

1.0 ADMINISTRATION

1.1 PRESENT: Norman Johnston (in the Chair), David McGeorge, Jeff Johansson, Sepa Tala'imanu, David Denny, Gillian Laird, Ocean Tierney, Rose Tapuvae Papuni, Nasili Vaka'uta and Brian Evans

1.2 CONSTITUTION OF MEETING: Mr Johnston constituted the meeting with a reading from the daily Chapel messages and with prayer.

1.3 APOLOGIES: Uinise Smythe and from Norman Johnston who will leave the meeting early.

1.4 IN-ATTENDANCE: Barbara Ngataki, Minutes Secretary

1.5 Acknowledgments:

- **Simione Ofa, Year 13:** Mrs Tapuvae-Papuni acknowledged Simione as one the recipients of the NZCU Scholarship. The Scholarship is paid directly to the school to the benefit of Simione's educational requirements.
- **Polyfest:** The Board acknowledged the work of tutors, supporting staff and the students.

1.6 Declaration of Interest – Declared at Point of Interest

CHAIRPERSONS COMMENT:

The Chairperson noted that:

- the Jonah Lomu Drive blessing/opening went well and was well attended.
- the appointment of the Assistant Principal, Mr Chris Wood.
- he had been invited to the launch of Brother Sir Patrick Lynch's book on State Integration.
- the construction of the show homes will commence in the next few months.
- the information for the China and Argentina trips have been received.
- the Reading Enhancement Programme (REP) as setup at Otahuhu College and One Tree Hill College is funded in the main by Rotary. It is hoped that Rotarians in the immediate area will help provide tutors.

2.0 STRATEGIC DECISIONS/DISCUSSIONS

2.1 2018 Charter: There were no items for this meeting of the board.

2.2 2018 Annual Plan

The Principal reported on the Annual Plan as contained in the Board Information Pack.

Mrs Tala'imanu enquired about priority leaners.

The Principal advised that this is covered through mentoring, tracking and monitoring student achievement.

Mr Johansson enquired why the Year 12 target for UE literacy was set at 50%.

The Principal advised that in previous years students were gaining credits from a range of subjects ie 2 or 3 in Life and Faith, 2 or 3 in Literacy, 30 in Construction. A recognised pass rate is 14 credits and above in any one subject. The Principal is working with the Year 11 Dean on a 3 year plan to lift UE pass rates.

The Principal feels the commencement of integrated learning aligned across all curriculum areas in the junior school will assist toward lifting student achievement in Years 11-13.

The Principal also believes that contextualized learning ie English, Science Mathematics supporting a construction academy is a real pathway option for students.

Mr Johnston advised that the Reading Enrichment Programme (REP) will commence in term two.

Dr Vaka'uta enquired about Life and Faith and advised that Trinity Theological College is able to provide professional development for staff. Dr Vaka'uta also advised that Trinity College also makes available 3 spaces every year for students wanting to study a vocational pathway.

Following discussions it was **AGREED** to adopt the 2018 Annual Plan as presented.

**JOHANSSON/LAIRD
AGREED**

2.3 2019-2021 Strategic Plan: to be tabled in Term 4

3.0 MONITORING

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

Student Representative:

Miss Tierney advised that the student body wished to raise the school menu. Miss Tierney tabled a draft menu with variations / options they would like considered.

Mr Johnston advised that it is the Hostel Council who is responsible for the school menu but the Board of Trustees are happy to hear what variations / options had been discussed.

Miss Tierney reported on her tabled report.

Mrs Tala'imanu enquired if there was an option for credit attainment if students themselves researched menu plans and costings

Mr Johnston advised that a dietician had worked with the kitchen manager a few years ago and it might be time for another visit.

It was **AGREED** to ask the Principal to consider contacting a dietician to discuss menu variations/options.

BE

Principal's Report General Comment

The Principal advised the term continues to move at a busy pace. Swimming and Athletics sports have been completed. Sport practices and Polyfest preparations have continued. Fiafia night was Wednesday, 14 March.

The Principal advised he has written a draft Polyfest Policy which has been distributed to Senior Leadership for feedback. The Principal will table the Policy for consideration at the May meeting of the Board. **BE**

Year 9 students completed their camp very successfully and Year 12 students provided some excellent leadership on the camp.

NAG 1: Student learning, engagement, progress and achievement

School Roll

The school roll currently sits at 362 domestic students with 10 international students.

2018	Full Roll		Day		Boarding	
	Male	Female	Male	Female	Male	Female
Year 9	67	26	25	8	42	18
Year 10	77	11	17	3	60	8
Year 11	46	17	10	9	36	8
Year 12	61	12	16	5	45	7
Year 13	38	17	3	1	35	16
Sub Total	289	83	71	26	218	57
Total	372		97		275	

Attendance

1/1/2018 - 13/03/2018					
	Justified	Unjustified	Intermittent	Overseas	Attendance Rate
Attendance rate for School	3.7	7.7	13.4	0	75.2

Attendance by gender					
Female	3.6	8.2	14.9	0	73.3
Male	3.7	7.5	13	0	75.7

The Principal advised that attendance seems low but it does not account for Polyfest practices, swimming and athletics sports.

Mrs Ngataki advised that the stats are drawn from KAMAR which aligns with the Ministry of Education requirements/codes ie students must attend 3 periods in a day to be considered present. If a student has an entry for 3 periods in a day that indicates 'explained but not justified' as per the Ministry the stat records absent.

The Principal advised that Polyfest went well and he will have the results for the next meeting of the Board. **BE**

Stand-downs and Suspensions

The Principal advised that there has been no stand-downs or suspensions to date from the school. There have been eight students stood-down from the Hostel for several days.

Support in core subjects

A group of ten Year 11 students deemed to be at risk of not achieving their Literacy or Numeracy credits will have extra support in a small group. The scheduled times these students would be out of class is within their English, Maths and Science periods each week.

Reading Enhancement Programme (REP) reading programme. Mrs Raos has researched and set this programme up to be ready for Term 2. It will assist to accelerate reading progress for a group of 20 students. This group will grow to 40 in 2019. This project will greatly assist our students later in the senior school.

BYOD

The Principal advised that following discussions roll out will occur in Term 1 2019. There may be some experimentation this year with a selected class or two from Term 3.

3.2 NAG 2: Self-Review

- PLD Update

It was **AGREED** to receive the tabled summary from Mr Chris Bean, Deputy Principal of PLD attended by teaching staff.

3.3 NAG 3: Personnel

- Appointments: Mr Chris Wood, Assistant Principal, Mrs Tracey Gayner, Gateway Co-ordinator

It was **AGREED** to reaffirm the decision to appoint Mr Chris Wood as Assistant Principal.

**JOHANSSON/TAPUVAE-PAPUNI
AGREED**

- **Science Position re-advertised**

The Principal advised with the arrival of Mr Wood the Science position was no longer required. The Principal has now advertised a Mathematics vacancy.

3.4 NAG 4: Property and Infrastructure

- Hostel Council Minutes: has not met since the last meeting of the Board.
Mr Johansson advised the next meeting of the Hostel Council is 5 April 2018.
- **Finance Report – P&F Sub-Committee**

Mr Denny reported on the tabled finance report.

- Operational grant income is down against budget due to let April return adjustments yet to come
- Curriculum expenditure is tracking higher than budget due to class set up at start of year.
- Admin expenditure includes some one off costs (IT support) for projects done during the January period

It was **AGREED** to approve payments of \$243,255.00

**MCGEORGE/DENNY
AGREED**

Charity Applications: there were no applications for this meeting of the Board.

- **2017/2018 Summary of Successful Applications**

Mr Johansson enquired if the funds go in to the College accounts.

Mrs Ngataki advised yes however, the funds are targeted therefore it is used for the items applied for ie application for jackets is approved funds are used to purchase jackets. The funding enables other school funds to be allocated elsewhere.

Mr McGeorge advised any funds not spent is returned to the funder.

The Board acknowledged the work of Mrs Raos in raising \$164, 747.75 to date for the College.

Mr Johnston left the meeting at 6pm.

**MEETING ADJOURNED FOR DINNER 6pm
MEETING RECOMMENCED AT 6.30pm**

Mr McGeorge assumed the Chair at 6.30pm

3.5 NAG 5: Health and Safety

- **OSH Committee Minutes**

The Principal advised that the Health and Safety committee has met.
The Principal will have the minutes for the May meeting of the board.

BE

3.6 NAG 6: Administration and Compliance

- Community / Māori Consultation / Term 2, Sunday 29 April, 2pm - reminder
- Community / Pacifica Consultation

Following discussions about a venue it was **AGREED** that a date is still to be confirmed.

- **Compliance Sub-Committee**

Policy Procedures:

Ms Tala'imanu advised that following procedures were for board information

National Qualifications	Sponsorship and Fundraising
Student Code of Conduct	Student Expectations Behaviour Management

It was **AGREED** to receive the policy procedures.

- **China and Argentina Trip Updates**

It was **AGREED** to receive the updates of the China and Argentina Trips.

Ms Laird noted that the China trip was during the Methodist Conference and enquired if Rev Aliitasi Salesa had applied for Connexional leave.

Mrs Ngataki to remind Rev Salesa to apply for leave.

BN

4.0 ADMINISTRATION

4.1 Confirmation of Minutes, 22 February 2018

It was **AGREED** to confirm the minutes of the meeting held 22 February 2018, as a correct record.

DENNY/JOHANSSON
AGREED

4.2 Correspondence

DATE	OUTWARD	REGARDING
23.02	Tracey Gayner, Nikki Bhana, Lawrence Lawrence, Rosalina Autagavaia, David Ryan, Desiree Pole	Letter of welcome

DATE	INWARD	REGARDING	SUGGESTED ACTION
Jan/Feb	STAnews	Issue 279	Information
02.03	Aqualab	Results for drinking water	Information

Matters Arising

NZSTA Conference:

Mr McGeorge enquired if any members of the board were interested in attending the Annual NZSTA Conference being held in Rotorua this year.

Ms Laird advised that she would be interested.

Mrs Ngataki to forward future conference information to Ms Laird.

BN

It was **AGREED** to receive the Inward correspondence.

**VAKA'UTA/JOHANSSON
AGREED**

5.0 IDENTIFY AGENDA ITEMS FOR NEXT MEETING

- Polyfest Policy
- Polyfest Results
- Leavers Data

6.0 IN-COMMITTEE

It was **AGREED** at 6.47pm 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.

**TIERNEY/TAPUVAE-PAPUNI
AGREED**

It was **AGREED** that the Board of Trustees return to open meeting at 6.49m after discussing student discipline and staff matters.

**TIERNEY/JOHANSSON
AGREED**

General Business:

WCOSA:

Mr Johansson advised that following the AGM Mr Rob Gabb had been re-elected President. Mr Johansson also advised that planning has commenced for this years Old Student day and for the 175th which will be held next year.

It was **AGREED** that Mr Johansson be appointed the Board of Trustees representative to WCOSA.

**TALA'IMANU/DENNY
AGREED**

Board Meeting Start Time:

The Principal enquired if there is a possibility that the meeting start time could be earlier around 4.30pm or 4.45pm. If the Board begins earlier and works through dinner time the meeting could finish earlier.

There was general consensus that it may be possible and it was agreed that the board consider the start time for the May meeting of the board.

CLOSURE:

The meeting closed at 6.50pm with members sharing the Grace with each other.

Signed as a correct record this 24th day of May 2018

Norman Johnston
CHAIRPERSON