

**2020/11/30 Western Springs College - Ngā Puna O Waiōrea  
Board Meeting held In the Staffroom at 6pm**

<b>Attendees</b>	
Ivan Davis (ID)	Principal
Carol Gunn (CG)	WSC Parent Rep(Chairperson)
Craig Moller (CM)	WSC Parent Rep
Belinda Drake (BD)	WSC Parent Rep
Christine Goodes (GS)	Secretary
MJ Thompson (MJT)	Whanau Rep
Rob Coltman (RC)	WSC Parent Rep
Chris Selwyn (CS)	Tumuaki
Maia McRoberts (MM)	Student Rep WSC (in support role)
Te Huia Kouratoras	Student Rep NPOW
Orla Porten	Student Rep WSC
Helen Long (HL)	WSC Staff Rep (outgoing)
Freddie Simpson (FS)	WSC Staff Rep (incoming)
Howard Blackwell (HB)	Business Manager
Paul Alford (PA)	Principal support
<b>Apologies:</b>	Linda Pirrit, Eruera Lee-Morgan, Rangimarie Hunia, James Watkinson, Tracey Watkinson.
<b>Facilitator:</b>	Carol Gunn

Te Huia opened with a Karakia  
Board members introduced themselves and welcomed the new WSC Staff Rep to the Board. They also acknowledged Helen Long who was departing and going to Auckland Girls' Grammar and Maia McRoberts who was going on to University.

The Chair tabled EOTC that was coming up for Board members to peruse during this meeting and for Board approval.

	<b>INTERESTS NOTED: Nil</b>
1.	<b>GUEST PRESENTATIONS: Nil</b>
2.	<b>STRATEGIC DECISIONS:</b>

	<p><b>2020 Finance Budget:</b></p> <ul style="list-style-type: none"> <li>● HB's focus has been on the 2021 budget which is at this stage an estimate.</li> <li>● 2021 is going to be a difficult year without the usual foreign fee payers coming to New Zealand.</li> <li>● HB has worked with the international department and they anticipate 50 students will start next year.</li> <li>● These are students that are already here.</li> <li>● Last year we had 120 international students.</li> <li>● This equates to a reduction of approximately 1 million in revenue.</li> <li>● We are assuming that borders will not open at a time that will help this situation.</li> <li>● We have to look at 2022 and beyond.</li> <li>● The prediction after depreciation is a 800k deficit.</li> <li>● Joanne has done a great job stemming the flow of students.</li> <li>● Our letter of support from the Ministry goes until May 2021.</li> <li>● Strategically we should look at doing something different to raise funds.</li> <li>● There will be an anticipated uplift in the operations grant due to roll growth.</li> <li>● The Council Gym Project might provide an income stream.</li> <li>● HB's numbers will be firmed up over the summer and he will bring the budget back to the Board for approval.</li> </ul> <p><b>Crombie Lockwood SaferSchools:</b></p> <ul style="list-style-type: none"> <li>● A gap has been identified in our Health &amp; Safety regime.</li> <li>● Crombie Lockwood is our insurance broker and they also do Health &amp; Safety.</li> <li>● They run a programme called Safer Schools.</li> <li>● Stage 1 of the programme is diagnostic and audit.</li> <li>● Stage 2 is when they will provide a reporting system, guidance and training. These two are one off stages.</li> <li>● Stage 3 is an ongoing expert approach to help us manage Health &amp; Safety issues.</li> <li>● We start this week.</li> </ul> <p><b>Action: We need to appoint an individual in the school that will work with Crombie Lockwood.</b></p> <ul style="list-style-type: none"> <li>● The concept of a refresher course for staff is good.</li> <li>● PPTA also has resources on Health and Safety.</li> <li>● Student Leader participation would be good.</li> </ul> <p><b>Solar Update:</b></p> <ul style="list-style-type: none"> <li>● We are going with Superpower. They will be gifting us an inverter.</li> <li>● Installation of the panels will start in January 2021</li> </ul>
2.	<p><b>STRATEGIC DISCUSSIONS</b></p>
	<p><b>Election Update:</b></p> <ul style="list-style-type: none"> <li>● CG &amp; RC positions are up for re-election.</li> <li>● RC is not re-standing but CG is.</li> <li>● TC is the returning officer.</li> </ul> <p><b>Action: Paula Marx to be asked to update the photo on the website of board members when the election is over. This to include the student representative as well.</b></p> <p><b>Resolution:</b> That the tabled Board Meetings dates for 2021 be accepted.</p>

**Passed by consensus.**

**Action: Board communication to be added to the 2021 work plan**

**Co-option of PI Rep on the Board:**

**Action: Helen will have a look at this**

- Talk to intermediate and primary schools and see if there is someone there that might want to take up this role.
- Gerome Brown would be a good person to ask.

**Student Report:**

- Some students find the timetable quite difficult.
- Te Huia has been approached by a couple of teachers who think there should be a change.
- Propose the development of a new timetable for 2022 to encompass wellbeing.
- The student rep would like the school day to finish at 2.30pm with the option of workshops after that.
- There are legalities that have to be observed around the length of the school day.

**Action: This proposal is to be referred to SLT then it is to be passed on to the timetable committee for their consideration with some input from students. The school should then survey students and staff.**

**7.50pm Dinner**

**Te Ohonga Ake matters:**

- Points 1 & 3 are to be deferred until Rangimarie can be here.

**Action: Chair to write letter of acknowledgement of Chris' role as Tumuaki. This to be done before the year's end.**

**Tumuaki Report:**

- On a personal level it has been a taxing year in Waiōrea.
- Two kaiako have enrolled in the Teach First Programme and will move from LATs to pre certificated teachers.
- There has been difficulty with staffing in general.
- Advertisements have been placed for three teacher positions and two senior manager positions.
- We have not found any suitable senior managers because the applicants have no Te Reo. We have had two internal applicants for senior positions.
- Two interviews today for teacher position have resulted in two appointments. Still looking for one more teacher.
- Uekaha Dunn will be taking junior technology.
- Friday 4 December at 6pm will be the Waiōrea prizegiving.
- Even though we have made huge savings with relief the effort has had an enormous impact. The model we have at the moment is unsustainable.

**Action: Mainstream relievers need to learn the tikanga. SLT to look at this.**

- Chris is being interviewed for a lead tumuaki position for the Kahu Ako. This would involve him being out one day per week.
- There are meetings happening at the moment about the future of the Kahu Ako and PA will keep us updated on this.

**ASSC report:**

- PA is taking a year's leave from WSC in 2021.
- Main issue for ASSC this year has been staffing.
- The new building is working well.
- 36 students have passed through this year. 30 have been successful.

**Staff Representative Report:**

- HL reported that there is staff anxiety around the stage two development.

	<ul style="list-style-type: none"> <li>● HOD concern about who is going to be housed in the second phase.</li> <li>● They would like a commitment that all spaces are available for all needs.</li> <li>● The high dependency toilet needs looking at.</li> <li>● DS reported that this is to be fitted with an electronic lock.</li> <li>● The ramp for prizegiving is very challenging for impared students. This needs to be looked at.</li> <li>● School wide protocols and expectations now need to be looked at now that the settling in phase has passed. Targeted PD.</li> <li>● How will relief work for next year.</li> <li>● Make sure all the committees are up and running.</li> <li>● All staff should be on a committee.</li> <li>● Staff Management committee. Make sure appointments are transparent. Who oversees rolled over tenures?</li> <li>● It is unanimously agreed for staff to learn Te Reo. How will we do this?</li> </ul> <p><b>Principal's Report:</b></p> <ul style="list-style-type: none"> <li>● ID has been busy with prizegiving, staffing and appointments.</li> <li>● ID talked to the MU system and said there will be more MUs with an increased roll.</li> <li>● ID tabled the draft Annual Plan. Any feedback to Ivan for discussion in February. Maybe there will be a workshop after this.</li> </ul> <p><b>Action: The Board does need to formulate a new four year strategic plan.</b></p> <ul style="list-style-type: none"> <li>● There will be no redevelopment funding for Admin, Staffroom etc. We are stuck with this for a while yet.</li> <li>● Second meeting with Jasmax has occurred. This was to look at the master planning for stage two. This should be complete by the end of 2022.</li> <li>● Staff consultation will begin all over again.</li> </ul> <p><b>Action: DS wants to put a workshop together to look at concepts for roll growth. Representation from Waiōrea should be there. Chris to let us know who that person will be.</b></p> <ul style="list-style-type: none"> <li>● The architects Jasmax have been receiving many awards in regard to our buildings.</li> </ul> <p><b>Resolution:</b>  <b>That all written and verbal reports are accepted. Carried by consensus.</b></p> <p>Te Huia left 9pm</p>
3.	<p><b>MONITORING</b>  <b>Health &amp; safety</b></p> <ul style="list-style-type: none"> <li>● This meeting was held on-line. The minutes are tabled.</li> </ul> <p><b>Action: ID will get Karalee along to the next meeting to answer questions around the sexuality programme at WSCW.</b></p> <ul style="list-style-type: none"> <li>● FS looks forward to the new gym being opened up for staff. This needs supervision.</li> </ul> <p><b>Matters arising from previous minutes</b></p> <ul style="list-style-type: none"> <li>● Wananga deferred until next year.</li> <li>● All matters in the previous minutes have been attended to.</li> </ul> <p><b>9.09pm The meeting went into Public Excluded Business to protect the privacy of individuals.</b></p> <p><b>9.15pm: The matter having been dealt with satisfactorily the meeting went out of Public Excluded Business.</b></p> <p><b>Resolution:</b></p>

	<p><b>That the previous meeting minutes, all verbal and written reports and correspondence be accepted. (Carol Gunn - passed by consensus)</b></p> <p>Ivan acknowledged Rob Coltman's work on the board. He will be co-opted on until the end of the sub committee process that he is involved in at present. DS farewells him.</p> <p>Ivan farewell's PA who is going on refreshment leave, which he acknowledges as being well-deserved.</p> <p>Ivan acknowledges Helen Long's contribution to WSCW and farewells her.</p> <p><b>Next board meeting will be 22 February 2021</b></p>
	<p><b>Meeting finished at 9.35pm.</b></p>

**Ratified by: Carol Gunn**

**Date: 22/02/2021**