

## **1. ADMINISTRATION:**

**1.1 PRESENT:** Norman Johnston (in the Chair), Imraz Sahib, David McGeorge, Akapei Tau'fo'ou, Sepa Tala'imanu (5.15pm), Rose Tapuvae Papuni, David Denny, Unise Smythe, Nasili Vaka'uta, Gillian Laird and Steven Hargreaves.

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

### **1.3 APOLOGIES:**

An apology was received from Jeff Johansson and an apology for lateness from Sepa Tala'imanu.

**1.4 IN-ATTENDANCE:** Mr Chris Johnston, Director Grafton Downs and the General Secretary of the Trust Board and Barbara Ngataki, the Minutes Secretary

### **1.5 ACKNOWLEDGMENTS**

- **The Minister of Education – Hekia Parata:** The Principal advised that the College had received a letter from the Minister congratulating Wesley College on its improved NCEA results over the past two years.
- **Mrs Christine Pereira:** The Principal acknowledged the service of Mrs Pereira who has been exceptional in the role of Acting Deputy Principal in the absence of Mr Sanson. Mrs Pereira will continue in the role until the beginning of term 4.
- **Rugby League Team:** The Principal advised that the College Rugby League team has made it in to the minor semi-finals of the Auckland Competition. This is an achievement as it is their 1<sup>st</sup> year in the competition.

### **1.6 WELCOME**

- **Mr Nasili Vaka'uta**  
The Chairperson welcomed Mr Vaka'uta one of the newly elected Parent Representatives to his first meeting of the Board.
- **Mr Chris Johnston, Director Grafton Downs / General Secretary of the Trust Board:**  
The Chairperson welcomed the Mr Johnston to the meeting of the Board.

### **Wesley College Development:**

Mr Chris Johnston updated the Board of Trustees on the Wesley Development Project.

Mr Johnston advised that the project is on target and ground breaking is scheduled for a dawn service Saturday, 1 October 2016. Mr Johnston also tabled a copy of the Framework Plan highlighting sections of each stage of the development.

Mr Johnston advised that his timeline for Wesley College to be on a new site is based on current cash flow and at this stage is approximately 7 years away. The risk is the Auckland Property Market trend and its ability to maintain its stability. If there is change either up or down this would adjust the timeline.

Mr Johnston has been in negotiations with the NZ Government and MOE for extra financial assistance which if granted would be beneficial to Wesley College and may enable the new school site to be developed quicker.

He also advised that an architect has been engaged to work alongside of Grafton Downs over the next year or two to develop the framework for the new schools site/design.

Mr Norman Johnston highlighted that the development will give the opportunity for Wesley College to remain self-sustainable enabling the Trust Board to have the same continued resources available to support Māori and Pasifika families. It will also give the opportunity to provide appropriate facilities to meet the wish of the Church to have a fully integrated co-educational school.

Mrs Smythe enquired as to what effect the development would have on the housing resource that has always been made available to teaching staff. The provision of housing was one of the incentives that encouraged applications from teachers. She also enquired if there were any safety issues to be considered while development/construction was being undertaken.

Mr Johnston advised that should the need of staff housing be essential then it could be considered for allowance within the development. There should also be no safety issues for the school when the development commences as everything would be fenced and contained within the development area.

After further discussions it was agreed to place 'development update' on the Agenda for future meetings. **SH**

The Chairperson thanked Mr Johnston for attending the meeting and invited him to remain for dinner.

### **1.7 Declaration of Interest – Declared at Point of Interest**

## **2. STRATEGIC DECISIONS/DISCUSSIONS**

2.1 2017 Charter - **No items for this meeting**

2.2 2017 Annual Plan - **No items for this meeting**

2.3 2016-2018 Strategic Plan - **No items for this meeting**

## **3. MONITORING**

The Principal advised that the third term has begun with the school welcoming two new gappers from Germany and one from Wales. We have also welcomed exchange students from England, Spain and France.

We have had four new enrolments this term, three of them girls who are boarding. This has meant that we will need to convert one of the flats in Te Paea to accommodate them. Although this is extra it is a good position to be in.

### **3.1 NAG 1: Student Learning, engagement, process and achievement**

- **Achievement Credit attainment**

The Principal reported that the attached comparison of credits attained by senior students this year-to-date compared with last year. The comparisons are generally favourable indicating positive progress towards meeting our Annual Plan targets. There have been several recent initiatives to help students with targeted interventions. We have run a first aid course, run a catch-up study programme in the holidays and also linked with a private training enterprise to run a course in the holidays.

The Principal advised that he averaged the number of Credits per student. The result indicated that L1 is 8 credits above, L2 is 9 credits above and L3 is 8 credits above on 2015.

The Board Chair received a letter from Hekia Parata acknowledging the increased attainment levels of our students, particularly our Maori and Pasifika students. The school also featured on a poster produced by the Ministry that shows schools that have increased attainment.

Mrs Smythe enquired if Year 9 and 10 students were being offered opportunities to gain L1 Credits.

The Principal advised that Year 10 is currently being offered L1 opportunities across a range of subjects this year. The possibility of offering standards in Year 9 will be raised with Heads of Departments.

- **Community of Learning (COL)**

There is a meeting at Pukekohe High School at 4pm on August the 4th for the Pukekohe COL. This meeting is for BOT members and school staff, should they wish to hear about the planned work of the COL. There will be a discussion about the jobs available to staff within Wesley College and also working with other schools in the cluster. If you are intending to go to the meeting please let me know.

- **July 1 MOE Return and the Wesley College Summary – *Receive/Approve***

It was **AGREED** to receive the MOE J3 July 1 Return/Roll Return Summary.

**LAIRD/VAKA'UTA  
AGREED**

### **3.2 NAG 2: Self-Review**

The Principal advised that the Teaching as Inquiry process continues with Robert Short presenting his inquiry project to the staff. His inquiry focuses on raising the achievement levels to merit and excellence in one of the Physical Education standards by lifting writing skills and focusing on milestone checks.

Attendance, having been identified as an area to improve, is being monitored by administration staff. Term two, with an attendance rate of 86.7% was slightly ahead of term one, at 85.0%. However, this is still low and an area that will impact on attainment.

A Maori community consultation was held on Sunday 24 July in the Whare. The level of attendance was well up on last year. Key topics were the importance of Christian values (as opposed to Methodism per Se), Polyfest, curriculum. This hui will be reported on elsewhere in the meeting.

### **3.3 NAG 3: Personnel**

- **Staffing Matters**

#### **Deputy Principal's Interview/Position**

The Principal advised that there were 12 applicants that were shortlisted to 4. The calibre of all 4 applicants was outstanding and all could have done justice to the role.

The Principal advised that Mr Aaron Scorrings, was appointed the position to start on October 10. Mr Scorrings currently works for Team Solutions and was previously Head of Health and Physical Education at Tangaroa College. He brings particular strengths in teacher practice and pedagogy.

The Board **AGREED** to affirm the decision of the Human Resource Sub-committee to appoint Mr Aaron Scorrings as Deputy Principal.

**LAIRD/DENNY  
AGREED**

The Principal advised there were other items for the In-Committee section of the meeting.

*Mr Chris Johnston left the meeting at 6pm*

**MEETING ADJOURNED FOR DINNER 6pm  
MEETING RECOMMENCED AT 6.25pm**

### 3.4 NAG 4: Property and Infrastructure

The Principal advised that there has been a new computer server installed over the holidays. The costs are to be shared with the Trust Board. Room 5 has been converted into a computer room and the old room (which was the Lower Harding dormitory) will no longer be used as a computer room. It was not a very suitable room for teaching computing as it was very long and narrow. This room does have the potential to be converted into a performing arts or drama space in the future.

The new website has gone live and will be updated by Jennette Finch on an on-going basis.

- **Hostel Council Minutes 9 June 2016**

The Principal advised that the Hostel Licence has been renewed.

The Trust Board is currently advertising for a fixed term house parent as one of the staff will be going on maternity leave.

The Principal advised that Mrs Pereira has implemented a new system for Junior prep.

Senior prep has also been broken down to smaller groups where each group is held in a different space to help seniors to focus without distraction.

It was **AGREED** to receive the Hostel Council Minutes date 9 June 2016.

**MCGEORGE/LAIRD  
AGREED**

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

Mr McGeorge presented the June report with a surplus of \$29,714. The accounts are currently tracking to a \$20,000 deficit for 2016.

Payments of \$78,220.21 were tabled.

It was **AGREED** to approve payments to the amount of \$78,220.21

**MCGEORGE/SAHIB  
AGREED**

*The Principal declared his conflict of interest.*

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

The committee recommended that the Board of Trustees minute that the college adhere to the Ministry of Education retention and disposal of records guidelines.

The Board must approve the deposal of records annually.

It was **AGREED** to approve the disposal of financial records as per the Ministry of Education Guidelines.

**MCGEORGE/JOHNSTON  
AGREED**

- **Charity Applications**

It was **AGREED** to reaffirm the email decision of the Board to approve the following funding applications.

**DENNY/PAPUNI  
AGREED**

TO	Amount	For
New Zealand Community Trust (NZCT)	\$9,952.10	U15s Black Rugby Uniforms
New Zealand Community Trust (NZCT)	\$4,480.00	UK Student Rugby Exchange Programme for 2 students
Infinity Foundation Limited	\$5,192.00	UK Student Rugby Exchange Programme for 2 students
PAC	\$80,000.00	1st XV trip to Argentina in 2017

### 3.5 NAG 5: Health and Safety

The Principal advised that the Business Services Director is involved in the development of a Health, Safety and Wellbeing manual with Edsol Education. This process and the end product are likely to be very helpful to the school and the way we address health and safety matters.

- **OSH Committee Minutes – has not met since the last meeting of the Board**

### 3.6 NAG 6: Administration and Compliance

The Principal advised that NZQA are making a visit to school on August 10 as part of their review of our assessment and moderation procedures. Work has been undertaken and staff briefings held to ensure we are compliant in this area.

All staff and students are signing cyber safety agreements this week. A presentation was made by Mr Eason in Chapel and then reiterated in Form Classes. Students will sign this form at enrolments, with their parents, in future.

- **Community / Māori Consultation, 24 July – Report back**

Mr McGeorge advised that there was a great turn out and acknowledged the assistance of Whaea Paewhenua Nathan in organising the venue and families to be present. Families were engaged and discussion related to achievement, future pathways and Christian values.

There was passion expressed around culture, those present would like to see more student involvement and participation in protocols at the school and other significant hui like Koroneihana.

There was a perception that the Polyfest issues were more a Tongan/Samoan matter as those present felt there was no problem on the Māori stage.

Mrs Tala'imanu advised that in the past you would have students involved in protocol and the kapa haka group was strong. There was also diversity in that Māori students would be in the Tongan/Samoan groups and vice versa.

Ms Laird felt that there was a diverse group of families that attended the meeting from new parents, to experienced parents and families who were caring for other children alongside of their own.

Mr McGeorge advised that the group requested another meeting for term 4 which will be advertised through the Principal's Newsletter once a date is determined.

- **Compliance Sub-Committee**

The Principal tabled the reviewed and updated HIV / AIDS and other blood-borne viruses procedure. The Principal also advised that the Timetabling Policy and Procedure is being reviewed and will be distributed before the next meeting of the Board in September.

- **Student Trustee Returning Officer/Timeline**

It was **AGREED** to appoint the Principal as the Returning Officer for the Student Trustee Election 2016.

**LAIRD/VAKA'UTA  
AGREED**

- **Student Trustee Timeline**

It was **AGREED** to approve the Student Trustee Election timeline as contained in the Board Information Pack.

**LAIRD/VAKA'UTA  
AGREED**

- **Combined Board meeting / Christmas Dinner / Board Photo – November 17**

Mrs Ngataki advised that in discussion with Mr Chris Johnston it was suggested that the Board consider meeting at 4pm to enable photos for both boards, the meeting to take place and to give time to travel to dinner by 6:30pm. The dinner has been tentatively booked for 30 people which included partners.

Mrs Ngataki requested that the Board confirm with her as soon as possible their availability to meet earlier so the photographer and dinner numbers can be confirmed.

Mr Vaka'uta tabled his apologies for the November meeting as he will be overseas.

#### 4. ADMINISTRATION

##### 4.1 Confirmation of Minutes, 16/06/2016

It was **AGREED** to confirm the minutes of the meeting held 16 June 2016, as a correct record.

**JOHNSTON/MCGEORGE  
AGREED**

##### 4.2 Correspondence

DATE	OUTWARD	REGARDING
24.06	Mrs Susan Easter	Acknowledgement

DATE	INWARD	REGARDING	SUGGESTED ACTION
June 2016	STAnews	Issue 264	Information
June 2016	NZSTA	Annual Report – to be tabled	Information
01.08	Aqualab	Drinking Water Results	Information

#### Matters Arising:

**STAnews:** The Chairperson noted the ‘Classroom excellence begins with boardroom effectiveness’ article for Board information.

The Chairperson advised that there were a number of interesting items in this issue of the STAnews.

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

**LAIRD/MCGEORGE  
AGREED**

#### 5. MEETING CLOSURE

##### 5.1 Identify agenda items for next meeting

- Development Update – Agenda Item
- Report back from Polyfest Organisers
- New School Planning – Agenda Item

#### IN-COMMITTEE

It was **AGREED** at 6.45pm 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/SMYTHE  
AGREED**

It was **AGREED** that the Board of Trustees return to open meeting at 6.55pm after discussing student discipline and staff matters.

**JOHNSTON/SMYTHE  
AGREED**

### **Mr Warrick Sanson**

It was **AGREED** that the Open Section of the meeting to record that the Board of Trustees have received with regret the resignation of Mr Sanson, Deputy Principal effective from 31 January 2017.

The Board acknowledged Mr Sanson had been struggling with some health issues and wished him well on his road to recovery. Mr Sanson has served Wesley College faithfully for 37 years and will be greatly missed.

### **GENERAL BUSINESS**

#### **New School Planning/Board Feedback:**

Following the discussion of the College Development and the potential timeline for the new school the Board discussed the need for input and feedback to assist with the design and planning of the new school.

It was **AGREED** that 'new school design/planning' become an Agenda item and that the Principal forward the brief that he sent to the architects with a couple of items each month that can be fully considered and feedback to the Principal for discussion at each meeting. **SH**

#### **Next Meeting of Board:**

Mr Johnston advised that the next meeting of the Board will be held Thursday, 15 September 2016.

#### **CLOSURE:**

The meeting closed at 7.15pm with members sharing the Grace with each other.

Signed as a correct record this 15<sup>th</sup> day of September 2016

*Norman Johnston*  
**CHAIRPERSON**