

**08/04/2019 BOT Meeting Minutes
held at WSC @ 6pm**

Attendees	
Ivan Davis (ID)	Principal
Trevor Crosby (TC)	Resigned 03/04/2019
Belinda Drake (BD)	Board Member
Linda Pirrit (LP)	Board Member
Christine Goodes	Secretary
Paul Alford (PA)	Deputy Principal
Craig Moller (CM)	Board Member
Rob Coltman (RC)	Board Member
Jan McCartney (JM)	Board Member
Khushee Jain (KJ)	WSC Student Representative
Isabella Ashby (IY)	Waiorea Student Representative
Carol Gunn (CG)	Chair
Chris Selwyn (CS)	Tumuaki
Apologies:	Mel Webber, Ka'u Tepaki, Howard Blackwell, Tracey Watkinson, James Watkinson, Rangimarie Hunia, Richard Green.
Apologies for lateness	Jan, Belinda, Chris will have to leave by 7pm
Facilitator:	Rob Coltman

	CS opened the meeting with a whakatau, welcoming our new Waiorea Student Representative, Isabella Ashby.	
1.	Declarations of Interest - Nil	
2.	<p>Matters Arising from Previous Minutes:</p> <ul style="list-style-type: none"> ● School Docs - ID has received an email from Kay Harding. Tailoring process involves a questionnaire. The journey is under way. ● ERO is planning to conduct an external evaluation of our school. ● ID will urge ERO not to do this until next year because of the 	action

	<p>shift into the new school. CG will draft some words.</p> <ul style="list-style-type: none"> • Tomorrow's Schools submissions - ID and PA have written submissions. PA has received a letter back from the Minister. • There will be a revised document released by the Minister and there will be more consultation. • The panel has held 90 meetings across the country. • The Horison Plan has happened. • Scholarship letters have been done. <p>Resolution: Rob Coltman moved that the minutes were accurate. (Rob Coltman/Ivan Davis - passed by consensus).</p>	
3.	<p>Finance:</p> <ul style="list-style-type: none"> • Our deficit is much less than previously thought at the beginning of the year. • AOG stationery has saved us \$10,000 so far. • International students - Joanne is planning four trips this year to attend conferences overseas.. <p>Fundraising Proposals</p> <ul style="list-style-type: none"> • Fundraising - the paper written and tabled is purely a model and has no input from PAG or Waiorea at this stage and is looking at a multidimensional model. • At a board level we do not understand how the fundraising helps the school and how it is targeted. In light of a new board we need to know this. • Funding is required for a range of projects this year and going forward. We need to begin engaging in a range of fundraising activities to begin to meet these needs. • The board is requested to note this approach. • RC has touched base with Gordon Ikin of WSC Development Trust. There is no further advance in generating solutions but he is keen to peruse a fundraising opportunity. • Our FFE budget appears to be stretched to the limit. We ask the question how well does our exterior match our interior? We might have to transfer some of our old furniture into the new build. • HB has suggested a structure with different teams working on different projects with some linkage. • The Finance Committee will provide the board oversight. • As a board, are we still following our old policy? Policy Committee to look at revising the Fundraising Policy. <p>Resolution: The funding approach set out in the Finance Committee's paper of 08/04/2019 is noted by the Board and is referred to the Policy Committee for consideration of a review and a report to the Board with timing to be as proposed by Finance Committee. (Rob Coltman/Carol Gunn - passed by consensus)</p>	action

	<p>Fundraising Policy</p> <ul style="list-style-type: none"> • That the Fundraising Policy be sent to the Policy Committee for the consideration of a review but this needs to contemplate the wishes and thoughts of other stakeholders from the school. • As the policy goes through, staff will be involved in the consultation. <p>Annual Report:</p> <ul style="list-style-type: none"> • Still needs to be audited. It is in draft form. <p>Resolution: We have received the draft Annual Report and this has been sent to the auditors. (Rob Coltman/Carol Gunn - passed by consensus).</p> <p>The draft annual financial report is received by the Board and is to be sent to the auditors</p>	
4.	<p>Acknowledge and thank Trevor Crosby:</p> <ul style="list-style-type: none"> • Trevor Crosby has resigned from the board in order to be able to fulfil his role of Kaiawhina (returning officer) for Ngā Puna o Waōrea for the 2019 triennial election. • CG said words do not convey our gratitude for the 18 years of work that Trevor has done for the board. • CS presented Trevor with a pounamu which all members of the meeting held. He thanked Trevor for all the years of guidance as a board member. Trevor replied. 	
5.	<p>Celebration of Living Wage Accreditation & Co-governance:</p> <ul style="list-style-type: none"> • CG acknowledged the work undergone to bring the co-governance to fruition and acknowledged the leadership of this. • CG also noted our accreditation and adoption for paying the living wage. 	
7.15	Break	
6.	<p>Election Process:</p> <ul style="list-style-type: none"> • With co-governance the WSC constitution is dissolved and in regard to this there will be two processes that will occur for the election. • There will be a kaiawhina process for Ngā Puna o waiōrea and an election for WSC. • TC tabled a document which explained the kaiawhina selection. • If we use an outside company for our election processes the costs will be more. <p>Resolution: RC proposes that Trevor Crosby be nominated for both the election and selection processes. (Rob Coltmand/Ivan Davis - passed by consensus)</p> <p>Trevor Crosby is nominated and appointed as kaiawhina for Nga Puna o Waiorea selection process and as election officer for WSC</p>	

	<p>election process</p> <ul style="list-style-type: none">• There was discussion around staggered/three yearly elections <p>Resolution: Carol Gunn moved that we confirm that at the next WSC election we will have positions for 5 parent elected trustees. (Chair proposed - passed by consensus)</p> <p>The next WSC election will have positions for five parent elected trustees</p> <p>Resolution: Carol Gunn moved that we confirm that 3 whanau will be selected representative from Nga Puna o Waiorea whanau. (Chair proposed - passed by consensus)</p> <p>The next Nga Puna o Waiorea selection will have positions for three whanau selected trustees</p> <ul style="list-style-type: none">• With staggered elections you have a bit of instability with induction etc. In reality if board members are choosing to restand again they generally get elected again. Discussion ensued around this.• CM would welcome a more disciplined approach to induction. <p>Resolution: Carol Gunn moved that we will continue with a staggered election cycle so that in the coming election we will hold two parallel elections. In the WSC elections there will be 3 candidates each standing for 3 years and in the other election there will be 2 candidates each standing for a term of 18 months. (Chair proposed - passed by consensus)</p> <p>There will be a staggered election/selection cycle for WSC/Nga Puna o Waiorea Board trustees so that in the coming Board election there will be two parallel elections. The WSC election to involve five parent elected trustees with three of those elected being candidates each standing for three years and with two of those elected being candidates each standing for a term of 18 months.</p> <p>Resolution: Carol Gunn affirmed that the selection of representatives from Nga Puna o Waiorea is also a staggered cycle with 2 selections being made for a 3 year term and 1 selection being made for an 18 month term. (Carol Gunn proposed - passed by consensus)</p> <p>The Nga Puna o Waiorea selection to involve three selected trustees with two of those selected candidates/trustees being selected for three years and with one of those selected candidates/trustees being selected for a term of 18 months</p>	
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7.	<p>Principal's Report:</p> <ul style="list-style-type: none"> • DS debriefed on the school tours for 2020 enrolment, living wage accreditation, roll growth/capacity considerations and submissions to the Tomorrow's Schools' Taskforce. • There is a meeting on 12 April at which it will be decided on our occupation date of the new buildings. • If the school does not have clarity after this meeting RC and JM will write a letter to formalise the arrangement. If the date is not when we expect to be able to occupy, we will set out our expectations as a board. • DS will be in contact with board members re the outcome of the 12 April meeting and with a date to move into the new buildings. • We are interviewing for two new staff members. HOD Te Reo and HOD Sports Academy. <p>Resolution: Rob Coltman moved that we accept the Principal's Report dated 06/04/2019. (Rob Coltman/Jan McCartney - passed by consensus)</p>	action
8.	<p>Analysis of Variance:</p> <ul style="list-style-type: none"> • ID tabled the draft document. • NZQA final data will not be released until April 29. • This draft will be finalised by the next board meeting. • Analysis of Variance to be an agenda item. 	action
9.	<p>Annual Plan:</p> <ul style="list-style-type: none"> • Carol, Rangimarie and Ivan have met and put together a very simple draft Annual Plan. • ID spoke to this tabled document saying his goal is to get this down to a one page document. • ID is happy to receive any input in this Annual Plan. • Any comments on Focus 2019 to ID by end of this week. • This plan can be ratified electronically. 	action
9.	<p>Gym Follow-up:</p> <ul style="list-style-type: none"> • RC noted that there is a group travelling to Rototuna on Thursday this week. Rototuna is a four court mixed high school. 	
10.	<p>Wrap-up: Resolution: That the correspondence and all tabled reports contained with the Board papers are accepted. (Rob Coltman/Carol Gunn - passed by consensus)</p> <p>Resolution: That the Health & Safety Minutes dated 03/04/2019 be accepted. (Rob Coltman/Craig Moller - passed by consensus)</p>	

	<ul style="list-style-type: none"> ● EOTC - the board members would like to see more visibility on this. The Health & Safety Report could reflect this. ● CG to check with NZSTA if board should be notified of overseas trips/overnight camps. Should a resolution be sought from the board? <p>Agenda Items Next Meeting:</p> <ul style="list-style-type: none"> ● Attendance and achievement reports. ● Student Achievement as an agenda item every time. ● Khushee and Bella to report on a vision for each student. ● Analysis of Variance. ● Any other suggestions for the agenda send through to CG. <p>Next board meeting: 13 May 2019</p> <p>Chair next meeting: Jan McCartney</p> <p>Meeting finished 9.30pm</p>	Action
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Ratified: 13/05/2019

Chair: Carol Gunn