

<p style="text-align: center;">Western Springs College Board of Trustees Meeting held in the Admin Meeting Room at 6pm on Monday 19th September, 2011</p>
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Present: Hannah Clarke, Trevor Crosby, Kent Dadson, John Davy, Clare Goddard, Ken Havill, Alice Heather, Gordon Ikin, Rick Leaf, Linda Palavi, David Peirse, Ka'u Tepaki, Tracey Watkinson, Bryony West, Margot Young.

Staff Present: Ivan Davis, Sharda Patel.

Minutes: Christine Goodes

Apologies: Bryony West, Ka'u Tepaki. (lateness due to parent / teacher interviews at same time)

Facilitator: Ken Dadson:

Declaration of Interests:

Kent Dadson commented on the recent tour of schools to look at designs and new concepts in relation to our own impending changes to our buildings. He wanted it noted that as a Trustee on the Property Committee, in his capacity as an Architect, he may not be able to vote on any decision re appointing an Architect or approving a design for WSC.

Monitoring:

Presentation – Library: Sharda Patel.

- Sharda spoke to her tabled report.
- The library is devoted to creating a positive learning environment for students and staff.
- In the Books Purchased table, Sharda noted the continuing trend of Fiction books being asked for more than Non Fiction.
- Graphic novels continue to be in demand also.
- The library is committed to ensuring students have a focus on using books and the internet with the aim of finding the most useful information by following a process. In this respect Sharda was asked if 12 computers were sufficient. The answer was, no.
- The library is utilised by hosting Yr 9 Orientation, Homework Centres, Lunchtime Music and Displays.
- The library continues to meet the needs of the Rumaki staff and students.
- Sharda concluded that at Western Springs we are fortunate to have sufficient funding to enable the purchase of a wide range of titles to meet the reading and learning needs of the students.
- Sharda would like to acknowledge her assistant, Angela Henty, who goes the extra mile in all that she does in her position.

Sharda was thanked for her presentation.

Policy Development

Finance

- Clare said there had been two meetings with regard to the Finance Policy.
- Under guidelines number 14 to read “and audited on an annual basis”
- Under related documents, bullet point three “legislative requirements including Health and Safety requirements.”
- Kent questioned Note 11: Tendering Specifications. Change No.1 If over \$10,000 in value to “If over \$5,000 in value”
- Note 10: No.11 Change (valued at more than \$10,000) to “(valued at more than \$5,000).”

That the Board ratify the revised Finance Policy and Schedules with the above changes.

Clare Goddard / Tracey Watkinson

carried

Complaints

- It was noted under Guidelines No. 8 that there was no provision for complaints against the Board. It was suggested that an f) be added and this to be split as follows:
 1. A BoT member (excluding the Principal) – Board Chair and Board members.
 2. BoT Chair – Board members.
 3. BoT – BoT Chair and Principal to liaise and contact New Zealand Schools Trustees Association helpdesk for advice on whether an independent person investigate the complaint or it should be referred to the Ministry of Education or the Education Review Office.

That the Board ratify the revised Complaints Policy and Procedures with the suggested changes.

It was decided to do an electronic vote to pass this resolution. **(Task 1 Ken/Christine)**

7pm: Bryony West arrived.

- Kent asked why Rumaki has another set of guidelines.
- Tracey said it's about recognising how Rumaki operates and suggested a presentation to new board members.
- It was asked if the changes to the Complaints Policy could be highlighted when it is sent out for electronic approval. **(Task 2 Christine).**

Property Developments Update – Ken

- Ken talked to his tabled Property Committee Meeting report.
- Building Replacement: Ken has asked the Ministry for a response by today. No response. Ken to email Nikki Kaye to ask if she can send an email to the Ministry. Gordon to follow up with Nikki. **(Task 3 Gordon)**

- Kent talked briefly to 1. Structural changes – carpenters in today. 2. Issues with leaky buildings. 3. Grounds issue.
- Gordon said that now is the time to start talking with the community. It was suggested that Ken go to Brian and Roland (Ministry) tomorrow with issues. **(Task 4 Ken)** Parent Reps to talk to politicians and Newsletter home about what is going on.
- Compound has been put on hold until Property Committee is convinced it is going in the right place.
- Staff Representative, Bryony West, said she felt the staff was happy with the amount of information re property matters being conveyed to staff.

Gordon moved that Property Committee Meeting report be accepted.

Gordon Ikin / Ken Havill

carried

7.30pm Break

Discipline – Ken

- Yr 10 Male – suspension extended. Student referred to ASSC.
- Yr 10 Female – spent term two at ASSC then referred back to WSC because student not meeting their requirements. Excluded, now at Alt Ed.
- Yr 10 Male – reinstated and placed in mainstream. Now withdrawn from WSC.
- Yr 11 Male – excluded, referred to Alt Ed.
- Yr 11 Male – suspension extended until February 2012 to allow time to work on problems.
- Yr 11 Female – reinstated with conditions.
- Yr 10 Male – excluded, referred to Alt Ed and Kari Centre.
- A special BOT meeting was held on Discipline. Tracey was concerned about the process when dealing with Rumaki suspensions.
- Clare said that five main topics were discussed at the special Discipline meeting. Clare to type up and distribute to the Board of Trustees. **(Task 5)**

That the Principal's verbal Discipline Report be received.

Kent Dadson / David Peirse

Carried

Principal's Report – Ken

- Enrolments on track. 179 Year 9 pupils enrolled. This includes 30 Rumaki students.
- ICT – Four class sets of netbooks have been well received. Teachers are in the process of changing to gmail.

That the Principal's Report be received.

Trevor Crosby / Margot Young

Carried

Identify Agenda Items for Next Meeting

- Property update.
- Election update.
- Reply document to Ministry re Rumaki future.

Administration

Trust deed forwarded to Shaun Kilian has been received back and is now with John McBride for peer review.

That the minutes of the previous BOT meeting be confirmed with the addition of Clare Goddard's name included as present. **(Task 6 Christine)**

Kent Dadson / John Davy

carried

Correspondence

- No. 7 – Report has been completed. We are now waiting for a response.

That the Correspondence be accepted.

Gordon Ikin / John Davy

carried

Clare moved that the 2011 projected budgeted depreciation be approved.

Clare Goddard / Margot Young

carried

That all written reports be approved. That is, Financial Statement for July, August Finance Committee meeting minutes, Property minutes, Principal's Report, Library Report, TAPAC meeting, Health & Safety meeting minutes, PAG minutes,

Clare Goddard / Margot Young

carried

Gordon thanked Linda Palavi for her time on the board as a Student Representative.

Pacifica Prizegiving:

26th October.

Sport Prizegiving: 28th October.

Facilitator next meeting: Clare Goddard

Curriculum Presentation: Sports – Peter McIntyre

Date of next board meeting: 31 October at 6pm in the admin meeting room.

Meeting finished at 9pm:

Task List

No.	Task	Responsibility	Time Frame
1.	Electronic vote to ratify Complaints Policy and Procedures.	Ken / Christine	ASAP
2.	Changes to Complaints Policy to be highlighted so BoT members could see the changes.	Christine	ASAP
3.	Follow up with Nikki Kaye re building replacement.	Gordon	ASAP
4.	Property issues to be followed up with Ministry.	Ken	ASAP
5.	Discipline meeting minutes to be typed up and distributed to BoT members.	Clare	ASAP
6.	Clare's name to be included as present at the last board meeting.	Christine	ASAP