone Primary and Western Springs College. Trevor graciously accepted the award.

Next meeting: 28th March

Facilitator: Gordon Ikin.

Meeting finished: 9pm