

1. ADMINISTRATION:

1.1 PRESENT: Norman Johnston (in the Chair), Imraz Sahib, David McGeorge (5.30pm), Akapei Tau'fo'ou, Sepa Tala'imanu, Jeff Johansson, Rose Tapuvae Papuni, David Denny, Uinise Smythe and Steven Hargreaves.

1.2 CONSTITUTION OF MEETING: Mr Johnston constituted the meeting with prayer.

1.3 APOLOGIES:

An apology was received from Nasili Vaka'uta and Gillian Laird, David McGeorge for lateness, and from Uinise Smythe who will leave the meeting early.

1.4 IN ATTENDANCE: Barbara Ngataki, the Minutes Secretary

1.5 ACKNOWLEDGEMENTS/WELCOME:

- New Trustees: Mr Johnston welcomed the new trustees to their first meeting of the Board.
- Mrs Annie Sio-Tema: the Principal advised of the passing of Mrs Sio-Tema's mother. The Board conveyed its condolences.

1.6 Declaration of Interest – Declared at Point of Interest

Mr Johnston advised that conflicts of interest should be declared at the point of interest.

2. STRATEGIC DECISIONS/DISCUSSIONS

2.1 Election of Officers

Mrs Ngataki assumed the Chair for the Election of Chairperson and called for nominations.

Chairperson: Norman Johnston **TALA'IMANU/JOHANSSON**

Mrs Ngataki called for further nominations for Chairperson.

There being no further nominations Mrs Ngataki declared Mr Johnston elected as Chairperson for the ensuing year.

Mr Johnston assumed the Chair.

Mr Johnston thanked the members of the Board for their confidence and advised that he will require the support of the Board to fulfil his role as the Chairperson.

Deputy Chairperson: Jeff Johansson **TALA'IMANU/DENNY**

Mr Johansson declined.

It was **AGREED** to defer the election of a Deputy Chairperson until Mr McGeorge arrived.

**JOHANSSON/SMYTHE
AGREED**

Secretary: Steven Hargreaves (Principal) **JOHNSTON/ SMYTHE**

There being no further nominations the Chairperson declared Mr Hargreaves elected as Secretary for the ensuing year.

SITE WALK:

The Board adjourned at 5.15pm to complete a site safe walk.

The meeting recommenced at 5.35pm

ELECTIONS CONTINUED:

Deputy Chairperson: David McGeorge **JOHANSSON/PAPUNI**

There being no further nominations the Chairperson declared Mr McGeorge elected as Deputy Chairperson for the ensuing year.

2.2 Confirmation of Sub-Committees

Mr Johnston advised that it is important to confirm the conveners of the sub-committees and for board members to give an indication to those conveners as to which sub-committee they are interested in, noting that members can amend their selections at a later date.

COMMITTEE	2016
EMERGENCY COMMITTEE	Chairperson Board of Trustees Deputy Chairperson Board of Trustees Secretary (Principal)
DISCIPLINE COMMITTEE Sections 16 and 17 Education Act 1989 [and such other members who may be required to ensure gender and ethnic balance for each hearing] The Chairperson to review procedure followed by the Committee in the event of an appeal. The Principal attends the meeting but leaves the meeting when the Committee meets to consider its decision.	(c) Jeff Johansson Patisepa Tala’imanu Uinise Smythe Imraz Sahib Substitute list: Rod Gabb – Co-opted Other Board members can be co-opted
COMPLIANCE SUB-COMMITTEE Self-review Policy Legislative Compliance Strategic Plan	(c) Patisepa Tala’imanu Uinise Smythe Jeff Johansson Rosa Tapuvae Papuni Principal
HUMAN RESOURCES SUB-COMMITTEE Senior Appointments Emotional Safety Harassment Prevention EEO Employment Agreements (including complaints)	(c) Principal David McGeorge Jeff Johansson Gillian Laird David Denny Uinise Smythe Note: Other Board members can be co-opted

PROPERTY AND FINANCE SUB-COMMITTEE Property Management Physical Safety Finance	(c) David McGeorge Gillian Laird David Denny Imraz Sahib Principal Denise Bellette
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It was **AGREED** to confirm the 2016 Committees and Sub-Committees.

JOHNSTON/MCGEORGE
AGREED

2016 Discipline Committee Co-Option

It was **AGREED** to reaffirm the co-option of Mr Rod Gabb to the Discipline Committee.

JOHANSSON/MCGEORGE
AGREED

2.3 Reaffirm Delegations

It was **AGREED** to reaffirm the 2016-2017 Delegations.

MCGEORGE/SAHIB
AGREED

BOARD MEETING DATES:

Mrs Smythe advised that due to other commitments she would like to request consideration to changing the Board meeting dates to the second Thursday of each month or to another day.

CHAIRPERSONS COMMENT:

Mr Johnston tabled a copy of the Integration Agreement highlighting the importance of the document.

The Special Character is the very reason for existing as an integrated school. As the first integrated school it is more than just a blueprint for students it reflects a Methodist approach to education, also reflecting our Christian values in terms of our overall relationship between Trustees, Principal and staff ‘the way we should treat each other’.

Mr Johnston highlighted the information from NZSTA on the governance internal evaluation tool. The Board, Principal and staff take responsibility for the performance of students and management of the school, strategic leadership and direction, an independent stewardship role on behalf of those who cannot sit around the board table, and are the legal employer of all school staff excluding Trust Board staff.

Mr Johnston advised there are two boards responsible for the operation of Wesley College. There are distinct areas of responsibility under which each operates the Trust Board owns the property and hostel and the Board of Trustees manages the day to day operation of the school, the educational dimension. There is separate legal legislation The Methodist Charitable and Education Act (1911) and its amendments is the Trust Act under which the Trust Board operates and the Education Acts together with the Integration Act is the legislation under which the Board of Trustees function. The Integration Agreement (as amended) which is the agreement between proprietor and the Crown defines the “Special Character”. Wesley is a State Integrated School.

It is critically important that both Boards work together and adopt common policies where applicable. Interaction and exchange of information between hostel and school staff, subject to privacy considerations, is also extremely important. Combined meetings between both Boards are also held periodically during the year.

Mr Johnston expressed that it is important the Trustees uphold to the Board Code of Conduct during and outside of Board meetings. Mr Johnston welcomed input from Trustees advising no question is too difficult as a Board we are all learning. Mr Johnston also advised that he tries to keep the meetings to a 5pm start and 7:30pm finish.

Mr Johnston advised that there is distinction between governance and management particularly with parent representatives who have children attending the College. If a Board member has concerns about their child they should contact the Principal in the first instance.

Mr Johnston also advised that all In-committee matters are completely confidential and must not be discussed with any persons outside of the Board meetings.

There is Trustee training courses available and are advertised in the Board Packs.

Mr Johnston tabled the current plans for the redevelopment of College and advised implication in terms of student funding and the new college. It was **AGREED** to ask the General Secretary, Mr Chris Johnston to the next meeting to give Board members an update on progress. **SH**

Mr Johnston tabled copies of the Principal's Appraisal for the new Trustees to view requesting that it be handed back in prior to end of the meeting.

Mr Johnston also requested that should Board members wish to contact him to please email rather than phone.

Mrs Smythe left the meeting 6.10pm

MEETING ADJOURNED FOR DINNER 6.10pm

MEETING RECOMMENCED AT 6.35pm

BOARD MEETING DATES continued:

Following discussions regarding Board meeting dates it was unanimously **AGREED** that the meeting dates remain the third Thursday of the month noting that Mrs Smythe may have to leave meetings early.

JOHANSSON/SAHIB

AGREED

3. MONITORING

3.1 NAG 1: Student learning, engagement, process and achievement

The Principal advised there are a number of curricular and co-curricular activities underway this term. We have league and soccer teams this year to add to the usual rugby, basketball and netball teams. There are also Choral, Gen-X Dance, Young Enterprise and band rehearsals underway. Students are balancing this with mid-year examinations and the usual internal assessments.

- **Credit attainment**

The Principal reported on the tabled comparison of credits attained by senior students this year-to-date compared with last year. The comparisons are generally favourable indicating a positive start towards meeting our Annual Plan targets.

Selected at-risk students will be attending courses during the holidays to gain credits and provide them with future direction.

- **Community of Learning (COL)**

The Principal advised that COL is working on its' achievement challenge after receiving feedback from the MOE. There are a number of roles (jobs) that will be available to Wesley College staff once the COL is functioning. This may have some staffing implications for the school. A small number of Wesley staff (probably 2) will be entitled to 0.2 release time which means they are available to teach one fewer class.

- **Polyfest review**

The Principal advised that next year it will be important to again keep a tight rein on practices. They are to be kept short and productive with adult supervision. Weekend stay overs are not to be used until immediately before the festival. Continued participation by individual students will be dependent on good attendance rates at school (above 80%).

We will again seek to earn credits for all students that participate.

Given the poor behaviour that was blamed on Wesley (by past and present students) it is recommended that we do not travel in to Polyfest as a school on the Friday. Students may choose to attend on their own – against school wishes – and they will need to be dealt with. On the Saturday individuals will be free to attend if they wish. The Police may have some guidelines in place regarding our attendance such as performers being required to leave after their performance. These decisions are yet to be made.

It was **AGREED** that:

The Polyfest organisers are approached to enquire if all Wesley performances can be held on the Saturday.
SH

If not, and the performances are to be held during the week it was **AGREED** that the whole school cannot attend in support of the groups.

WCOSA is approached for assistance and support regarding behaviour at Polyfest.
SH
HARGREAVES/TALA'IMANU
AGREED

It was **AGREED** that parents and caregivers are notified well in advance of the Polyfest.

- **1st XV Trip to Argentina in 2017**

Mr McGeorge suggested that an application be made to PAC which is closing in 14days. Mr McGeorge believes the trip will fit well in the criteria as it will be putting Methodism on the world stage.

It was **AGREED** to approve in principle that planning continue for the 1st XV trip to Argentina in 2017.
HARGREAVES/MCGEORGE
AGREED

3.2 NAG 2: Self-Review

The Principal advised the Teaching as Inquiry process continues with the group facilitators working with Team Solutions from Auckland University. The first inquiry was presented to staff by Mrs Ana Tangi last Friday. Mrs Tangi is inquiring into ways of improving success in English assessments.

3.3 NAG 3: Personnel

- **MOE E1 June 1 Return/Roll Return Summary**

It was **AGREED** to receive the MOE E1 June 1 Return/Roll Return Summary.
HARGREAVES/JOHANSSON
AGREED

- **New Appointment**

Mr Rob Watson began as a Geography Teacher on Monday 13 June.

- **Resignations**

The Principal advised that two maintenance staff resigned and finished their service on Tuesday, 14 June. Replacement staff will be sought. In the meantime a temporary Groundsman will be employed to assist the remaining three maintenance staff.

The Principal advised that he has some items for the In-committee section of the meeting.

3.4 NAG 4: Property and Infrastructure

- **IT Infrastructure Reports – Think IT**

The Principal advised following a presentation to senior curriculum leaders into O365 and Google apps a decision has been made to continue to develop the use of Google apps in our teaching. This will require network development, PD for staff in how to incorporate the technology into their teaching and redevelopment of schemes of work. This is a long term project that will eventually see a new model of teaching and learning implemented in many subject areas and will require several years to develop and implement fully.

- **Hostel Council Minutes 2 June 2016**

It was **AGREED** to support Mr Jeff Johansson, Mr Imraz Sahib, Mr David Denny and Mrs Rose Tapuvae Papuni as the Board of Trustees representatives to the Hostel Council. **JOHNSTON/TALA'IMANU
AGREED**

It was **AGREED** to ask the Principal to advise Mr Colin Telford, Chairperson of the Hostel Council. **SH
JOHNSTON/TALA'IMANU
AGREED**

- **Finance Report – P&F Sub-Committee**

Mr Johnston presented the May report with a surplus of \$24,654. This surplus is due to sponsorship funding that has not been expensed.

Payments of \$212,917.12 were tabled.

It was **AGREED** to approve payments to the amount of \$212,917.12. **HARGREAVES/JOHNSTON
AGREED**

The Principal declared his conflict of interest.

The Principal's Visa card expenditure for the month of April 2016 was been reviewed and confirmed.

Depreciation rates for 2016 were confirmed.

Furniture	10 years
Electronic Equipment	5 years
Audio Visual	10 years
Plant and Equipment	10 years
Textbooks	3 years
Library	12.5% diminishing value
Motor Vehicles	10 years

It was **AGREED** to approve the depreciation rates for 2016. **HARGREAVES/JOHNSTON
AGREED**

- **Charity Applications**

There were no Charity Applications for this meeting of the Board.

3.5 NAG 5: Health and Safety

The Principal advised the site walk was recommended for the new Trustees to familiarise themselves with the site and any potential hazards they believe need to be addressed.

A Health and Safety Manual has been signed off and will be distributed to staff.

- **OSH Committee Minutes 18 May 2016**

Mr McGeorge enquired if a student representative was a member of the Health and Safety committee.

It was **AGREED** to ask the Principal to enquire about the possibility of a student representative being a member of the Health and Safety committee. **SH**

It was **AGREED** to receive the OSH Committee Minutes dated 18 May 2016.

- **PB4L**

The Principal advised that training for the lead staff continues in the PB4L initiative. Staff have begun to outline the core values we want embed in our school. Students are being consulted over what they believe are the core values and behaviours they want in their school.

3.6 NAG 6: Administration and Compliance

The Principal advised that Moderation of assessments continues so we are able to meet the expectations of NZQA at our audit in October.

Mrs Tala'imanu enquired as to what support Mrs Pereira is receiving to complete tasks.

The Principal advised that Mrs Pereira is supported directly by Mr Bean who has overall responsibility for Moderation.

- **Website**

The Principal advised that the new website is due to go live.

A member of the administration staff will have responsibility for keeping it up to date.

- **Community / Māori Consultation 24 July, 4pm – for information**

- **Compliance Sub-Committee**

There were no items for this meeting of the Board.

- **Parent and Staff Election Results Confirmed**

It was **AGREED** to receive the results of the 2016 parent and staff trustee election.

HARGREAVES/JOHNSTON
AGREED

4. ADMINISTRATION

4.1 Confirmation of Minutes, 19/05/2016

It was **AGREED** to confirm the minutes of the meeting held 19 May 2016, as a correct record.

**JOHNSTON/MCGEORGE
AGREED**

4.2 Correspondence

DATE	OUTWARD	REGARDING
	No outward correspondence	

DATE	INWARD	REGARDING	SUGGESTED ACTION
May 2016	STAnews	Issue 263	Information
May Email	NZSTA	Professional Development	Information
30.05 Email	NZSTA	Budget 2016 – Implications for boards of trustees	Information
03.06	Aqualab	Drinking Water Results	Information

Matters Arising:

There were no matters arising.

It was **AGREED** to approve the outward Inward and receive the inward correspondence.

**HARGREAVES/JOHNSTON
AGREED**

5. MEETING CLOSURE

5.1 Identify agenda items for next meeting

- Report back from Māori Consultation
- Report back re Student Rep to Health and Safety Committee
- Report back from Polyfest Organisers
- Update on Development

IN-COMMITTEE

It was **AGREED** at 7.35pm that in terms of Section 48 of the Local Government and Official Information Act 1987, the public be excluded from this part of the meeting, to discuss matters which, in public would infringe the privacy of a natural person under Section 9(a) of the Official Information Act 1989.

**JOHNSTON/JOHANSSON
AGREED**

It was **AGREED** that the Board of Trustees return to open meeting at 7.45pm after discussing student discipline and staff matters.

**JOHNSTON/TALA'IMANU
AGREED**

CLOSURE:

The meeting closed at 7.50pm with members sharing the Grace with each other.

Signed as a correct record this 28th day of July 2016

Norman Johnston
CHAIRPERSON