

MINUTES OF THE BOARD OF TRUSTEES MEETING **HELD ON 13 NOVEMBER 2017**

PRESENT: Chris Allen, Valerie Broomfield, Liz de Kort, Betty Harrison, Kathrine Hughes, Jacqueline Li, Bruce Macdonald, Stana Pezic, Sr Rosemary Revell, Kim Spark and Ray Webb

Apologies - Andrea Boyed

1. Stana Pezic read the opening karakia

Special Topic

2.1 Progress Y9&10

There was a discussion how the Board can ensure the tracking of progress for Y9&10 students. The Ministry is working a developing some form of measuring and reporting system. CoL work next year will focus on learning progressions framework using descriptors related to the curriculum. Students at Y10 should have mastered Level 4 of the NZ Curriculum by the end of their tenth year.

K. Hughes asked, if parents get a "heads up" if a student is not achieving, C. Allen confirmed this.

E-astle was discussed (this covers Reading, Writing and Maths), L. de Kort asked if it would be possible to get a dashboard on the E-astle results? There is a blind spot currently around Y9 &10 student achievement. C. Allen explained that the only standardised testing everybody does is PATs. B. Harrison noted that the tests that teachers write are curriculum-based.

CoL is looking at an IT system which would allow the college to directly pull data from contributing feeder schools' student management systems.

2.2 Update of Goals 2&3

C. Allen said the college was undertaking more academic mentoring than before.

Students are doing externals at the moment, and are still accruing credits. A lot of students do not get credits until October but the college can give an indicative measurement. Senior results will not be received until February and will be reported back at the March 2018 meeting.

PaCT - the huge amount of time involved and the difficulty around lining up teachers to load data at the same time makes this tool hard to use.

B. Macdonald commented on the number of systems being used and reported on e.g. Learning progression framework, SOLO, PB4L, National Standards, Teacher as Inquiry - are teachers expected to do too much? C. Allen explained that all these things covered four different categories.

CoL presentations were made last Friday involving across-school and in-school people - these looked at how to focus on evidence any changes needed to teaching methods.

House Deans are embedded and working well. There will be six House Deans next year as well as some resource retained for administrative deaning work.

Goal 2 - There will be a small working party formed to look at how to report learning progression to parents.

2.3 Draft Work Plan (tabled, to be confirmed at the December meeting)

R. Webb asked members to consider PLD, looking at PLD for the Board as a whole, this needs to be considered in line with the work plan.

When the plan is adopted the Board needs to move that no meetings will be held in July and October.

C. Allen, S Pezic and R. Webb are looking for input from the Board on the work plan so that the plan can be confirmed at the December meeting.

2.4 Annual Goals (tabled, to be confirmed at the December meeting)

The Board is to set the Strategic Plan for the next 5 years - this is to be drafted, considered and approved by the end of 2018. There needs to be a process in place for developing that plan and this will involve quite a lot of time during the course of the year. Some suggestions were

- Running a session that the whole Board and SLT attended. 5 x tables set up, one for each goal and 5 x groups visiting each table.
- Put up the current Strategic Plan and gather feedback from staff, students and the Board on - what to keep, what to discard and what to change.
- There should be a community day and a survey to gather people's' wishes.
- Who needs to be consulted? Last time some of the feeder school parents and principals were included. With CoL the structure is in place to go to those schools.
- R. Webb suggested asking 3 to 4 interested members to report back to the 12 February meeting with a recommendation on a plan to develop the Strategic Plan for the year. L. de Kort volunteered to be the proprietor rep, suggesting the group meet before the regular property meeting. V. Broomfield volunteered to be the parent representative.
- S. Pezic asked C. Allen for an explanation on the comment "focus on developing the Arts". C. Allen stated that no analysis has been done yet. The college needs to provide information to the Board about what is currently being done in the area of Arts and identify any gaps. S. Pezic proposed that the Strategy similar to the sports' department strategy be implemented for the Arts.

2.5 CoL Update, tabled

The recent focus has been on the presentations and looking at changes in teaching practices.

2.6 Feedback on Foundation

To be dropped off for now. C. Allen has employed someone on a part-time basis to help the Sport and Music departments with grant and trust fund applications.

3. Minutes of the Previous Meeting

- The draft Minutes of the meeting held on 11 September have been circulated.

Motion Moved: that the Minutes are confirmed as a true and accurate record of the meeting

Moved/Seconded

K. Spark/R. Revell

CARRIED

4. Matters Arising

1. S. Pezic and C. Allen have drafted the Work Plan as presented at the meeting.
2. H&S - Terms of Reference for EOTC have been updated and new copies circulated at the meeting. B. Harrison volunteered to be a member of the BOT H&S subcommittee.
3. Any items for consideration in the 2018 budget are to be forwarded to B. Macdonald.

5. Correspondence, taken as read

K. Giles' sabbatical report - an acknowledgement to the Board on how this will impact on her roles as both teacher and House dean.

Motion Moved: that the Board move into Committee at 6:35 pm

Moved/Seconded

R. Webb/L. de Kort

CARRIED

Motion moved: that the Board move out of committee at 7:05 pm

Moved/Second

R. Webb/K. Hughes

CARRIED

The current Complaints Policy needs some consideration and possible changes; it is the next policy for review and will be started at the next PRC meeting as scheduled on the 23rd of November. R. Webb asked the committee to please note the urgency.

6. Principal's Report, taken as read

- Highlights discussed were -
 - The first weeks of the term were frantic with a number of farewell ceremonies.
 - With the new government there will be some changes in Education - C. Allen will be in Wellington tomorrow for a Secondary Principals' meeting with the new Minister.
 - Two new staff have been employed as Y7&8 teachers starting in 2018 both of these teachers come from St John's Mairangi Bay. At the North Harbour Principals' meeting last week there was discussion on the struggle to get enough teachers especially for Maths and Science.

Motion Moved: that the Board accepts the principal's report

Moved/Seconded

R. Webb/K. Hughes CARRIED

Specific approvals required -

Leave applications

Trip applications.

Motion Moved: that the Board approve the leave applications for Denise Camilleri and Rosemary Shanks

Moved/Seconded

C. Allen/B. Macdonald

CARRIED

Motion Moved: that the Board approve in principle (on recommendation from the H&S Committee) -

- 2018 volleyball tour to Australia 9-14 December
- 2018 Year 8 Outdoor Education Camp 20-23 February

C. Allen/R. Revell

CARRIED

Motion Moved: that the Board give final approval for (on recommendation from the H&S Committee) for the Year 10 Camp, 26 November to 1 December

Moved/Seconded

K. Spark/V. Broomfield

CARRIED

7.0 Student Representative's update

J. Li had nothing to report stating that all students were busy with studying and exams.

8.0 Finance Report (taken as read)

B. Macdonald is comfortable with the financial situation, there are no areas of concern.

The situation has reached a point where the Board can move to a standard reporting module and just take the report as read.

The forecast is very strong.

International student income is well up.

Savings have been made with staff cost and curriculum costs with the extra resources from CoL.

The Finance committee is encouraging C. Allen to be slightly over budget for staff numbers rather than under.

Timetable - bring the budget to December meeting to be finalised in February.

Look to apply the extra resource to

- marketing to the North Shore audience
- potentially replacing the van
- additional psychologist, and
- IT infrastructure.

The plan is to use some of B. McKinnon's time so that C. Allen is not involved in Business Manager tasks. Bill is employed on a consultancy basis.

There are a few general contracts to be reviewed such as the power contract.

Motion moved: that the Board receive the Finance Report

Moved/seconded

B. Macdonald/L. de Kort

CARRIED

8.0 Property

- L. de Kort explained the proposed re-lamping work for the gymnasium. The actual lights are the responsibility of the CCAL Board but BOT has to relamp them. It has been decided to change the lights to LED. The scaffolding to change the lights is the big cost so re-lamping should be done in one go. LED lights will last for 10-12 years. This move will give long term saving for all parties.
- Some maintenance work is also required for the intruder and fire alarms with upgrades proposed.
- The recommendation is that the cost of both projects be split 50/50 between the two Boards. CCAL have been presented with the same deal and have agreed to fund half the bill for the lights and alarm maintenance.
- As these items are budgeted and within delegation they are for noting by the Board.

Motion moved: that the property report is received, and information noted

Moved/seconded

L. de Kort/R. Revell

CARRIED

9.0 Health & Safety

K. Spark said that the MoE H&S at Work checklist will be used to make termly reports. An application has been sent back to the Teacher-in-Charge for the skiing trip as it was planned that no staff member would attend and more work was required. This will come back to the H&S committee first, then to the Board.

10. Policy Review Committee

Motion moved: that the Board approved the amended Personnel Policy

Moved/seconded

K. Hughes/K. Spark

Opened for discussion

B. Macdonald thought that the 3 days' leave maximum before going to the Board for approval was too restrictive. There was a discussion about what was meant by "discretionary" leave. The Collective gives very clear definitions on types of leave such as "family leave", anything other than these specific types of leave is "discretionary" leave.

K. Hughes said that the policy should not be amended but the Delegation of Authority. A decision is required on whether the Board change the Delegation of Authority. C. Allen asked about staff travelling on school business - do Board Members want input?

A discussion took place on current practice and it was noted that some discretionary leave applications were being approved outside of delegated authority.

The Personnel Policy was left on the table and will be brought back to the December meeting.

7:45 pm J. Li left the meeting and was wished well for her exams.

11. General Business

Proposal on scoping new uniform

There was a wide ranging discussion on the school uniform which follows on from the presentation by a student as part of her NCEA assessments.

There was general agreement by parent representatives concerning the need for change.

Concerns were raised about contractual matters with NZ Uniform, costs involved in making the change and any costs involved in terminating the current contract when it expires or prior to expiration.

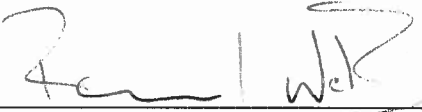
The Business Manager has been asked to provide an analysis and an overview of issues at the next meeting, said analysis is needed as the first step.

Staff Christmas lunch

It was noted that the staff Christmas function was funded by the Board. This should be acknowledged at the function as some staff are unaware of the Board's funding.

Sr Rosemary read the closing reflection.

There being no further business, the meeting concluded at 7:55 pm

Signed  (Chair) Date 17/12/2017
Ray Webb

The next meeting will be on the 11th of December.

Opening prayer/karakia: B. Harrison
Closing prayer/karakia: B. Macdonald

S. Pezic tendered her apologies for the December meeting.

Actions arising from meeting

Task	Responsible	Due Date
A sub-committee to be formed to report back to the 12 February meeting with a recommendation on a process to develop the Strategic Plan for the year.	C. Allen, L. de Kort and V. Broomfield	First meeting scheduled 23 November Report back to the Board 12 February
Review of the Complaints Policy	Policy Review Committee	23 November
Finalise Budget	Finance Committee, Board of Trustees	12 February
Review application for approval in principle to attend the North Island Intermediate Skiing Trip, Term 3 of 2018 when additional information has been received.	H&S Committee	7 December
Provide an overview on the NZ Uniform Contract	Business Manager	For the December meeting
Acknowledge to staff that the BOT have provided the staff Christmas lunch.	C. Allen	8 December