

Western Springs College
BOT Meeting Minutes 15 February, 2016, held in the Library at 6pm

Present:	Na’or Alfassi Berman, Rob Coltman, Trevor Crosby, Ivan Davis, Nina Fitzgerald, Christine Goodes (minutes), Carol Gunn, Ken Havill, John Loof, Jan McCartney, Rich Naish, Chris Selwyn, Ka’u Tepaki, Anna Verboeket, James Watkinson, Mel Webber.
Apologies:	Stephen May, Te Kawehau Hoskins.
Facilitator:	Rob Coltman
Declarations of Interest:	Nil

1.	<ul style="list-style-type: none"> ● Rob Coltman opened the meeting to state that he was stepping down as Chairperson. Rob nominated John Loof for the position. ● There being no other candidates, it was put to the vote. <p>Resolution 1: That the Board of Trustees accepts the nomination of John Loof as Board Chair. (Rob Coltman/Ken Havill - carried unanimously)</p> <ul style="list-style-type: none"> ● John acknowledge all the work that Rob Coltman has done for the school. ● John talked about his own vision for the future of the school. 		
2.	<p>Curriculum Presentation - Jenny Jones, (HOD Geography)</p> <ul style="list-style-type: none"> ● Rob welcomed Jenny to the meeting. ● Jenny talked to her tabled report. ● Jenny was happy with last year’s exam results. ● Geography today is based on applying geographical concepts, such as change, patterns, processes, perspectives, sustainability to different environments, locally, regionally and globally with increasing skill levels from Yr 11 to Yr 13. ● Retention of students in the senior school was difficult. ● Students at WSC do not understand this when they make their subject selection for Yr 11 so they are trying to improve transition from Yr 9 / Yr 10 Social Studies to Yr 11 Geography by including more geographical skills in their programmes at Yr 9 and Yr 10. ● At the same time, we are trying to make senior students aware of the importance of Geography in the transition to University. ● Jenny has seriously thought about changing the name of Geography because students do not understand what it is. 		

	<ul style="list-style-type: none"> • This year there have been a number of Yr 10 students accelerated into Yr 11 Geography. They have been a good influence on the Yr 11 students and hopefully they will continue with Geography or their acceleration will not give them the extra time in Yr 13. • HL would like promotion of Geography through junior Social Studies. • SN suggested doing a local Social Studies topic around rising sea levels. <p>Rob Coltman thanked Jenny for her presentation.</p>		
3.	<p>Strategic Discussion</p> <ul style="list-style-type: none"> • Ken talked to his tabled document '2015-2017 Draft Strategic Plan'. • We now need to look at this to see if there are any recommendations for the amendment and retention of the strategic plan goals and objectives for the 2016-2018 plan which will be reviewed annually. • John suggested incorporating some other strategic goals relating to finance, marketing, HR etc. . • Rob said to review the quality of our operational situation would be good. • John would like a closer objective between the BOT Agenda and Strategic Plan and Goals. • Discussion took place and out of this discussion it was decided to call a meeting involving the whole board. If a board member cannot be there then they can submit a written submission. • Data coming out of the Quality of Service Review could be another goal to look at. • James said that the Kura has perspectives that need to be addressed too. • The meeting will be 2 hours long. Date to be advised. Meeting to be convened in a couple of weeks. Those that cannot make the meeting to email Christine or John. • Strategic Plan and Goals to be sent to BOT members who will come back with endorsement of existing statements or modify. <p>Resolution 2 That the board convene a meeting to update the Strategic and Annual Plan along with their goals and objectives, responsibilities and outcomes. Alongside this should be consideration for the draft budget. Such a meeting to be convened within 3 weeks at a time to be advised. (John Loof / Rob Coltman - carried)</p>	HL GS	
4.	<p>Monitoring Finance</p> <ul style="list-style-type: none"> • HL reported that the draft budget was not quite ready. He will send out to BOT hopefully by the weekend. • This budget will come before the board at its next meeting. • HL would like the tabled November 2015 Finance minutes not to be 	HL	

	<p>adopted but to go back to the next Finance meeting for reconsideration.</p> <ul style="list-style-type: none"> ● Suggestion that trustees might like to think about increasing donations for a fixed term to allow for a special project. At the end of the project the donation would revert back to its normal amount. <p>Discipline</p> <ul style="list-style-type: none"> ● No suspensions so far this year. 		
5.	<p>Identify Agenda Items for Next Meeting:</p> <ul style="list-style-type: none"> ● Scholarship Report (following on from earlier discussions). ● Discussion regarding Development Manager's position and forward thinking around this. ● Update on constitutional issues for co-governance. ● Board sub committees (these to be agreed on at next meeting). Rau Hoskins has expressed an interest in attending the Design Control Group meetings. This group is informal. James to let Rau know when the next meeting is. Kent Dadson also to be advised when this is on. ● Nga Puna O Waiorea - Discussion ensued about where does the Caretaker's House fit with the Ministry as far as the rebuild is concerned. Colleen Tebbutt to be asked to go and seek clarification and get back to us. James stated that this house is needed for future rumaki growth. Is it a BOT responsibility or a Ministry responsibility. The house is not included in the rebuild. We need clarification around ownership. Do we need a written document about the evolution of this house? Yes. SN and HL to work on this. There are pros and cons on both positions (BOT owned or Ministry owned). ● Rumaki special resourcing grant. Sustaining a model post 2017. We need to get a process in place so transition into 2018 is smooth. Finance committee should have Rumaki Finance as an item on its agenda. 	SN / HL	
6.	<p>Confirmation of Minutes:</p> <ul style="list-style-type: none"> ● Jan would like the word 'document' under Strategic Discussion - School Development - to be changed to 'development' under bullet point No. 5. in November minutes. <p>Resolution 3 That the minutes of the previous BOT meeting be approved, with Jan's amendment, including Principal's Report, Geography Report, Health & Safety minutes, TAPAC minutes (not Finance minutes) and Correspondence. (Rob Coltman/ Trevor Crosby - carried)</p>		
7.	<p>Wrap-up</p>		

	<ul style="list-style-type: none"> ● Next PAG Meeting (22 February) - Anna Verboeket to attend. ● Facilitator next meeting (21 March) - John Loof. ● Correspondence - HL has spoken to Rob in relation to No. 5. ● Anna wants BOT members to be sent DCG meeting times. Next meeting is on Monday 29 February 2 - 4pm. GS to circulate to members when Ken gets an invite. ● Need to follow up on Memorandum of Understanding that was sent to Colleen Tebbutt. Rob to follow up. ● At new parents BBQ talk about progress on rebuild. Anna to put together some relevant points and circulate to BOT members before the event. <p>Formal part of the meeting adjourned to look at Ivan's presentation and Rich's input on the new build.</p> <p>Meeting finished 9.30pm.</p>	<p>GS</p> <p>RC</p> <p>AV</p>	
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