

MINUTES OF THE BOARD OF TRUSTEES MEETING **HELD ON 11 DECEMBER 2017**

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

Apologies - Stana Pezic

1. Betty Harrison read the opening karakia

The Board Chair asked for any declarations of "conflict of interest". L. de Kort advised the Board that her daughter, Marijke de Kort, was working for Watershed for summer employment.

2. Special Topic

2.1 Goal One, taken as read

Highlights were -

C. Allen's Dublin Report to both Boards.

Year 7&8 Service work.

DRS and Chaplain continue their developments, they have set up a focus area in the foyer and have had discussions on the development of staff faith. B. Harrison said that in particular, the Chaplain has enhanced the spirituality at the college in terms of singing.

2.2 National Standards - deferred

2.3 Board Work Programme

There needs to be an additional task of PD for the Board.

No board meetings in July and October and the Chair feels this would likely apply to any committee meetings during those holiday weeks as well.

K. Hughes would like the Policy Review to be 6-monthly and anything flagged to the Board as needed. If policies come up for approval they will be added to the agenda, she suggested April and September for the Policy Review.

L. de Kort asked for more in the way student achievement data reporting for the Board. The Minister has indicated that National Standards will not continue in the future, Learning Progressions Framework will be what is used instead. L. de Kort stated that parents get reports twice a year and would like the Board to get what the parents do. The Board has a Statutory requirement to know about student achievement. C. Allen has highlighted the June reporting because she is aware that the Minister has made comments about replacing National Standards. L.

de Kort would like to know how the Board might be assured about student achievement, irrespective of what happens about National Standards.

There was a discussion about what other schools were doing - Primary Schools use National Standards, E-Astle was used before National Standards. The Board should receive assurance and Management should be ensuring student achievement. At present the Board gets end-of-year data but there is no second round of reporting on the work programme.

5:50 pm V. Broomfield arrived

K. Hughes said that the Board wants assurance about student achievement.

R. Webb stated that as a proxy he refers to Level 1 & 2 NCEA results and there has been no deterioration in this measure but an improvement in Levels 1, 2 & 3. This can be used as a proxy to academic achievement of Y9 & 10 students.

PAT tests are given once a year but these do not show progress.

R. Webb suggested adding to the March meeting a recommendation that takes into account this discussion. How can the Board be assured about progress and achievement at Y9&10? How can the Board be assured through a second round of reporting for all students that they are on target? Y9&10 use Learning Progressions, Y7&8 National Standards. There should be 2 rounds of reporting for Y7-10 and NCEA results for Y11-13. As part of the March achievement result reporting to the Board, there is to be a report from Management about how a second round of reporting might be brought in sometime during the rest of the year.

L. de Kort noted that the Ministry required the Charter approved by February. C. Allen explained that the data on analysis of variance would not be available by the 1st of March.

B. Macdonald suggested that the budget for 2019 should be approved at the December 2018 meeting, R. Webb agreed this.

Andrea Boyed signalled that during the February meeting when the Chair is confirmed she would like to propose some consideration around Board fees, R. Webb agreed.

Declarations of Interest should be made at the first meeting.

Amendments summarised -

March - a recommendation from Management about reporting for Y9&10 and a second round of reporting.

Budget to be approved in meeting 9 (10 December).

Policy Review Committee will report in meeting 3 and 7, other than reporting by exception.

Meeting 1 - Board Fees and Conflict of Interest, BOT chairperson.

Motion moved: that the Board adopt the Work Programme with the suggested amendments

R. Webb

CARRIED

2.4 Confirmation of Annual Goals

Goal 2- Student goals are included.

Goal 3 - A. Boyed expressed concern that the obligations under the Treaty of Waitangi are not overlooked or watered down. She asked how the Board would have any involvement in that particular Strategic Plan? R. Webb said that it is up to Management to explain to the Board what the process is. R. Webb has an expectation that C. Allen and SLT would involve the Board in this discussion.

Motion moved: that the Board accepts the Annual Goals for 2018

Moved/seconded

C. Allen, L. de Kort CARRIED

2.5 Staff Development Report prepared by K. Mitchell

The reports gives information on the focus for the year.

Every second Wednesday morning briefing has been changed to a short PD session.

Online PD applications have been created.

Courses and conferences outside the school have been attended as well as in-house training.

B. Macdonald stated the 2018 budget for staff development is \$62.5K compared with \$47K this year.

A. Boyed asked about PD around Biculturalism and Te Reo. C. Allen said that this year's sessions by Marcus Akuhata-Brown presented a challenging look for staff. Keri Cullen has given Te Reo lessons at school for staff. A. Boyed asked about making this compulsory rather than it being an opportunity for staff. B. Harrison, said this was a great goal to have but it would be difficult to make it compulsory, T. Peters does a great job in promoting Te Reo. R. Webb stated that whether compulsory or otherwise was a question for management. Management will report back to the Board on fostering culturally responsive pedagogical practices. B. Harrison reported that she and R. Fouhy attended a day at Parihaka recently.

L. de Kort asked about teacher-only-days planned in 2018, there is one on 16 February. The Board is to have a discussion about 2018 term dates and teacher-only-days. These are to be approved by the Board.

S. O'Sullivan left the meeting

Motion moved: that the Board move into Committee at 6:23 pm

R. Webb reminded the Board Members that any conversations in Committee are confidential and that the Board Secretary will provide brief summaries of decisions reached by the Board in Committee.

Motion moved: that the Board move out of Committee at 7:45 pm

3. Minutes of the Previous Meeting

- The draft Minutes of the meeting held on 13 November have been circulated.

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

R. Webb

CARRIED

4. Matters Arising

1. Draft Strategic Plan as circulated by L. de Kort is deferred to the February meeting.
2. Budget - will be covered under the Finance Report.
3. Overview of NZ Uniforms contract has been included in the Board papers. In summary there is \$107K worth of finished product that will take over 2 years to get through and \$123K of product that will take over a 1 year to get through, this suggests a 2020 termination date. The next step will be for Management to drill down into the detail to negotiate a possible way out of the contract. The action item for Management is to advise the Board what this would look like and what the

process would be. A. Boyed asked about the overdue sponsorship from NZ Uniforms. B. Macdonald explained this had fallen through the gaps and will be picked up now, in the meantime the Board had filled the gap.

4. C. Allen referred to the amendment in the Minutes under point 10, which stated “ . . . it was noted that some discretionary leave applications were being approved outside of delegated authority”. C. Allen asked that the Delegated Authorities be reviewed in light of the updated NZSTA guidelines. K. Hughes noted this would not be necessary and that the “Delegated Authorities” is scheduled for review in February.

5. Correspondence, taken as read

Motion moved: that the board accept the incoming correspondence

Moved/seconded

R. Webb/L. deKort

CARRIED

The college is following up with NZQA with regard to the recommendation from the Exam Supervisor.

6. Principal’s Report, taken as read

C. Allen has been asked to be on the panel looking at NCEA new Terms of Reference.

Motion moved: that the Board accepts the principal’s report and approves the recommendations

Moved/Seconded

C. Allen/R. Revell

CARRIED

7.0 Student Representative’s update

S. O’Sullivan reported that the Graduation event for Y13 students was very nice.

8.0 Property Report, taken as read

The report includes a summary of what Watershed has provide. The cost is split 70/30 with CCAL who have accepted payment of their share.

Motion moved: that the Board

receive the Property Report and note the information in it

Renew the Watershed contract for 2 years

Moved/seconded

L. de Kort/K. Hughes

CARRIED

1 x abstention

9.0 Finance, taken as read

All Board members had opportunity to say if they would like anything included in the budget.

B. Macdonald will change the budget to reduce Personnel spending by \$60k and increase Repairs and Maintenance by \$60K and include \$35K of “other staff” expenses.

Motion moved: that the Board approve the budget for 2018 subject to the above amendments

Moved/seconded

B. Macdonald/L. de Kort

CARRIED

1 x abstention

10.0 Health and Safety

There are 2 trip applications before the Board

Approval in principle for the 2018 North Island Intermediate Skiing Championships. A member of staff is now going on the trip. All trips are self-funding so the staff costs will be covered by the students attending.

Final approval for the Year 8 Camp at the farm - the H&S subcommittee recommend approval with the suggestion that each individual activity has a teacher responsible for H&S at that activity rather than the responsibility falling on the teacher-in-charge.

Motion moved: that the Board approve the trips as above

Moved/seconded

K. Spark/K. Hughes

CARRIED

11.0 Policy Review Committee

K. Hughes reported that the PRC is working on the Personnel Policy.

12.0 General Business

The Director of Sport is applying for funding for turf hire, goalie protection gear and equipment for the Hockey teams to assist top teams in being able to continue to develop their Hockey and lift their profile further within the sporting community.

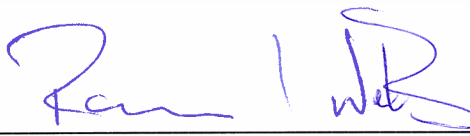
Motion moved: that this application be supported by the Board

R. Webb/A. Boyed

CARRIED

B. Macdonald read the closing prayer/karakia.

There being no further business, the meeting concluded at 8:25 pm

Signed  (Chair) Date 12/2/2018
Ray Webb

The next meeting will be on the 12th of February at which a number of Statutory items will be covered.

R. Webb thanked S. O’Sullivan for her contribution to the Board and thanked J. Li for taking over the responsibility

Opening prayer/karakia: K. Hughes

Closing prayer/karakia: A. Boyed