

**2020/03/30 Western Springs College - Ngā Puna O Waiōrea  
BOT Meeting held via Google Meet at 6pm**

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

Carol welcomed everyone to the remote meeting and acknowledged the situation we were all in. She has been reflecting on things that she is grateful for.

- Grateful our build is finished.
- Grateful our community has good internet access.
- Grateful our community has not been touched by the virus.

Eruera opened with a karakia.

- Carol noted a point of process from NZSTA - this meeting is a private meeting because the public cannot access it.
- All board members have access to this meeting. If someone from the public wanted to be at this meeting the meeting date is on our website and they have had time to ask to be included.
- It would be remiss of us not to meet.

- We fit all the criteria for a meeting.

	<b>Declarations of interest: Nil</b>	
1	<b>STRATEGIC DECISIONS</b>	
	<p><b>2020 Budget: (HB)</b></p> <ul style="list-style-type: none"> <li>• The impact of the virus indicates that we will be significantly down on income this year due to International students.</li> <li>• Our calculations at the moment show at least 10 students have not been able to attend. Some of our German students have gone back home and the special programme for International students is unlikely to go ahead.</li> <li>• This amounts to a loss of approximately \$300,000.</li> <li>• Our deficit is likely to be around \$500,000.</li> <li>• Management needs to look at this and we need to cut our spending.</li> <li>• Ivan noted that Joanne is working very hard in relational to International business.</li> <li>• We need to hold on to our homestay families in this difficult time.</li> <li>• We are looking at correspondence school for those trapped in China.</li> <li>• There could be savings because the school is not operating as normal.</li> <li>• HB and Paul Strickland (Accountant) are meeting to look at cashflow.</li> <li>• HB will continue to work with the Accountant this week to see if we can come up with something more definitive.</li> <li>• HB does not feel we can approve a draft budget at the moment. We do not know what our income will be under the new system from the Ministry. It is an unknown situation.</li> </ul> <p><b>Resolution:</b>  <b>That the board approve the 2020 proposed budget as a benchmark against which to plan cost controls with regular reports to the board (carried - Carol Gunn Board Chair - passed by consensus.)</b></p> <ul style="list-style-type: none"> <li>• RC noted that we may have to look at retrenchment of staff.</li> <li>• Non-contact time for part-time teachers of \$89,000 may need looking at. We may need to contact NZSTA in relation to this.</li> <li>• HB says to wait a few more days until he has a clearer picture and let's not speculate too much at this point.</li> </ul> <p><b>Annual Plan:</b></p> <ul style="list-style-type: none"> <li>• The draft Annual Plan needs to be approved so that ID can submit it.</li> <li>• Maybe given the times, we can make the document a more succinct document.</li> <li>• RC thinks we can pass this without any changes.</li> <li>• We could spend a lot of time on this. We could spend a lot of</li> </ul>	

	<p>time in a lockdown. We just do not know outcomes.</p> <p><b>Resolution:</b>  <b>That the Board approve the 2020 proposed Annual Plan for submission to the Ministry and as a benchmark against which to plan activities with regular reports to the Board (Ivan Davis/ Carol Gunn - passed by consensus).</b></p>	
2	<p><b>STRATEGIC DISCUSSIONS - Covid-19</b></p>	
	<p><b>Principal's Report: (ID)</b></p> <ul style="list-style-type: none"> <li>● Our focus has been on the readiness for online learning.</li> <li>● We are confident as a school that we have it covered.</li> <li>● Seven students did not have internet at home and the Ministry has been informed.</li> <li>● Those without devices have been covered.</li> <li>● The feedback from teachers is that they are enjoying the experience.</li> <li>● Student and parent feedback has been good.</li> <li>● Department comments are that staff are going above and beyond. Some classes are wanting to meet even though it is not classroom time.</li> <li>● The issue of students who are not checking in is being addressed via Heads of House. We are trying to triangulate some data on this.</li> <li>● The main questions the DPs have been dealing with have been parents wanting to sign in and guidance as to how much students should be doing at home.</li> <li>● They will be only able to complete half of the amount of work during this time.</li> <li>● Parents and students seem to be happy and Google Meet is working well.</li> <li>● Some departments have provided holiday work if the students want to do it.</li> <li>● There are concerns around NCEA and what is going to happen especially if the lockdown continues past the four weeks.</li> <li>● We have an accepted process for derived grades and NZQA are creating templates for Level 3.</li> </ul> <p><b>Student Report:</b></p> <ul style="list-style-type: none"> <li>● Maia felt that the students feel negatively around online learning.</li> <li>● She believes there could be more effective communication and online tools available.</li> <li>● As a student she did not realise that the school term had been shifted.</li> <li>● Parents may have got that communication but so should the students.</li> <li>● Bella feels that another issue is that extra curricular activities and major events are gone. Lack of motivation will creep in.</li> </ul>	

- Yr 13 students are worried about Scholarship and University Entrance.
- Student social bubbles have been reduced.
- It is necessary that teachers keep in contact.
- HL says it is weird and we just have to ease into it and find a way to feel comfortable. Consistency is needed.
- To be fair we have not had a lot of time to get used to this.
- Because it is now the holidays starting up again on April 15 is going to be difficult.
- Parent updates should go to students as well.
- Icebreakers are a good idea.
- CM asked if there was an overall IT strategy for teaching online?
- ID - yes there is. Deb Thompson and Gerry Victor have been working at developing guidelines for online learning.
- Deb talks about relationships, consistency, general expectations for teachers and learning. She talks about establishing departmental expectations. She talks about departments communicating amongst themselves as well as students.
- Students and parents need a bit of reassurance with maybe weekly updates.
- PA - students could think about working in a cluster as a study group.

**Action: Maybe the school could send out an email to tell students that they must stay in their bubble and maybe students need to be reminded that they may be affecting their Nana if they don't.**

**Tumuaki Report: (CS)**

- CS asked if any of our students had been in contact with the Marist students and exposed to the virus? Not to our knowledge.
- CS reported that cancelling Polyfest was devastating for Waiōrea students.
- He would like to acknowledge the huge work that was put in, in the eight weeks leading up to Polyfest. He feels confident that we would have placed well had Polyfest gone ahead.
- We did however hold performances over three nights and the students performed to Kaiako and Tutors. The performances were recorded.
- Many more events have been cancelled.
- TW and CS have sent off a letter to the Ministry about funding.
- CG would like to have a discussion around Waiōrea funding and suggested a presentation for the next meeting.
- RC commented that there may have been a fair bit of engagement about funding but this co-governance board has had little feedback. It would be good to have a report on this.

**Action: CS - we are not pursuing separation and I think we can put together a really good report for the next board meeting.**

	<ul style="list-style-type: none"> <li>• A meeting was cancelled last week for Level 1 and Level 2 Reo programmes due to Covid-19.</li> </ul>	
3.0	<b>MONITORING</b>	
	<p><b>Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>• HB reported that he has spoken to MAGS about this and they use a company called Secure who will be able to help us</li> <li>• As far as lockdowns and emergency evacuations are concerned we have engaged a firm called Harrison and Tew who have put together an emergency handbook and we are going through training at the moment.</li> <li>• Once SLT are trained then they will delegate down.</li> </ul> <p><b>Matters arising from previous minutes:</b></p> <p><b>School Docs:</b></p> <ul style="list-style-type: none"> <li>• HB, ID and PA have been working on this.</li> <li>• Still needs work on the co-governance model.</li> <li>• Customisation has been done but needs to be reviewed by Pa Chris.</li> </ul> <p><b>Action from last BOT meeting 2020/02/17:</b>  <b>That the Principal and Tumuaki provide a high-level structural concept to the Board for discussion at the March Board Meeting. The concept should show a management structure of WSC/NPOW that can.</b></p> <ul style="list-style-type: none"> <li>• <b>Give life to our co-governance aspirations and Te Tiriti</b></li> <li>• <b>Ensure strong educational leadership in all areas of the school</b></li> <li>• <b>Provide clear succession provisions for our growing roll</b></li> <li>• <b>Give staff clarity about roles and responsibilities</b></li> </ul> <ul style="list-style-type: none"> <li>• ID mentions the work done on circles overlapping and his two waka canoe drawing. This is where he has got to with this.</li> <li>• CS &amp; ID to have a discussion about this via Google Meets.</li> <li>• CS would like to go back to Anne Milne's Appraisal document in relation to succession planning.</li> </ul> <p><b>Action: To leave this on the Agenda for next meeting.</b></p> <p><b>Future Board Meetings:</b></p> <ul style="list-style-type: none"> <li>• What do we want for future board meetings?</li> <li>• There needs to be a point when we meet with Te Ohonga Ake. There is substantial work still to be done.</li> <li>• ID. These are big ticket items, I think we should delay this.</li> <li>• We are putting this on hold until Te Ohonga Ake can meet and ID &amp; CS have met.</li> <li>• Then there will be a wider board conversation.</li> <li>• RC &amp; LP are on this committee as well, so before it comes</li> </ul>	

	<p>back to the full Board they need to be involved.</p> <ul style="list-style-type: none"><li>• MJ, ET and CS will alert us when we need to get back to discuss this.</li></ul> <p><b>Action: Update at the next board meeting.</b></p> <p><b>Correspondence:</b></p> <ul style="list-style-type: none"><li>• ID acknowledged CG's work in relation to the complaint by an ex parent and the Ombudsman.</li></ul> <p><b>Discipline:</b></p> <p>8.00pm: Meeting went into Public Excluded Business to protect the privacy of individuals. (Ivan Davis &amp; Carol Gunn - carried by consensus)</p> <p>8.10pm: The issue being dealt with satisfactorily, the meeting moved out of Public Excluded Business. (Ivan Davis &amp; Carol Gunn)</p> <p><b>Action: Monthly reports will be given to the Discipline Committee on this matter.</b></p> <p><b>Wrap-up:</b></p> <ul style="list-style-type: none"><li>• If we are in a lockdown position for longer than four weeks we may need to have another meeting to cover off all the other things.</li><li>• April 22nd is when Level 4 is reviewed.</li><li>• Suggest another Board meeting on 20th April</li></ul> <p><b>Resolution:</b></p> <p><b>Carol Gun</b> 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. (Carol Gunn/Rob Coltman - carried by consensus)</p> <p><b>Meeting finished at 8.14pm</b></p>	
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**Ratified by: Chair - Carol Gunn**

**Date: 20/04/2020**