

MINUTES OF THE MEETING OF THE WESLEY COLLEGE BOARD OF TRUSTEES held in the meeting room adjoining the Dining Room on Thursday 18 February 2016 commencing at 5pm.

PRESENT: David McGeorge (in the Chair), Ben Hancock, Akapei Tau'fo'ou, Jeff Johansson, Sue Easter (5.25pm), Sepa Tala'imanu (5.30pm), Ruby Schaumkel (5.15pm), Gillian Laird, Unise Smythe (5.20pm) and Steven Hargreaves.

CONSTITUTION OF MEETING: Mr McGeorge constituted the meeting with prayer.

APOLOGIES: An apology was received from Norman Johnston and, apologies for lateness were received from Susan Easter, Unise Smythe, Sepa Talai'manu and Ruby Schaumkel

IN ATTENDANCE: the Minutes Secretary, Barbara Ngataki.

ACKNOWLEDGEMENTS:

1. Mr Johnston: The Board acknowledged the passing of Mr Norman Johnston's brother.
2. Be'aux-Dene Tolomaki-Tanaki, Year 11 Student: NZ Representative for U15 Softball.
3. New Staff: The Board acknowledged Miss Anne-Marie Lalakai - HOD Music, Miss Elisa Tufala - Life and Faith, Mrs Charlotte Saunders - English and Social Studies, Miss Sophie Jones – English, Mr Siosua Pole – Mathematics, Mr Luke Makris – Learning Support and Mr Brandon Roberts – Sport and Activities Coordinator.
4. Teaching Staff: The Board acknowledged teaching staff for their commitment in lifting the 2015 NCEA results. Achieved were Year 11: 70% (2014 59%), Year 12: 57% (2014 50%) Year 13: 33% (2014 33%), UE 14% (2014 7%).

ELECTION OF OFFICERS:

Following discussion relating to the Parent Representative Elections scheduled for May 2016 it was **AGREED** that the Board defer the Election of Officers until the June meeting of the new Board.

**JOHANSSON/HANCOCK
AGREED**

Staff Representative

Mr Hancock advised that currently the Staff Representative Election runs concurrently with the Parent Representative Election. Mr Hancock requested that the Board consider the Staff Representative election being held annually in line with the Student Representative Election.

It was **AGREED** that Mrs Ngataki contact NZSTA to enquire if it is possible for the staff representative elections to be held annually.

BN

CONFIRMATION OF COMMITTEES AND SUB-COMMITTEES:

Following discussion relating to the Parent Representative Elections scheduled for May 2016 it was **AGREED** that the Board defer the Confirmation of Committees and Sub-committees until the June meeting of the new Board.

**JOHANSSON/HANCOCK
AGREED**

2016 Discipline Committee Co-Option

It was **AGREED** to co-opt Mr Rod Gabb to the Discipline Committee.

**JOHANSSON/HARGREAVES
AGREED**

CONFIRMATION OF DELEGATIONS:

EOTC OFFICER:

Mr Hancock raised concern that correct process was not being followed in regard to the filling and completion of RAMs documentation to the EOTC Officer.

The correct process to follow is:

- Teacher in charge completes RAMs documentation
- RAMs submitted to the EOTC Officer for checking/sign off
- RAMs submitted to the Principal for submission for Board approval

It was **AGREED** that the Principal email teaching staff to make them aware of the correct process. **SH**

INTERNET SAFETY OFFICER:

Mr Hancock raised concern that there are no formal student agreements in place for Internet Safety / Acceptable Use.

It was **AGREED** that the Principal have a discussion with Mr Bean regarding the implementation of Internet Safety Agreements for students. **SH**

It was also **AGREED** to request that the Compliance sub-committee review the Internet Safety Policy and Guidelines. **RS**

It was **AGREED** to confirm with amendments the 2016 Delegations. **HANCOCK/GILLIAN
AGREED**

DECLARATION OF CONFLICT OF INTEREST:

- To be declared at the point of conflict

CHAIRPERSON'S COMMENT:

Mr McGeorge advised that the Trust Board met Tuesday, 16 February 2016. Mr McGeorge advised that the Trust Board is excited and positive about the development of the new school. Mr McGeorge was also excited about the increased Year 9 and 10 female student roll.

Mr McGeorge raised concerned that the Trust Board's future focus seems to be leaving the current school site behind. The current site requires a lot of infrastructure to be put in place to enable teaching to be effective which must be highlighted to the Trust Board.

STRATEGIC DISCUSSIONS

1. **2016 Draft Charter:**
 - Receive a copy of the 2016 Charter.
2. **2016 Draft Annual Plan – Evaluation Comment:**
Receive a copy of the 2016 Annual Plan.
3. **2016-2018 Draft Strategic Plan**
 - Receive a copy of the 2016-2018 Strategic Plan

The Principal reported on the 2016 Charter, Annual Plan and Draft Strategic Plan as contained in the Board Information Pack.

Following a full discussion by the Board it was **AGREED** that the 2016 Charter, the 2016 Annual Plan and the 2016-2018 Strategic Plan be approved on block with amendments noting any further comment to the Principal prior to submission to the Ministry of Education 1 March 2016. **HANCOCK/LAIRD
AGREED**

MONITORING

GOAL 1: Teaching and Learning - Principal

1. Staffing Matters:

- Receive a copy of the Teachers Registration

It was **AGREED** to receive the copy of the Teachers Registration.

2. Receive the report of the Personnel Sub-committee

- No items for this meeting of the Board

3. Classroom Upgrade – Principal

- Included in the Principal's Report to the Board.

4. Curriculum Report – Principal

- Receive the report of the Principal

We have had an excellent start to the year with our Service of Beginnings, prefect training, year 13 camp, swimming sports and getting classes, sports practices and Polyfest preparations well underway. Year 9 camp will take place next week.

NAG 1. Student learning, engagement, progress and achievement

The school roll sits at 328, including 9 international students. This is likely to drop by a small number as some students confirm their intentions for 2016.

Year Level	Male	Female	Total
9	45	14	59
10	64	6	70
11	54	14	68
12	51	7	58
13	58	15	73
Total	272	56	328

The NCEA results from 2015 were very pleasing with sizeable improvements in the pass rates at Level 1 and Level 2. We also had two students earn an excellent endorsement for their NCEA certificate (we had none in 2014).

NCEA pass rates

Year	Level 1	Level 2	Level 3	UE
2012	22	61	67	38
2013	26	50	54	28
2014	59	50	33	7
2015	70	57	33	14

Endorsements

Year 11

		2014	2015
Certificate	Excellence	0	1
	Merit	11	5
Subject	Excellence	3	6
	Merit	27	13

Year 12

		2014	2015
Certificate	Excellence	0	1
	Merit	1	6
Subject	Excellence	2	6
	Merit	8	18

Year 13

		2014	2015
Certificate	Excellence	0	0
	Merit	2	1
Subject	Excellence	2	1
	Merit	5	3

NAG 2. Self-review

As part of the self-review process all teaching staff will complete an inquiry into their teaching practice. This will be supported with newly established Professional Learning Groups, completion of a Professional Learning Journal and work done with an appraiser.

A second key area of self-review this year will be in how we handle our NCEA moderation. The draft new Charter, strategic and annual plans are available (and will likely form part of tonight's discussion).

NAG 3. Personnel

We welcome the following new staff members; Miss Anne-Marie Lalakai as Head of Music, Miss Elisa Tufala as Head of Life and Faith, Mrs Charlotte Saunders teaching English and Social Studies, Miss Sophie Jones teaching English, Mr Siosiva Pole teaching mathematics, Mr Luke Makris as a Learning Support tutor and Mr Brandon Roberts as a Sports and Activities coordinator.

Linking to NAG 2 we have professional development planned by way of the Professional Learning Groups, external school visits, and school wide professional development lead by Team Solutions (Auckland University).

NAG 4. Property and infrastructure

The budget is in place however our student numbers are tracking above our GMFS which will give us scope to revisit some aspects of the budget.

The IT network is under review. The unreliable nature of our network and lack of capacity is a serious limiting factor in progressing to modern teaching techniques and also productivity of staff.

The construction of five new classrooms is well under way. The roof is expected to go on in the next week. The plan is to open the rooms for use on day one of term two.

NAG 5. Health and safety

Physical and emotional safety of staff, students and visitors to school are critical. I would like to schedule site walks as part of future BOT meetings so that trustees can assure themselves we are operating a safe physical environment.

Having a safe emotional environment for students is a key focus of ours this year. The PB4L initiative, the introduction of a student health council, the employment of a sports and activities coordinator and our continued focus on behaviour are the major strategies aimed at improving the environment for our students.

NAG 6. Administration and compliance

As mentioned under self-review, we have a visit from NZQA this year regarding moderation processes for NCEA.

It was **AGREED** to receive the report of the Principal.

GOAL 2: Equip for Life

- No items for this meeting of the Board

GOAL 3: Safe Environment

1. OSH Matters – Principal

- There has been no Health and Safety Committee meeting since the last meeting of the Board.

MEETING ADJOURNED FOR DINNER 6pm

MEETING RECOMMENCED AT 6.30pm

2. Hostel Council Matters:

Mr McGeorge advised that the Hostel Council has met and walked the site. Mr McGeorge also acknowledged the attendance of Mr Johansson to his first Hostel Council meeting.

GOAL 4: Staff Development - Principal

- No items for this meeting of the Board.

GOAL 5: Community Engagement

1. Community Consultation

2. Reporting to the Māori Community – DM

Mr McGeorge advised that a meeting of the Māori Community will be organised for the end of Term 1 or Early Term 2.

3. Pasifika Community Consultation

It was **AGREED** to defer the Pasifika Community Consultation until the June meeting of the new Board.

GOAL 6: Learning Environment

1. 2016 Year 9 and 10 Female Students Recruitment

- Fourteen, Year 9 females have been enrolled
- Six, Year 10 females have been enrolled

It was **AGREED** to receive the report of the Principal

2. International Website - Development/Upgrade Website

- In test phase at present

BOARD MATTERS:

1. Finance and Audit Report – DM

Mr McGeorge presented the Draft 2015 accounts with a deficit of \$23,769. There are salary accruals yet to complete.

The committee discussed teacher funding and class sizes and there may be an increased GMFS after the 1st March return.

The Principal declared his conflict of interest.

The Principal's Visa card expenditure for the month of November, December 2015 and January 2016 has been reviewed and confirmed.

2016 Proposed Budget

Mr McGeorge tabled the 2016 budget with a deficit of \$10, and capital expenditure of \$94806, the budget is based on 310 local students and 7 international students.

Mr Hancock raised concern with the budget noting IT Infrastructure as a shared cost to the Board to upgrade the Hostel. Mr Hancock felt that the Trust Board should cover the full cost of any upgrade to the Hostel and that they should have upgraded at the same time as when the school was SNUPPED.

The Principal advised that a review of the IT Infrastructure is being undertaken by Think IT and New Era IT and should be available by the March meeting of the Board.

It was **AGREED** that subject to discussions around administration and management of capital expenditure the Board approve the 2016 Budget.

**MCGEORGE/TALAI'MANU
AGREED**

General Finance & Property Matters

The Music block foyer, music classroom and science block corridor were painted during the holidays. Programmed Property services were in to tidy and touch up the classroom blocks.

Principal's Annual Leave

Mr McGeorge advised that the Principal's annual leave was discussed, the collective agreement states, that the annual leave is assumed to be taken during the school year unless the Board of Trustees minute accruing the leave. The Principal has 14 days unused leave from 2015.

It was **AGREED** that the Principal's Annual leave can be accrued up to a maximum of 30 days in any one year.

**LAIRD/JOHANSSON
AGREED**

It was **AGREED** to refer the accrual of leave to the Human Resources sub-committee.

SH

2. Charity Applications

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

**SCHAUMKEL/LAIRD
AGREED**

a) Pub Charity:	\$20,772.04	Year 9 Camp
b) Trillian Trust:	\$20,772.04	Year 9 Camp Equipment
c) Lion Foundation	\$21,655.04	Camp Equipment and Accommodation Cost
d) Trusts Community Foundation:	\$10,708.00	Out of area Travel Costs 1 st and 2 nd XV

e) Infinity Foundation Limited:	\$13,503.00	Teacher Aide
f) Whitehouse Tavern:	\$10,708.00	1 st and 2 nd XV Rugby out of area travel costs 2016
g) The Southern Cross Trust:	\$Donation Only	Associated Educational costs
h) NZ Community Trust:	\$Donation Only	Associated Educational costs
i) The Northern Masonic Association:	\$Donation Only	Associated Educational costs
j) Four Winds Foundation, Donation	\$3,295.00	Defibrillator
k) Pub Charity, Donation	\$4,502.00	1st and 2nd XV Rugby out of area transport costs
l) Youthtown, Donation	\$4,502.00	1st and 2nd XV Rugby out of area transport costs

3. **Presentation of Policy/Compliance – RS**

- There are no items for this meeting of the Board

4. **Board Succession Planning 2016 Parent Representative Election - Friday, 3 June 2016**

Nomination forms will be posted to all families with the March Principal's Newsletter

5. **Staff Trustee Election - Friday, 3 June 2016**

- **Confirm the Staff Trustee Election Timeline**

It was **AGREED** to confirm the Staff Trustee Election Timeline as contained in the Board Information Pack.

**JOHANSSON/EASTHER
AGREED**

- **Confirm Mr Murray Neale as the Returning Officer for the 2016 Staff Trustee Election**

It was **AGREED** to confirm the appointment of Mr Murray Neale as the Returning Officer for the 2016 Staff Trustee Election.

**JOHANSSON/EASTHER
AGREED**

Nomination forms will be made available to staff in March

ADMINISTRATION:

Confirmation of Minutes, 19 November 2015 meeting

It was **AGREED** to confirm the minutes of the meeting held 19 November 2015, as a correct record.

**LAIRD/HANCOCK
AGREED**

Confirmation of the Minutes, 10 December 2015 meeting

It was **AGREED** to confirm the minutes of the meeting held 10 December 2015, as a correct record.

**LAIRD/HANCOCK
AGREED**

CORRESPONDENCE:

DATE	OUTWARD	REGARDING
23.11	All Teaching Staff	Acknowledgement re ERO Review
25.01	Mr Vlad Benevelski	Acknowledgement
25.01	Mr H DeSoysa	Acknowledgement of resignation
25.01	Mr S White	Acknowledgement of resignation
25.01	Mr H Laurenson	Acknowledgement of resignation

DATE	INWARD	REGARDING	ACTION
Dec 2011	STAnews	Issue 259	Information
02.11	Aqualab	Results for drinking water	Information
30.11	Aqualab	Results for drinking water	Information

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

**MCGEORGE/ LAIRD
AGREED**

IDENTIFY AGENDA ITEMS FOR THE NEXT MEETING:

- IT Infrastructure
- Site Walk
- HR Accrued Leave
- Compliance Sub-committee Internet Safety Policy/Guidelines

IN COMMITTEE MATTERS:

It was **AGREED** at 7.05pm 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.

**JOHANSSON/EASTHER
AGREED**

It was **AGREED** that the Board of Trustees return to open meeting at 7.10pm after discussing student discipline and staff matters.

**MCGEORGE/SCHAUMKEL
AGREED**

GENERAL BUSINESS:

Meeting Apology:

An apology was received from Mrs Talai'manu for the March meeting of the Board.

Y9 Camp RAMs:

Mr Hancock advised that he has received all RAMs documentation for the camp.

Girls Uniform:

Mrs Smythe raised concern that the girls uniform stock ran out at the beginning of the year.

The Principal advised that the Girls uniform will transfer to SAS.

Student Representative:

Mr Tau'fo'ou advised that students are concerned with the level of heat in the classrooms. Mr Tau'fo'ou requested that consideration be given to installing more air conditioners.

The Principal advised that there will be air conditioning in the new classrooms.

Mr Tau'fo'ou also raised a concern with the breakfast supplies.

The Principal advised that this is an item for the Hostel Council and suggested that Mr Tau'fo'ou consider being the student representative on the Hostel Council.

CLOSURE

The meeting closed at 7.14pm with members sharing the Grace with each other.

Signed as a correct record this 17th day of March 2016

Norman Johnston
CHAIRPERSON