

Western Springs College
Board of Trustees Meeting Minutes 12 February 2018 @ 6pm in Nga Oho

Attendees	
Ivan Davis (ID)	Principal
Tracey Watkinson (TW)	Waioerea Board Member
Carol Gunn (CG)	Board Member
Rob Coltman (RC)	Board Member
Mel Webber (MW)	Staff Rep
Paul Alford (AD)	Deputy Principal
Chris Selwyn (CS)	Tumuaki
Belinda Drake (BD)	Board Member
Tama Curtis (CS)	Waioerea Student Rep
Toby Mangelsdorf	WSC Student Rep
Trevor Crosby (TC)	Board Member
Craig Moller (CM)	Board Member
Howard Blackwell (HB)	Business Manager
Linda Pirritt (LP)	Board Member (1st meeting)
Richard Green (RG)	Board Member (1st meeting)
Christine Goodes	Secretary
Apologies:	Ka'u Tepaki, Jan McCartney, Rangimarie Hunia, Clive Vai'ula

Facilitator: Carol Gunn

The meeting started with a whakatau from Chris Selwyn

New trustees were welcomed and everyone introduced themselves.

		Action
1,	<p>Election of Chairperson:</p> <ul style="list-style-type: none"> ● CG passed the Chair over to Belinda Drake. ● Nominations were called for. <p>Resolution 1: ID nominated Carol Gunn for the Chairperson position. (Ivan Davis/Rob Coltman - carried unanimously)</p> <ul style="list-style-type: none"> ● CG took the Chair. ● TW would like to see a Deputy Chair from Waiorea working alongside CG. This to be on the agenda for the next meeting. ● CV and RH from Waiorea will remain . 	Christine to do
2.	<p>Housekeeping: Declarations of Interest</p> <ul style="list-style-type: none"> ● Papers were hand out for any declarations of interest and for signature. ● MW wanted her PPTA involvement noted just in case there was a conflict. It was agreed that this is highly unlikely to be a conflict. ● TW noted that JW would remain the Chair of the Te-Ohonga Ake ● At the next meeting we will look at the delegations we make with a view to making a register. 	Action
3.	<p>Policy: Trustees' Code of Behaviour</p> <p>Resolution 2: TW moved that we accept this policy (Tracey Watkinson/Belinda Drake - carried)</p> <ul style="list-style-type: none"> ● Decision to revolve the Facilitator at each meeting. 	Christine to get signed off for folder
4.	<p>BOT Workplan for 2018:</p> <ul style="list-style-type: none"> ● Trevor noted for new members that there will be two BOT meetings per term with the option of two special meetings if need be. ● Carol went through her tabled workplan 2018 template. ● RC updated the new trustees on co-governance. <p>Resolution 3: RC moved that following consultation with the school community, the Board proceed with submitting the new constitution for approval by the Minister of Education. (Rob Coltman/Mel Webber - carried unanimously)</p> <ul style="list-style-type: none"> ● James Watkinson is continuing to work on the co-governance model and this to be back on the agenda for the May 7 meeting. 	Agenda May

	<ul style="list-style-type: none"> ● CG invited new trustees to join committees. ● RG asked about the Principal's Appraisal process. The personnel committee will deal with this. ● Under strategy, there has been a change in the Charter process. At the moment we are still obliged to have an Annual Plan. This gets signed off at the end of March. The Board will be more involved in the future. The budget will be clearly linked with the planning. ● New Families BBQ - TW would like to see this how it used to be with both WSC/Nga Puna o Waiorea involvement. A coordinated approach is needed. ● It suggested that the BOT plays a more prominent role in the event, e.g. it might be good to have a T-shirt for board members to wear at the New Families BBQ. 	
7.45	Break	
	<p>Projects to focus on:</p> <ul style="list-style-type: none"> ● ASSC - PA briefed the new trustees on this. A rebuild is happening at the end of this year. Chair to contact ASSC (Sharron) to arrange a time for a board meeting to be held there. ● Academic Curriculum Project - an Academic Committee has been formed to look at student achievement. ● ILE Transition - a number of initiatives are underway. ● Health & Safety - a standing item. There are a few challenges. CS wanted noted his concerns around the exiting of the carpark at the end of the day. RC suggested some comms for new families at the BBQ re where the rebuild is at. TW noted that there will be a phone app hopefully launched next week which will alert parents to hazards. ● Fundraising/Trusts - a trust has been set up by Gordon Ikin and Stephen Lenehan RC will report back to the next meeting. We need to know the ambitions of this trust. One of the ideas floated was solar. CM and this committee to get together ● Gym - RC to report back to next meeting. ● Carol invited members to add anything else they could think of to the workplan and to add their names to the committees. ● The configuration of the committee template needs rejigging. This is delegated to the Policy Committee to look at. 	<p>CG to contact ASSC</p> <p>RC to report</p> <p>CM RC</p> <p>Policy Cte</p>
5.	<p>Budget:</p> <ul style="list-style-type: none"> ● HB talked to his tabled 2018 Annual Budget Summary. ● He has looked at last year's budget and then looked at the actuals. ● He has reworked the printing and photocopying costs to reflect a true cost. ● Admin expenses have gone up to reflect the new position of Business Manager. ● Caretaking and Cleaning - there was a element of spend that 	

	<p>had not been budgeted for. All has now been budgeted for.</p> <ul style="list-style-type: none"> • There is a reduction of cleaners' salaries. This is because of contractors being used. • He predicts an operating profit for the year but we still need to allow for depreciation. • The bottom line is there will be a deficit on paper only. Finance Committee to look at this. <p>Resolution 4: Trevor Crosby moved that the Board accept the Budget for 2018 with the knowledge that changes will occur during the year, subject to monitoring by the Finance Committee. (Trevor Crosby/Tracey Watkinson - carried unanimously)</p> <ul style="list-style-type: none"> • TW wanted Anne McDonnell acknowledged for the huge amount of work she has done on the budget. • TC acknowledged also the committee that worked on this. • The COL launch is on 6 April. TW is pulling this together. • Trustees will be invited to meet the new COL leader on 21 March. 	
6.,	<p>Resolution 5: 9.25pm: CG moved that the meeting move into committee to protect the privacy of individuals. (Carol Gunn/Belinda Drake-carried)</p> <p>Resolution 6: 9.45pm:The matters having been dealt with satisfactorily, CG moved that the meeting move out of committee. (Carol Gunn/Belinda Drake - carried unanimously)</p>	
7.	<p>Resolution 7: BD moved that the minutes of the previous BOT meeting (4 December, 2017) be approved along with the tabled/verbal reports and minutes. (Belinda Drake/Trevor Crosby - passed unanimously)</p> <p>Resolution 8: BD moved that the that the inwards and outwards correspondence as tabled be accepted. (Belinda Drake/Trevor Crosby passed unanimously)</p> <ul style="list-style-type: none"> • The Board acknowledged the work on the new website. • CG acknowledged TW and the team getting the Puna - Nga Puna O Waiorea series on Maori TV. • Lorrin Shortland thanked the board for supporting her PhD study leave in 2017. Papers from this study can be found in Inwards Correspondence for the 26 March BOT Meeting. 	
8.	Meeting closed with a Karakia.	

	<p>Facilitator for the next meeting will be Belinda Drake.</p> <p>Next meeting will be 26 March, 2018</p> <p>Meeting finished 9.50pm</p>	
--	---	--

Ratified: 26/03/2018

Board Chair: Carol Gunn