

Western Springs College
BOT Meeting Minutes 21 March, 2016, held in the Library at 6pm

Present:	Rob Coltman, Trevor Crosby, Ivan Davis, Christine Goodes (minutes), Carol Gunn, Ken Havill, John Loof, Jan McCartney, Rich Naish, Chris Selwyn, Anna Verboeket, James Watkinson, Tracey Watkinson, Mel Webber, Liz Samy (Curriculum Report).
Apologies:	Ka’u Tepaki, Na’or Alfassi Berman, Nina Fitzgerald, Stephen May, Te Kawehau Hoskins, Jan McCartney will be late.
Facilitator:	John Loof
Declarations of Interest:	Nil

	<p>John loof opened the meeting by commending the recent New Parents’ BBQ. It was a wonderful event.</p> <p>John Loof welcomed Liz Samy to the meeting.</p>	
1.	<p>Monitoring: Strategic Plan Goal 1: <i>To attain the highest possible academic levels of student achievement.</i></p> <p>Curriculum Presentation - Liz Samy (HOD Commerce)</p> <ul style="list-style-type: none"> ● Liz talked to her tabled report. ● Accounting numbers have declined in recent years and it is one of her goals to find strategies to increase numbers. ● Business Studies and Economics are doing well. ● There is a common misconception that Accounting is Maths which discourages some students from choosing it. ● Universities do not require students to do Accounting at school to study Commerce so the students keep their options open by doing other subjects that are a prerequisite. ● The BOT suggested that she could take students out to firms to see how Accounting can be used. There is space at Yr 10 level to do this. ● A future aspiration is to introduce every student at WSC to basic financial literacy. This has cross curricular possibilities. ● Another aspiration is to provide a foundation/introductory course for international students as Accounting is very popular among Asian students. ● John thanked Liz for attending the meeting. 	

	<p>Resolution 1: That the Board of Trustees receive the Commerce Department report. (John Loof / Ken Havill - carried)</p>	
<p>2.</p>	<p>Monitoring: Strategic Plan Goal 1:</p> <ul style="list-style-type: none"> ● John declared that he was trying out a new format for the agenda and would be moving it around a bit. ● Ken debriefed on a recent workshop that was held in relation to establishing a network of learning. ● Bernadine Vester (facilitator) met with Ken today and both agreed that the outcome of the workshop was very positive. ● They are now scheduling school visits. ● Ken will send out information to the trustees to clarify the type of funding that could be acquired for this type of network, which we would want to attract under our own terms. ● James talked about the Maori perspective and how they interacted with their schools of interest. ● Ken advised that we will be running a parallel cluster for the Rumaki which will include the primary schools that they attract students from. ● The Scholarship Report will be presented at the May meeting. 	<p>HL</p>
<p>3.</p>	<p>Strategic Decision Strategic Plan Goal 5: <i>To ensure that Board-level operations are closely aligned to WSC strategic plan goals and objectives.</i></p> <ul style="list-style-type: none"> ● John reported on a recent meeting which was held to look at our Strategic Plan. ● Carol thought that under Goal 1, point a) that her thoughts had been misinterpreted. ● Ken said that we had no trouble attracting good teachers which Mel endorsed. ● Possible change to a) notifying vacancies in a form which emphasises WSC's achievements and compels interest. ● Chris and Ken have met and decided that Chris will talk to his Kaiako about the Rumaki having its own Strategic Plan. ● Due to WSC's plan needing to be sent to the Ministry asap, James offered that we should add Rumaki alongside WSC's goals and in the future look at a Strategic Plan for the Rumaki. ● Chris to be asked if he wants to follow through with having a Rumaki Strategic Plan. ● Jan would like Goal 2, point b) changed to engaging all teachers in an individualized professional development programme designed to enable all teaching staff to develop their practice through teaching-as-inquiry. ● Discussion on the Strategic Plan stopped to allow for a presentation from Michael Frawley, MOTAT CEO). 	<p>HL / James</p>
<p>4.</p>	<p>Strategic Discussion Strategic Plan Goal 7: <i>To develop and strengthen school-community alliances, partnerships and links.</i></p>	

	<ul style="list-style-type: none"> ● Ken introduced Michael Frawley and Jonathan Rennie (architect) to the meeting to present MOTAT’s Strategic Plan. ● Ken has already seen MOTAT’s Strategic Plan and was impressed. He asked for this to be presented to our board. ● Michael Frawley opened by saying he was going to get us up to speed on what is happening at MOTAT 1 and 2. ● They are experiencing the same site problems that WSC has. ● The only reason the Aviation building does not move is because the poles go down 30 metres into basalt. ● MOTAT is an independent statutory body, but the council is bound to fund them. ● Michael’s job has been to change MOTAT’s limited appeal. ● They have had legacy issues and need to move to a light bulb institution. ● They came up with a new strategy and needed a structure to take them forward. ● Most of their visitors come from Auckland visitors and they will continue to use heritage objects. ● They are now focussing on Kiwi ingenuity and technology to educate and inspire people. They have an attraction which is called Penny Farthing to Yike Bike which is popular. ● New strategy came into force in 2014. ● They have presented several exhibitions and are now doing events. ● They are working their way through their infrastructure and have engaged an architect to design a masterplan. ● Jonathan (architect) took over the presentation saying they had looked hard at the surrounding areas. He then took us through the masterplan. ● New carparking at MOTAT 2 will start in one month producing approximately 200 car spaces which they are happy to share with us. ● Tracy asked for a timeline because of the impact on Rumaki. This would take approximately 16 weeks. ● Discussion continued with the presentation finishing at 8pm. ● Ken thanked them both for giving up their time to present. 	
	<p>8pm: Meal Break</p>	
<p>5.</p>	<p>Strategic Decision continued Strategic Plan Goal 5: <i>To ensure that Board-level operations are closely aligned to WSC strategic plan goals and objectives.</i></p> <p>Subcommittee Structures Resolution “That the Board constitute i) a Rebuild Committee; and ii) an Alliances & Partnerships Committee (moved: John Loof)”</p> <ul style="list-style-type: none"> ● John has tabled two new subcommittees for consideration. ● With the rebuild project now imbedded in the Plan as Goal 6, he believes we need a formal Rebuild Committee as distinct from the Property Committee. Rich has volunteered to be the Chairperson of the Rebuild Committee. This committee to include - Rich, John, Ivan, 	

	<p>Ken, James, Rau, Anna will drop in and out as comms person, also to include Carol as need be.</p> <ul style="list-style-type: none"> • The existing Property Committee retains its focus on managing the school's current assets until such time as it will merge back with the Rebuild Committee. Having one or two common members will ensure both committees communicate effectively. • The other new committee will be the Alliances Partnerships Links Committee. Carol and Anna would be good on this. Paula should also be invited to go on this. • Rumaki suggested a Rumaki Rep should be on this committee. Tracey will do this along with John, Anna and Carol. • Because of all the property related committees, James would appreciate a flow chart. • Sub committees have delegated authority for decisions with matters being brought back to the full board as appropriate. All agreed. • When do we have these meetings. Rebuild could be added onto the end of DCG meetings? • Meeting times to be arranged at a later date and brought back to the meeting. <p>Resolution 2: That the Board constitute i) a Rebuild Committee and ii) an Alliances & Partnerships Committee. (Moved: John Loof / Trevor Crosby - carried).</p> <ul style="list-style-type: none"> • Jan asked for Goal 7 to include Ngati Whatua. • Goal 7 e) needs to be a goal on its own. All agree. • This to be discussed with the Finance Committee. • Motion put to establish Goal 8 with no subset. It was decided to do an electronic vote later this week after discussion with the Finance Committee. <p>Resolution 3: That the Board ratify the draft WSC Strategic Plan, 2016-2018. (moved John Loof / Ken Havill) - carried).</p>	
6.	<p>Rebuild:</p> <ul style="list-style-type: none"> • Rich brought the board up speed with what was happening. • Jasmax has to be ready to go to the DRP two weeks before the end of April with the masterplan. DRP is the group that says yes or no to the masterplan. • Jasmax is on their third iteration of the masterplan at the moment. • Justin did a good job presenting this to HODs and Middle Managers today at TAPAC. • At that meeting Jasmax was asked to what extent do the relocatables, put end on end, approximate to open learning spaces. We were referred to Auckland Normal Intermediate and Bayfield school to take a look. • HL and DS were disappointed that they could not tell us what 	

	<p>departments would be in these relocatables.</p> <ul style="list-style-type: none"> ● We will leave it to the Rebuild Committee to keep pushing to address our points and also address the issue of the Whare Tapere. ● What is happening is in the nature of things. You are dealing with a finite resource. ● What is the process from now until the DRP meeting. We need a caucus. There will be a board approval process and this will happen before the DRP. ● Rumaki to ask Mike Aitkinson for the minutes which will detail the 6 Rumaki points for discussion. ● Rich will arrange a Rebuild Committee meeting. ● John will write to the Ministry with our points that we would like discussed. ● Report back to the board on outcomes. <p>Resolution 4: That the Board of Trustees receives the report of the WSC representatives on the Project Design Group concerning developments to date in relation to the master planning process. (moved Ken Havill / Rich Naish - carried)</p>	
<p>7.</p>	<p>Strategic Plan Goal 7: <i>To ensure that budget-setting is in alignment with strategic school development priorities.</i></p> <p>2016 Budget</p> <ul style="list-style-type: none"> ● Trevor reported there was nothing unusual in the tabled 2016 budget. ● Jan would like the budget to go to the next Finance meeting which is on 24th March at 9am. ● We are not approving the budget tonight. We will do this electronically. ● John will send his questions to the Finance Committee. 	
<p>8.</p>	<p>Monitoring:</p> <ul style="list-style-type: none"> ● Where are we at with the constitution? ● James reported that Ray was away on leave. They need his feedback, so James will arrange a meeting when Ray is back. ● There is no Health and Safety to report on. Rob Coltman is to go onto this Committee. ● Next Finance meeting is on March 24 at 9am. ● There have been no suspension so far this year. ● Rob Coltman mentioned a letter that was sent to the Ministry late 2015 about a Memorandum of Understanding. We have had no reply. This letter to go to the Rebuild Committee. <p>Confirmation of Minutes:</p> <p>Resolution 5: That the minutes of the previous BOT meeting be approved along with the tabled Principal’s Report, Commerce Report and Correspondence. Moved John Loof/Jan McCartney - carried)</p>	<p>RN</p>

	<ul style="list-style-type: none"> ● It was noted that a Returning Officer needed to be appointed by the end of March 2016. The BOT Secretary can confirm that this has occurred. ● John Loof to write a letter of appointment. 	JL
9.	<p>Identifying Agenda Items for Next Meeting.</p> <ul style="list-style-type: none"> ● Finance Committee to report back. ● Update on Scholarship - Graeme Moran, Paul Alford and Ruth Roberts will have input into this. ● James noted that the Development Manager's position had dropped off the Agenda. This position is a fixed term position and this has expired. The board will decide if this is to be renewed. Job description to be circulated to Carol, Anna and Tracey. ● Anna would like clarification on Caretaker's House. 	GS
10.	<p>Wrap-up:</p> <ul style="list-style-type: none"> ● Anna to attend the next PAG meeting. Tracey will attend from the Rumaki. ● John will continue to facilitate the BOT meetings. ● Rumaki have lost two reps on the board and their replacements will come to the next meeting. ● Te Kawehau Hoskins has now left the board. ● Next BOT meeting will be on May 9 and will be held in the Marae at 6pm. ● We need to reinstate the Karakia 	
	Meeting finished 10pm.	