

1. ADMINISTRATION:

1.1 PRESENT: Norman Johnston (in the Chair), Ben Hancock, David McGeorge, Akapei Tau'fo'ou, Sue Easter, Gillian Laird, Uinise Smythe, Sepa Tala'imanu (5.20pm), Jeff Johansson and Steven Hargreaves.

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

1.3 APOLOGIES:

An apology was received from Ruby Schaumkel and, an apology for lateness was received from Sepa Tala'imanu. Mrs Smythe advised that she will leave the meeting early.

1.4 IN ATTENDANCE:

1.5 ACKNOWLEDGEMENTS:

Parent / Staff Trustees: Mr Johnston advised that this would be the last meeting for the Parent and Staff Trustees whose 3 year term was now ending. Mr Johnston acknowledged the service of Mrs Susan Easter, Ms Ruby Schaumkel and Mr Ben Hancock for their commitment and service to the Board. Mr Johnston wished each the Trustees well and looked forward to their continued support of Wesley College.

The Board was unanimous in their acknowledgement and recognition of the retiring Trustees.

1.6 DECLARATION OF INTEREST – Declared at Point of Interest

1.7 CHAIRPERSONS COMMENT

Principal's Appraisal:

Mr Johnston advised that in discussion with the Principal he is tabling the Principal's Appraisal for discussion at the end of the meeting. Mr Johnston advised that the appraisal is very positive and acknowledged the Principal on successfully bringing the College forward. Mr Johnston also acknowledged the successful completion of the new classrooms.

It was **AGREED** that the Board show its appreciation to the Principal. **JOHNSTON /JOHANSSON**
AGREED

NZSTA Trustee Long Service Certificates:

Mr Johnston advised that NZSTA have initiated a long service trustee certificate for trustees who have served on boards more than 5 years. Mr Johnston advised that some of the retiring trustees have served the board faithfully for many years and requested that the Secretary forward their names to receive the certificate. **SH**

2. STRATEGIC DECISIONS/DISCUSSIONS

No items for this meeting of the Board.

3. MONITORING

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

- **Pukekohe Schools Cluster – COL**

The Principal advised that the COL is a Government initiative that includes 17 schools with approximately 6,000 students within the Pukekohe Schools Cluster. There will be 8 positions available assisting with numeracy and literacy professional development that staff can apply for.

It was **AGREED** to reaffirm the email decision of the Board to approve participation in the Pukekohe Schools Cluster (COL) **HARGREAVES/HANCOCK**
AGREED

- **Principal’s Report**

ART Programme

The school is working with the MOE on a programme named Achievement Retention and Transitions (ART). This is focused on students at risk of not achieving Level 2 NCEA, tracking their progress and assisting them with mentoring. A new role has been created to gather data on these at risk students and liaise with classroom teachers, form teachers and Deans about how to support these students.

Mr McGeorge enquired as to how many students would be considered at risk.

The Principal advised that 15 students were identified using data results from 2015.

Tracking and Monitoring

A credit tracking sheet has been trialled where senior students keep a file of credits earned, progress toward literacy, numeracy, and endorsement. This is a simple sheet but was introduced because it links to John Hattie's research that indicates student expectations of their own learning are a very large determinant of attainment.

Acknowledging Achievement

The first round of acknowledgements of credits being achieved has been held in assembly. The students with the top credit totals in each year level were presented with a gift voucher. The intention is to keep reinforcing academic achievement as our main priority.

Curriculum review

The Curriculum Group has begun a review of the timetable and subjects being offered in 2017. It is likely that Drama will be offered at Level 1 and Media Studies at Levels 2 and 3. Science is likely to be made compulsory at Level 1. This will reduce option choices from three to two (with English, maths, Life & Faith /Transition being compulsory) but it is felt that the push for STEM subjects and the desire to promote academic achievement make this a worthwhile move.

Mr Johnston advised that it is important that school get the curriculum subjects right in view of the development of the new school and being able to provide appropriate teaching spaces for student learning.

Attendance Concerns

An attendance audit was conducted at the end of term one. The statistics were quite revealing. The average attendance is 84%. In other words, the average student is missing school about 1 day in 7.

Year	Average attendance (%)	% of students whose attendance less than 85%
9	92	12
10	84	31
11	86	34
12	81	52
13	77	68

Letters were sent home to parents whose child had attendance of less than 85%. One hundred and forty two letters were sent. This is a real concern. These statistics were used in a talk in chapel and the seven students with 99% or 100% attendance were presented with a gift voucher. This will remain a focus with an attendance audit each term, letters home and recognition of excellent attendance.

Mrs Smythe enquired as to how attendance is tracked.

Mr Hancock advised that attendance is followed up by form teachers who contact classroom teachers to ensure the data is correct, they discuss the absence with the student and if the absence is not justified and there is no improvement then it is forwarded to the deans. If absence still continues the Pastoral team becomes involved.

The Principal advised that he has implemented a reward system to acknowledge those students who have high attendance rates.

The Board suggested that the Principal consider taking privileges away i.e playing sport from students who have continuously low attendance rates.

Community of Learning

Wesley College has been accepted into the Pukekohe Cluster of Learning (COL). The COL initiative is part of the government's Investing in Educational Success policy. Membership of the COL requires us to work toward an "achievement challenge" but allows us to access professional development funds and it also provides for specialist roles within Wesley College. Our achievement challenge has not yet been signed off by the Minister but it will be related to raising literacy and numeracy levels in the junior school.

Information regarding assessments undertaken and pass rates is detailed below:

	Total sat	Internals sat	Internals passed	Externals sat	Externals passed	Overall pass rate
2015	5456	4787	3668 (76%)	669	245 (37%)	72%
2014	5037	4360	3214 (74%)	677	287 (42%)	70%

The table indicates that we undertook more assessment last year. External examination pass rates remain a concern.

The Principal advised that he was surprised at the low number of students sitting external examinations. The Principal will be working with staff to change the mind set and raise the expectation that all students will sit externals examinations at the end of the year.

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

MEETING ADJOURNED FOR DINNER 6pm
MEETING RECOMMENCED AT 6.20pm

3.2 NAG 2: Self-Review

- **Teaching as Inquiry**

The Principal advised that teaching as inquiry process continues with the group facilitators working with Team Solutions from Auckland University.

The Principal advised that teaching staff attend professional development every two to three weeks.

- **Board Training Report Back**

Mrs Easter reported the NZSTA workshops she attended on the Vulnerable Children's Act 2014 and Implementing a work health and safety culture.

Health and Safety:

Mrs Easter advised that one of the most important things for boards to demonstrate is due diligence:

- 1 Know – acquire and keep up to date knowledge of work H&S matters (WHS)
- 2 Understand - risks and hazards associated with operations
- 3 Resource – provide and use appropriate resources and processes to eliminate or minimise WHS risks
- 4 Monitor – monitor information on incidents, hazards and risks and respond in a timely way
- 5 Comply - ensure WHS legal compliance
- 6 Verify - verify the use of resources and processes (this is the audit process).

Boards need to identify hazards; ensure workers are competent; engage with workers; have evidence of consultation, cooperation and coordination (proactive engagement – to identify hazards with workers); comply with work place regulations (so controls are in place to manage risks); monitor and verify compliance. NZSTA have useful checklists.

Vulnerable Children's Act 2014

Mrs Easter highlighted the importance of identity confirmation and risk assessment:

- 1 one primary form of identification (ID) eg NZ passport or NZ full birth certificate issued after Jan 1 1988 with a unique number
- 2 one secondary form of identification eg NZ drivers licence, community services card, IRD number
- 3 one of the forms of ID must include a photos
- 4 use electronic ID eg RealMe
- 5 Documentation required – a chronological summary of applicants work history of preceding 5 years and transcripts and proof of qualifications. If possible verify with the organisations that issued them.
- 6 Interview – need to include questions to find out how applicant would approach certain situations, their attitude to child safety, views on discipline and keeping children safe, attitudes...
- 7 Reference checking – at least but preferably 3 referees not related to applicants extended family; by phone using a landline or work number – it is hard to verify who is on the end of a cell phone; their immediate past employer.

Mrs Easter advised that there was discussion about core and non-core workers (core being someone who works with children and may be the only worker present or who has primary responsibility for or authority over a child/children present) and non-core are those who are not core workers, but it is important to not get hung up on the terms and to be thinking about what is best for the child - the overall safety for children. Treat everyone as a core worker. It is important staff know how to identify abuse and training is provided for this.

3.3 NAG 3: Personnel

- **Staffing Matters**

The Principal advised that the Deputy Principal Warrick Sanson remains on sick leave following his knee replacement surgery. He has indicated a likely return date of May 30.

The Principal also advised that there are other matters for the In-committee section of the meetings.

3.4 NAG 4: Property and Infrastructure

- **IT Infrastructure Reports – Think IT & New Era IT**

The Principal advised that the IT network review has been returned. The report is recommending; the development of a long term IT strategy, the selection of an online learning platform (Google or Microsoft 365), investment in IT infrastructure, and migration of some facilities to the cloud.

The new classroom block is in use with new furniture purchased by the BOT. The rooms offer significantly improved learning spaces with bigger floor area, air conditioning and new screens.

- **Hostel Council Minutes 22/03/2016**

It was **AGREED** to receive the Hostel Council Minutes dated 22 March 2016.

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

Mr McGeorge presented the April report with a surplus of \$25,205. This surplus is due to sponsorship funding that has not been expensed as yet.

Payments of \$121,392.61 were tabled.

It was moved that Payments totalling \$121,392.61 be approved.

**EASTHER/MCGEORGE
AGREED**

The Principal declared his conflict of interest.

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

2015 Annual Accounts

Mr McGeorge advised that the 2015 Audited Annual accounts reflected a deficit of \$32,549.

The audit management report was reviewed by the Property and Finance subcommittee where the auditors raised the question of cyclical maintenance as the painting contract ends in 2017.

The subcommittee agreed to accrue a cyclical maintenance provision over the next 18 months.

General Finance & Property Matters

Funding changes information due to students attending Secondary Tertiary Partnership courses was tabled. Our operations grant funding will increase but our staffing allowance has remained the same when we were expecting an increase of staffing.

The Think It report was discussed with the college moving to a cloud based solution. It was agreed to confirm the budget provision of \$16,000 for a server. The college servers are out of warranty and at least one server is needed for Kamar.

Mr McGeorge advised that the current servers are all out of warranty and a new server is required. The Property and Finance committee are recommending \$16,000 be budgeted at an equally shared cost between the Board of Trustees and the Trust Board.

Ms Laird enquired if this figure accounted for the installation and technical support.

It was **AGREED** in principle pending the final cost of installation and technical support that \$16,000 be budgeted for the upgrade of the server.

**MCGEORGE/EASTHER
AGREED**

- **Charity Applications**

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

JOHANSSON/MCGEORGE
AGREED

TO	Amount	For
Pub Charity Limited	\$2,870.00	Television, accessories and sound system
Pelorus Trust	\$2,689.49	Television, accessories and sound system
The Trusts Community Foundation	Donation	Television, accessories and sound system
Trillian Trust	\$10,708.00	Out of area travel costs 1 st and 2 nd XV
Masse Incorporated	\$10,708.00	Out of area travel costs 1 st and 2 nd XV

3.5 NAG 5: Health and Safety

The Principal advised that following the introduction of the new legislation a Health and Safety Manual has been written for staff and the Principal has spoken to staff about the key features of the Act.

The lead team has undergone the first day's training for the PB4L initiative. At the next staff meeting we will develop our picture of a 'model' student and a few core values that will underpin the behavioural expectations of our students. This is the first step in what will be several months of developing specific behaviours to teach the students.

The Principal advised the next PB4L training will be held Monday, 23 May 2016.

- **OSH Committee Minutes 22 March 2016**

It was **AGREED** to receive the OSH Committee Minutes dated 22 March 2016.

3.6 NAG 6: Administration and Compliance

- **Moderation**

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

- **Website**

The Principal advised that the new website is working in the background with Mrs Finch making some changes/additions to the design before release.

- **Compliance Sub Committee**

ICT Digital Cyber Safety Policy

It was **AGREED** in the absence of Ms Schaumkel that the ICT Digital Cyber Safety Policy be adopted.

TALA'IMANU/LAIRD
AGREED

- **Community / Māori Consultation**

Mr McGeorge advised that a meeting has been scheduled for:

Date: Sunday, 24 July 2016, Time: 4pm
Venue: Te Whare Runanga

- **Parent and Staff Election Update**

Mrs Ngataki advised that 8 nominations have been received for the Parent Trustee Election. Nominations close 12noon, 20 May 2016.

4. ADMINISTRATION

4.1 Confirmation of Minutes, 17/03/2016

It was **AGREED** to confirm the minutes of the meeting held 17 March 2016, as a correct record.

**EASTHER/JOHANSSON
AGREED**

4.2 Correspondence

DATE	OUTWARD	REGARDING
	No outward correspondence	

DATE	INWARD	REGARDING	SUGGESTED ACTION
March 2016	STAnews	Issue 261	Information
March 2016	Education Review Office	Wellbeing for Success A Resource for Schools – to be tabled	Information
April 2016	STAnews	Issue 262	Information
24.03	WCOSA	Board of Trustees Representative	Appoint/Receive
29.03	Aqualab	Drinking Water Results	Information
29.04	Aqualab	Drinking Water Results	Information

Matters Arising:

STAnews – Issue 262: The cost of educating a child

Mr McGeorge noted the article on the cost of educating a child and advised that families and students should be made aware of the cost of education.

Tabled Correspondence:

Anglican Trust for Women and Children (ATWC): Acknowledgement

Mr Johnston read the letter of acknowledgement form AWTC

EOTC / RAMS:

Mr McGeorge raised concern with the completion of RAMs documentation when requests are being made for EOTC trips.

Mr Hancock advised that the RAMs is completed to Ministry requirements and in some cases additional information is provided where a staff member feels it is required.

Mr Hancock advised that staff can only base the RAMs on relevant risk factors/levels there are some things that cannot be planned for and the documentation he received is compliant.

Mr Johansson declared his conflict of interest and abstained from discussions.

SHEILAH WINN DRAMA TRIP TO WELLINGTON

Mr Johnston tabled the RAMs documentation for the Sheilah Winn Drama Trip to Wellington in June.

Ms Laird enquired if there were Credits associated to the trip.

The Principal advised that students have probably already attained the Credits in preparation for the trip.

It was **AGREED** in principle to approve the Sheilah Winn trip to Wellington. **JOHNSTON/LAIRD
AGREED**

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

- Election of Chair/Deputy/Secretary
- Confirmation of Sub-committees
- Confirmation of Delegations
- Site Walk 5pm
- 1st XV Trip to Argentina in 2017
- Term 1 Teacher relief breakdown
- Internet Safety Procedure
- Māori Community Consultation
- Polyfest Report back

IN-COMMITTEE

It was **AGREED** at 7.16pm 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/JOHNASSON
AGREED**

It was **AGREED** that the Board of Trustees return to open meeting at 7.28pm after discussing student discipline and staff matters.

**JOHNSTON/LAIRD
AGREED**

CLOSURE:

The meeting closed at 7.30pm with members sharing the Grace with each other.

Signed as a correct record this 16th day of June 2016

Norman Johnston
CHAIRPERSON