

**02/12/2019 Western Springs College - Ngā Puna O Waiōra
BOT Meeting Minutes held in the Staffroom at 6pm**

Present: Belinda Drake, Eruera Lee-Morgan, Mary-Jane Thompson, Paul Alford, Linda Pirrit, Helen Long, Howard Blackwell, Ivan Davis, Tracey Watkinson, Carol Gunn, Chris Selwyn, Rob Coltman, Christine Goodes (minutes)

Attendees	
Ivan Davis (ID)	Principal
Carol Gunn (CG)	WSC Parent Rep(Chairperson)
Craig Moller (CM)	WSC Parent Rep
Linda Pirrit (LP)	WSC Parent Rep
Christine Goodes	Secretary
Helen Long (HL)	WSC Staff Rep
Mary-Jane Thompson (MT)	Whanau Selected
Isabella Ashby (IA)	Waiorea Student Rep
Eruera Lee-Morgan (EL)	Whanau Selected
Belinda Drake (BD)	WSC Parent Rep
Rob Coltman (RC)	WSC Parent Rep
Howard Blackwell (HB)	Business Manager
Tracey Watkinson (TW)	Whanau Staff Rep
Paul Alford (PA)	Principal Support
Apologies:	Rangimarie Hunia, Maia McRoberts, Craig Moller
Facilitator:	Carol Gunn

	Karakia: Carol Gun	
1.	Declaration of Interests - <ul style="list-style-type: none"> When talking about cleaning issues, Helen Long wanted it noted that she did not take part in the PPTA discussions. 	
2.	Strategic Discussions - Te Tiriti Committee: <ul style="list-style-type: none"> Not met yet. Revisit next year. 	action

	<p>Action: Tracey to email the board the Newton Central co-governance model.</p> <p>Academic Committee:</p> <ul style="list-style-type: none"> • This committee has met. • Looked at predicted results data. • Is there an exit interview process for students who leave before the end of Year 13? Yes, this information should be on KAMAR pastoral. <p>Action: Julie D will collate information on early leavers and put on a google doc.</p> <ul style="list-style-type: none"> • DS reported that we have devised a plan to split the Academic Director's position. Monitoring will be done by the incumbent. • UE literacy was also discussed, Heads of House were monitoring this. • Our ratio of 70% female and 30% male teachers is the same as nationally. <p>Action: Gerry to be asked to attend the first meeting next year to talk to a digital strategy.</p> <ul style="list-style-type: none"> • LP would like to know some information about our Health Centre. It was suggested that she meet directly with the Nurse. <p>IET:</p> <ul style="list-style-type: none"> • CG has sent a link out to board members for them to participate in the STA internal evaluation. • She went through the responses and encourages those who have not completed this to do so. • This survey is valuable in bringing us back to what we should be looking at. • Congratulations to Peter Kerr, Tupe Tai, Paul Alford and MJ Thompson for their continuing roles in the Kahu Ako. • CG noted our many significant achievements this year that we can be proud of. <p>Next Year Planning :</p> <ul style="list-style-type: none"> • Strategic Planning next year. Gerry to report to the board on digital strategy. • DS suggested that each year he would drop out some components from the Annual Plan and email it out to the board before any meeting. • CG suggests revisiting our Strategic Plan. • Retaining the special character is important. • CG thinks we still need to do parent research. • We need to design a targeted survey about what we want to know. • At the Strategic Planning meeting at the beginning of the year we need to look at survey questions. <p>ERO -</p> <ul style="list-style-type: none"> • SLT will have a year off Appraisal but not DS. • We will contact Edsol to be our "Friend of the School". • We can write the approach we would like ERO to take with 	<p>action</p> <p>action</p>
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	<p>us. We are going to be prepared.</p> <ul style="list-style-type: none"> ● It is important that we get Anne Milne's views as well ● Let's look at a date in the New Year and liaise. ● We will need a half day with Anne Milne and this should be done during the week. ● For this one meeting we will start at 4pm on a Monday night. ● Last time ERO were here they gave the trustees a heads up as to what they would be looking at. <p>Linda Piurrit left the meeting.</p> <ul style="list-style-type: none"> ● Note in Work Plan an exit interview to be set up with student and parent when the student leaves early. <p>Action: CG and BD to look at an exit survey for students and parents.</p>	action
7.20pm	Dinner break	
3.	<p>Principal's Report -</p> <ul style="list-style-type: none"> ● ID talked to the many prizegivings we have at WSCW. ● We hope to be able to include another secondary school into our exclusion cluster. ● ASSC is looking at boosting staffing and streamlining to give a bigger and better service. ● ID acknowledged the amount of work that trustees put in when attending the three disciplines that occurred last Thursday. <p>7.55pm: Ivan asked that the meeting go into public excluded business to protect the privacy of others. (Ivan Davis/Carol Gunn - passed by consensus).</p> <p>8.20pm: The business being dealt with satisfactorily, Ivan asked that the meeting go out of public excluded business. (Ivan Davis/Carol Gunn - passed by consensus).</p> <p>8.20pm: Mary-Jane and Chris Selwyn left the meeting.</p> <p>Solar Fundraiser:</p> <ul style="list-style-type: none"> ● This has been a soft launch and we have sold nearly 50. ● We hope to have 100 solar panels on the roof in time for the opening. ● We need to develop a culture of alumni gifting. <p>Auckland Transport:</p> <ul style="list-style-type: none"> ● Board members were asked to make sure they put in a submission in regard to this. There are changes to the outer link and submissions close next Friday. <p>Action: CG would like people to email her by Wednesday next week of any suggestions.</p> <ul style="list-style-type: none"> ● Find out which bus numbers our students use (out of zone Waiorea students). Make a note about these people. <p>Action: Jared Hockly to be asked to send CGI the survey</p>	<p>action</p> <p>action</p>

	<p>and report on transport that he has done in the past on how students get to school.</p>	
<p>4.</p>	<p>Monitoring - Finance:</p> <ul style="list-style-type: none"> ● Howard talked to his tabled papers. He predicted that this year would be a challenge and it has. ● The 2020 budget would also be challenging. ● With some critical reviewing of the predicted deficit we have been able to bring the deficit down. This is before depreciation. ● Discussion around diversifying our international student mix and looking at some new markets. ● It has been identified that our Maori culture needs to be promoted more. <p>The board proposes that it removes the maximum enrolment percentage of 7% for international students. (Belinda Drake/Carol Gunn - passed by consensus)</p> <p>The board proposes that international makes a plan with key goals of number, diversity and timing and that Waiorea be integrated into this in regard to marketing. (Belinda Drake/Carol Gunn - passed by consensus)</p> <ul style="list-style-type: none"> ● Make it more encouraging for students to join clubs as individuals not as a group. This is a role that the international leaders could be involved in. ● The board would give feedback on any plan that was put forward. <p>The board was asked to approve the draft budget and approve the schedule of fixed assets, subject to the Principal's approval, for 2020. Belinda Drake/Rob Coltman - passed by consensus).</p> <p>Health & Safety:</p> <ul style="list-style-type: none"> ● The reasonably robust meeting held recently highlighted EOTC and the next phase of the rebuild. ● EOTC papers tabled for board approval. Trips mentioned were the trip to Hunua and beach day. <p>Kahu Ako:</p> <ul style="list-style-type: none"> ● Paul Alford brought the board up to speed on Kahu Ako matters mentioning that there has been a big focus on secondary. <p>Matters Arising from the Previous Minutes -</p> <p>Belinda moved that the minutes of the last meeting be accepted as a true and accurate report and asked that all written and verbal reports be accepted, along with the correspondence. (Belinda Drake/Rob Coltman - carried by consensus)</p>	

	<p>Correspondence:</p> <ul style="list-style-type: none"> • Auditors comments good. <p>Action point - PPTA letter needs to be sent to board correspondence. Ivan's response to this needs to go out.</p> <ul style="list-style-type: none"> • Spotless will be asked for a meeting in regard to cleaning. • Jan McCartney's letter about the board learning the waiata. <p>Action: Helen to send out a link/music clip of the waiata to the board. This to be sung at the end of our next meeting.</p> <p>Action: When the sample site comes up in School Docs a Policy Committee meeting should occur.</p> <p>The official opening is on 21st February at 10am.</p> <p>Next meeting 17 February 2020.</p> <p>Meeting finished 9.45pm:</p>	<p>action</p> <p>action</p>
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Ratified 17/02/2020

Board Chair: Carol Gun