

**FIORDLAND COLLEGE  
BOARD OF TRUSTEES**

**BOARD MINUTES**

**25 August 2021**

# FIORDLAND COLLEGE BOARD OF TRUSTEES

## MINUTES OF A MEETING OF THE FIORDLAND COLLEGE BOARD OF TRUSTEES, HELD REMOTELY VIA GOOGLE MEET, ON WEDNESDAY 25 AUGUST 2021, COMMENCING AT 7.30 PM

### 1. ADMINISTRATIVE MATTERS

#### 1.1 Present

Mr N Humphries (Chair), Ms L Smith, Mr M Willans, Ms M Peacock, Mrs K Wright, Dr C Zink, Miss R McBride and Mrs C Wallace.

In attendance was Mrs S Walker (Secretary).

Ms Smith opened the meeting with a whakataukī.

#### 1.2 Apologies for Absence

#### 1.3 Declaration of Interests

Mr Humphries declared his interest in relation to his wife being a paid member of staff.

#### 1.4 Confirmation of Minutes

*Resolved: That Minutes of the Board meeting (excluding the in-committee section) held on 28/7/2021 be signed as a true and correct record. (Wright/Zink)*

*Resolved: That the meeting move into committee to discuss matters relating to individuals. (Humphries/Peacock)*

*Resolved: That the meeting move out of committee and that matters taken in committee be ratified by open Board. (Humphries/Zink)*

#### 1.5 Confirmation of Agenda

The following changes to the agenda were noted:

- Item 4.3 Whītiki te Huarere Project Update – taken prior to item 1.3
- Item 6.1.2 Health and Safety Matter – added to the agenda under Item 6.1

#### 1.6 Correspondence (Refer Agenda P1)

Reference was made to the schedule of correspondence which had been circulated with the agenda.

*Resolved: That the Inwards Correspondence be received and the Outwards Correspondence endorsed. (McBride/Zink)*

## 2. FINANCIAL REPORTS

#### 2.1 Report of Meeting of Finance Committee (Refer Agenda P2)

Reference was made to the financial report to 31/7/2021, copies of which had been circulated with the agenda.

Detailed financial statements for the month of July 2021 had also been circulated to the Finance Committee for consideration. A meeting of the Finance Committee had not been held due to Covid-19 Lockdown factors.

### 2.1.1 Financial Position

Mrs Wallace reported that the financial position as at 31/7/2021 (a surplus of \$54,600) was tracking well at this stage of the year against the predicted deficit budget position of \$(63,000). The major factors contributing to the healthy position had been summarised in the exception report provided to the Finance Committee and were similar to previous months.

*Resolved: That the Financial Reports to 31/7/2021 be approved. (Wallace/Humphries)*

## **3. CURRICULUM, STUDENT ACHIEVEMENT, SUPPORT AND ASSESSMENT REPORTS**

### 3.1 Triennial Review (as per Review Cycle) (No report this month)

### 3.2 Student Report

Miss McBride reported on the following:

- Winter Co-Curricular Week (9-13 Aug) had gone well and students reported on very enjoyable experiences.
- Winter Tournament Week – due to the Covid-19 Lockdown, this had been cancelled.
- Level 4 Lockdown – students were readjusting to online study once again. In response to a query, Miss McBride noted that the 2020 Lockdown, which occurred earlier in the year, had been more challenging for senior students working on internal assessments. The current Lockdown was later in the year and senior students are spending more time on revision for external assessments, which helped in some ways.
- NCEA Exams – these have been pushed back by two weeks which will provide more time for learning.

### 3.3 Teaching & Learning Report (Refer Agenda P3)

#### 3.3.1 Covid-19 Lockdown

Ms Smith noted that an Alert Level 4 Lockdown had been imposed from Wednesday 18 August 2021 and was currently still in force nationwide, due to a Covid-19 outbreak of the Delta strain.

In addition to the NCEA exams being pushed back by two weeks, Ms Smith noted that the Fiordland College Block 3 timetable and Derived Grade exams had also been pushed back by a week. Various other events and deadlines would also need to be reassessed.

Staff have been able to access the school site under strict conditions for specified purposes. A couple of contactless hard-pack deliveries/collections have been organised for students, with another due to be held on 26 August around specific requests. The Police have been kept informed. It was noted that a Facebook comment had congratulated the way the school had arranged the hard pack collection.

Ms Smith has attended numerous online meetings with local Otago/Southland Ministry of Education personnel and principals where the clear message was that staff and student wellbeing at this time is more important than a fixation on academic progress. Communication has been good, with the opportunity for two way feedback. There have also been regular bulletins from Iona Holsted (Secretary for Education), which have been forwarded to Board members for their information.

#### 3.3.2 FiNSCoL Update

Ms Smith referred to a progress report from the Across School Teacher (AST) and Within School Teacher (WST) dated 29/7/2021 around the wellbeing and cultural responsiveness initiatives. The report had been circulated with the agenda. Matters noted in discussion included:

- One proposed wellbeing initiative is to move to vertical instead of horizontal form classes; but this will require more exploration by staff first.
- Considerable progress has already occurred around cultural responsiveness, including development of a school waiata and small changes such as introducing the use of Māori place names and dates but Ms Smith is conscious that progress has to be steady and sustainable going forward, especially if there are staff changes.

- Ms Smith confirmed that the progress report relates specifically to Fiordland College, not FiNSCoL as a whole.
- Ms Peacock queried the measurability of proposed initiatives. Ms Smith noted that some things such as the biennial wellbeing survey are measurable and will provide good quantitative data. However, some of the other initiatives, especially some of the cultural responsiveness ones, will rely on anecdotal and qualitative evidence. Measuring something like a tonal change within the school can be difficult. However, in planning ahead, it was agreed that measurability around assurance should be considered where possible.
- Ms Smith hoped to arrange for AST Mrs Shelley Wilson and WST Mrs Rebecca Straker-Cunningham to speak to the Board and provide more details at some point.
- Board members agreed that it was pleasing to see the developments to date.

### **3.4 Student Support** (Refer Agenda P3)

#### **3.4.1 Tournament Week**

It was noted that cancellation of Winter Tournament Week, whilst not involving large numbers of students, will now enable an unbroken week of teaching.

### **3.5 ICT Report** (Refer Agenda P4)

#### **3.5.1 Covid 19 IT Issues**

Ms Smith noted that the server had to be reset once during Lockdown, which is a permitted reason for staff to access the school site.

### **3.6 Student Achievement/Assessment Report** (Refer Agenda P4)

#### **3.6.1 NCEA Teacher Only Days**

Ms Smith noted that the third NCEA Teacher Only Day had been held on Monday 16 August but it was unclear whether the next NCEA day would proceed as planned.

### **3.7 Professional Development (PD) Report** (Refer Agenda P4)

#### **3.7.1 Principals' Meetings**

Ms Smith would be attending an SPC (Secondary Principals' Council) online meeting on Friday 27 August. It was unclear whether the face-to-face meeting scheduled for 8/9 September would take place or would be replaced by an online meeting.

It was unclear at this stage whether the Secondary Principals' Association Conference scheduled to be held in Wānaka in October, would proceed.

*Resolved: That the Curriculum, Student Support, Achievement and Assessment Reports be accepted. (Zink/Peacock)*

## **4. STRATEGY REPORTS**

### **4.1 Position Analysis** (Refer Agenda P5)

#### **4.1.1 Roll**

Board members noted it was pleasing to see that the roll is holding steady and well ahead of the roll at the comparable period in 2020 (247 plus 2 internationals in Aug 2021 compared to 233 plus 2 internationals in Aug 2020).

### **4.2 Annual Targets** (Refer Agenda P5)

#### **4.2.1 Update on Progress against Annual Targets**

Reference was made to a summary of progress under each of the four targets, which was circulated with the agenda.

Target 3 Pono – Showing Integrity by acting in ways that are fair, honest, ethical and just

- Ms Smith's sabbatical report on "Teachers and Grief" had been circulated with the agenda papers. Ms Smith noted that it had now been submitted to TeachNZ and was due to have been presented at the SPC meeting but this had been deferred.

- Board members congratulated Ms Smith on her extremely thorough report which had obviously taken a great deal of time and effort. They acknowledged the challenging nature of the topic and hoped that it would have some positive outcomes.

#### **4.3 Whītiki te Huarere Project** (This item was taken prior to Item 1.3)

Mr Nick Key, recently contracted as the Project Manager for the Whītiki te Huarere Project, was welcomed to the meeting.

- 4.3.1** Mr Key thanked the Board for the opportunity to manage the project. He has spent some time reviewing the project and determining a schedule to progress it.
- 4.3.2** An early priority will be the site plan and he has made enquiries around the services and easements currently associated with the land. In terms of construction, he noted that Covid-19 had brought challenges around the supply of materials and other considerations.
- 4.3.3** The next priority will be to assemble a group interested in being part of the concept design process. Ms Smith noted that a meeting of interested people from within the school community had been scheduled for Wed 18 August but had to be postponed due to the Covid-19 Lockdown. Ms Smith and Mr Key had discussed people who could be approached, who will initially be drawn from the school community while the overall vision is finalised. This resource pool will be widened to include the wider community in due course (eg Meridian Energy and others).
- 4.3.4** The Secretary will forward contact details for Mr Key to the Board, so they can get in touch directly around offers of help or suggestions etc.

Mr Key was thanked for his update and he then left the meeting.

- 4.3.5** Mr Willans noted that, with the cost of building materials having increased through lack of availability and other factors, the Board needs to be aware that the project cost could well balloon and it may be necessary to shrink the extent of the project accordingly. Ms Smith advised that Mr Key has been apprised of the financial implications. On the flipside, Mr Humphries noted that some solar equipment has become cheaper as time goes on.

#### **4.4 Environmental Plan - deferred**

- 4.4.1** It was noted that Action 4 of Target 4 of the Annual Plan is “To review and define the environmental plan” and that the Board is taking the lead on this to provide a vision and direction for the Senior Leadership Team and wider school community. Ideally this would be in place ready for development of the strategic plan from 2022 onwards.
- 4.4.2** In order to progress this, it was agreed that a special Board meeting, held outside the normal board meeting schedule (along the “think tank” lines of the Hautū workshop), should be organised.
- 4.4.3** The Board had already identified some areas to be considered at its meeting on 7/4/2021 including:
- ensuring that an environmental context underpins all decision making rather than necessarily seeking to identify what a centre of environmental excellence looks like
  - acknowledging that much has been achieved in an environmental sense (eg GreenGold Enviro status, new boiler etc) but there are still areas for improvement in a variety of ways.
  - incorporate the Whītiki te Huarere project.
- 4.4.4** In view of the current uncertainty around Covid-19 Alert levels, it was agreed to defer the special meeting for several weeks and then try and settle upon a date. In the meantime, Ms Smith and the Secretary would liaise to circulate the relevant section of the strategic plan, the previous short/medium and long term environmental plan and any other documents which would be helpful with the process.

#### **4.5 School Community Consultation**

- 4.5.1** Due to priority being given to matters arising from the Covid-19 outbreak, Ms Smith had not yet had a chance to follow up on this.

*Resolved: That the Strategy Reports be accepted. (Willans/Wallace)*

## **5. EXTERNAL COMMUNICATION / MARKETING**

### **5.1 Reporting to Parents** (Refer Agenda P7)

#### **5.1.1 NCEA Information Evening**

Ms Smith noted that it had been hoped to run an NCEA information evening to outline the proposed changes to NCEA, but this was currently uncertain due to the Covid-19 situation.

#### **5.1.2 Covid-19 Lockdown**

Ms Smith had sent an email to parents/caregivers and staff on 17 August 2021 outlining the process for the (then) three day nationwide Level 4 Lockdown. Since the decision to extend the Lockdown, further communications have been sent, using Ministry of Education templates as a starting point where appropriate.

### **5.2 Reporting to Community** (Refer Agenda P7)

### **5.3 Marketing Report** (Refer Agenda P7)

#### **5.3.1** Ms Smith noted that the PTA film fundraiser scheduled for Friday 20 August had to be cancelled due to the Level 4 Lockdown.

*Resolved: That the External Communication/Marketing Reports be accepted. (McBride/Peacock)*

## **6. AUDIT / COMPLIANCE REPORTS**

### **6.1 Health and Safety Report**

#### **6.1.1 Health and Safety Report** (Refer Agenda P7)

##### Covid-19 Update

Ms Smith noted that if schools become part of the mix for provision of venues for Covid-19 vaccination for young people, Public Health has advised that school boards would have at least a fortnight in which to consider that request.

#### **6.1.2 EOTC (Education Outside the Classroom) and Health and Safety considerations**

Ms Peacock noted that a School Board in the North Island had been charged by Worksafe around the death of a student on an EOTC activity. She sought assurance as a board member around Fiordland College's processes and resources to ensure they are fit for purpose around EOTC activities to ensure students are kept safe.

Ms Smith noted that she takes the responsibility very seriously but that, no matter how well prepared a school may be, accidents can happen. She considers very good processes are in place including:

- RAMS forms are checked carefully by the teacher in charge and subsequently the EOTC co-ordinator then the Deputy Principal and then herself. The Deputy Principal is currently also the EOTC co-ordinator, and this an area where an extra layer could be considered, although the previous EOTC co-ordinator (Bob Perry) is sometimes still consulted where required.
- When using external providers (eg kayak instructor) the school insists that they be suitably accredited.
- If individual staff have issues around attendance by particular students on an activity, they are not compelled to take them. Ms Smith noted that the only reason co-curricular weeks can occur is due to the goodwill of staff and they receive good support to enable this to happen.
- Ms Smith also advised there is appropriate health and safety training for staff and there are EOTC guidelines and courses provided by the Ministry of Education. External providers, with appropriate accreditation, are used when required.

Mr Willans expressed his appreciation for the work done by teachers in organising and running the co-curricular weeks which are very valuable for students and the Board should do everything it can to support Ms Smith and the staff.

Ms Peacock will forward details of the Worksafe case to Board members. It was noted that further information will be forthcoming with the coroner's report.

Ms Smith would check on the Board's responsibility in terms of PCBU.

## **6.2 Personnel Reports** (Refer Agenda P8)

### **6.2.1 Staffing**

Ms Smith has re-appointed Cassie Thomson as a Teacher Aide for 10 hours to assist in the Art Room with senior classes and for 14 hours until the end of Term 3 to work with Year 7/8 students. Two of the current teacher aides have also had their hours increased to the end of Term 3 to assist with Year 7/8 students. They have been allocated students to work with during the current Lockdown.

Interviews for the vacant position of Sports Co-ordinator have been put on hold meantime.

Mrs Gowan Heaney has retired from her Librarian position as from 9 Sept, but with the current Lockdown, will carry on in the meantime. The position will be advertised shortly.

Mrs Aileen Moon has applied for a term of refreshment leave in 2022, as per clause 7.1 of the Secondary Teachers' Collective Agreement. This application is supported by the Senior Leadership Team.

*Resolved: That, subject to arranging suitable cover, approval be given for Mrs Moon's request for refreshment leave of one term during 2022. (Smith/Humphries)*

### **6.2.2 Employee Appraisals** (Refer Agenda P8)

## **6.3 Property Report**

### **6.3.1 Property Report** (Refer Agenda P8)

Learning Support Co-ordinator (LSC) Office and B Block Modernisation Project  
An onsite meeting with the contractor (Alaska) was due to have been held on 26 August with a view to starting work on 4 October, but the meeting could not proceed, so the starting date is now uncertain.

Boiler

During Lockdown, there have been some boiler issues, necessitating the Caretaker to go on site to sort these out. Advice is that the boilers should continue to run at a set temperature during Lockdown, which will be more economic.

## **6.4 Other Compliance Issues** (Refer Agenda P9)

### **6.4.1 EOTC Sign-Off**

<b>Date</b>	<b>Students Involved</b>	<b>Destination</b>	<b>Staff in Charge</b>
17 Aug	2 Year 10	Waihōpai, Sthld Primary Tournament	Suzanne Carruthers
18 Aug	Year 7/8 Netball	Waihōpai, Sthld Primary Tournament	Suzanne Carruthers
29 Aug-3 Sept	Netball Team	Tihi-o-Maru – SISS Tournament Week	Alice Sutherland
29 Aug-3 Sept	Girls Football Team	SISS Tournament Week	Rebecca Straker- Cunningham
2 Sept	30 Y9-13	Sthld 7s Tournament	Suzanne Carruthers

With reference to the above list, Ms Smith advised that the Netball Tournament on 18 August did not proceed and the Netball and Football tournaments have been cancelled. It is unlikely that the Southland 7s Tournament will also take place.

*Resolved: That the Audit/Compliance Reports be accepted. (Peacock/Wright)*

## **7. SPECIAL TOPICS AND PROJECTS**

### **7.1 Significant Events / Achievements** (Refer Agenda P9)

7.1.1 It was noted that another Wellbeing Day is scheduled for 17 September from 12.30 pm until 3.00 pm. It will be similar to the successful model used in 2020.

### **7.2 Treaty of Waitangi/Cultural Responsiveness**

7.2.1 Ms Peacock reported that she had attended the Te Tiriti o Waitangi training course run by NZ STA recently. She had circulated the presentation to Board members.

7.2.2 There will also be a follow-up training session run by NZ STA which she will attend, and she encouraged other board members to also consider attending.

7.2.3 It was noted that one of the Board's decisions had been to invite whanau to a meeting. Ahead of this, Ms Peacock would send some suggestions through to Ms Smith.

### **7.3 Board Training**

7.3.1 Board Scenario Cards - deferred

### **7.4 Review Board Policies/Procedures**

### **7.5 Time Spent by Board Members** - deferred

## **8. IN COMMITTEE SESSION**

*Resolved: That the meeting move into committee to discuss matters relating to individuals.  
(Humphries/Willans)*

*Resolved: That the meeting move out of committee and that matters taken in committee be ratified by open Board. (Humphries/Zink)*

## **9. CLOSURE**

### **9.1 Next Meeting**

9.1.1 The next meeting is scheduled for Wednesday 29 September 2021.

### **9.2 Closure**

9.2.1 The meeting concluded at 9.30 pm.

Confirmed: ..... Date: .....  
(Chairperson)