

**07/05/2018 Board of Trustees Meeting Minutes
held @ the Auckland Secondary Schools' Centre, 6pm**

Attendees	
Ivan Davis (ID)	Principal
Trevor Crosby	Board Member
Carol Gunn (CG)	Board Member (Chairperson)
Jan McCartney	Board Member
Mel Webber (MW)	Staff Rep
Paul Alford (AD)	Deputy Principal
Chris Selwyn (CS)	Tumuaki
Belinda Drake (BD)	Board Member
Craig Moller (CM)	Board Member
Howard Blackwell (HB)	Business Manager
Linda Pirritt (LP)	Board Member
Richard Green (RG)	Board Member
Christine Goodes	Secretary
Sharon Fernee	Director ASSC
Kathleen Becker	Teacher ASSC
Maurits Kelderman	Architect, Design Tribe
Andrew Butterworh	Project Manager, MPM Projects
Apologies:	Tracey Watkinson, Clive Vaiula, Rangimarie Hunia, Tama Curtis, Toby Mangelsdorf,

	CG welcomed the two visitors and ASSC staff to the meeting. Introductions were made.	
	Declarations of Interest - Nil	
	Matters Arising from last minutes - Nil	
1.	ASSC Presentation: (Sharon Fernee) <ul style="list-style-type: none"> ● Sharon talked to her tabled report. 	

	<ul style="list-style-type: none"> ● ASSC is a timeout place for students who are struggling. They typically stay a term or two and then return to their source school. ● Sharon talked about the staff and students at the centre and their day-to-day routine and struggles. ● There are going to be challenges around the rebuild, which is due to start in October of this year. ● The school might have to close during the rebuild, unless an alternative building can be sourced to accommodate them all. ● If accommodation can not be found Kathleen and Sharon would like to work, perhaps with the ministry, to develop a plan for the activity centre or develop pastoral care, participate in professional development and visit other schools. ● They are open to ideas about what the staff could do. By term 4, they will be able to do intake interviews in a portacom. ● Maurice, the architect for the new build, presented plans for the proposed new ASSC. ● Andrew, from MoE, is managing the project and negotiating with contractors. ● WSC BoT will need to decide what is going to happen to the staff if the ASSC closes during the rebuild. ● Sharon will work with Ivan and Paul to develop some options for the operation of ASSC during the rebuild. ● The board requested an update report for the next meeting. 	Action
2.	<p>Finance Report: (Howard - verbal)</p> <ul style="list-style-type: none"> ● HB spoke to the Finance Committee minutes. ● Accounts are still draft. Auditors still working on them but they will be submitted to the Ministry by the end of May. ● HB is in the process of tightening up on finance processes. ● The Finance Committee considered the living wage. Some staff are not getting the living wage (\$20.55 per hour as at September 2018). HB estimates it would cost the school about \$50,000 per year to become a living wage employer. This would be an ongoing and incremental cost as the living wage increases. ● BoT members all expressed strong support for becoming a living wage employer. <p>Resolution: That board resolves that WSC - NPOW becomes a living wage employer from 1st January, 2019. (Ivan Davis/Trevor Crosby - passed by consensus)</p> <ul style="list-style-type: none"> ● International Student fees were discussed. <p>Resolution: That the board accepts the Finance Committee's recommendation to increase fees for international students to \$18,500 per year for tuition in 2019. (Trevor Crosby/Ivan Davis - passed by consensus)</p> <ul style="list-style-type: none"> ● The board understands that this will not apply to students who have already paid. ● JM requested a full report on international student results and 	Action

	the impact that these results has on the school's overall results.	
	7.25pm: Dinner	
3.	<p>Principal's Report:</p> <ul style="list-style-type: none"> This report taken as read. <p>Annual Plan</p> <p>Resolution: CG (Chair) recommends that the Annual Plan for 2018 be adopted. Adopted by consensus.</p> <p>Principal's Appraisal</p> <ul style="list-style-type: none"> Discussion around the Principal's Appraisal. ID has received an exemplary report and the board congratulates him. CG recommends that in future a summary appraisal report is presented to the full board, subject to future review of the Principal's Appraisal Policy. Policy Committee to review the Principal's Appraisal Policy. <p>Appointment of a part-time DP (back-filling for PA while he is leader of Kahui Ako):</p> <ul style="list-style-type: none"> JM asked about the composition of the interviewing panel. LP is available to be on this panel. ID to second LP on. <p>Resolution: 7.55pm: ID asked for the meeting to move into public-excluded business to protect the privacy of individuals. (Ivan Davis/Trevor Crosby - carried)</p> <p>Resolution: 8.20pm: The matters having been dealt with satisfactorily, ID moved that the meeting move out of public-excluded business. (Ivan Davis/Trevor Crosby - carried)</p> <ul style="list-style-type: none"> LP outlined her concerns about staff seeking health advice onsite. The Policy Committee will consider how this is covered by our existing policies. 	<p>Action</p> <p>Action</p> <p>Action</p>
4.	<p>Council-funded gym opportunity.</p> <ul style="list-style-type: none"> Council has signed an agreement for them to fund PWC to represent WSC/NPoW's interests in development of the business case. The financial terms of PWC's engagement are confidential and commercially sensitive. <p>Resolution: That the Board proceeds with engaging Pricewaterhouse Coopers to represent WSC - NPOW's interests in the business case for the proposed gym extension. (Moved Carol Gunn - Chair)</p>	

	<ul style="list-style-type: none"> Carol requested that trustees email her, by Monday next, if they have any concerns they wish PWC to consider. 	Action
5.	<p>Local Report: Carol Gunn</p> <ul style="list-style-type: none"> CG briefed the board some local issues. 	
6.	<p>MOE Presentation on New Build:</p> <ul style="list-style-type: none"> CG acknowledged all the work that CM has put into the rebuild project. No satisfactory remediation has yet been agreed for most existing retained buildings, including the staffroom. CG will write a letter to Ministry about our expected roll growth. RG recommended that we should reference what happened at Pt Chevalier School with their new build not meeting roll growth because the MoE estimates were too conservative. 	Action
7.	<p>Wrap-up:</p> <ul style="list-style-type: none"> LP noted in Health and Safety minutes that staff would like a quiet space. RG noted that in Finance minutes the summary of the March accounts was not included. This will to be included in future. <p>Resolution Linda Pirrit moved that the minutes of the previous BOT meeting (26 March 2018) be approved along with the tabled/verbal reports and minutes. (Linda Piritt/Carol Gunn - passed by consensus)</p> <p>Resolution: Richard Green moved that the that the inwards and outwards correspondence as tabled be accepted. (Richard Green/Carol Gunn - passed by consensus).</p> <p>Facilitator next meeting: Tama Curtis</p> <p>Date of next meeting: 18 June at WSC - NPOW @ 6pm</p>	Action

Ratified 18/06/2018

Carol Gunn (Chairperson)

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