

**FIORDLAND COLLEGE
BOARD OF TRUSTEES**

BOARD MINUTES

28 July 2021

FIORDLAND COLLEGE BOARD OF TRUSTEES

MINUTES OF A MEETING OF THE FIORDLAND COLLEGE BOARD OF TRUSTEES, HELD IN THE FIORDLAND COLLEGE BOARDROOM, TE ANAU, ON WEDNESDAY 28 JULY 2021, COMMENCING AT 7.30 PM

1. ADMINISTRATIVE MATTERS

1.1 Present

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

In attendance was Mr S Cantwell and Mrs S Walker (Secretary).

Mr Cantwell led a karakia to open the meeting.

Mr Willans thanked Mr Cantwell for acting as Principal during Ms Smith's sabbatical in Term 2.

Resolved: That speaking rights be granted to Mr Cantwell for the duration of the meeting. (Willans/Zink)

1.2 Apologies for Absence

Resolved: That apologies for absence be received from Mr N Humphries and Ms M Peacock. (Smith/Wright)

1.3 Declaration of Interests

1.4 Confirmation of Minutes

Resolved: That Minutes of the Board meeting held on 26/5/2021 be signed as a true and correct record. (Wallace/Zink)

Resolved: That the unanimous Board resolution via email "That Mrs SE Walker be appointed Returning Officer for the 2021 Student Trustee election and that the election date be set for Wed 22 September 2021" be confirmed. (Willans/Zink)

1.5 Confirmation of Agenda

An item to be taken in committee was added to the agenda.

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. (Willans/McBride)

2. FINANCIAL REPORTS

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

Reference was made to minutes of the Finance Committee meeting held on 27/7/2021, copies of which had been previously circulated. Reference was also made to the financial report to 30/6/2021, copies of which had been circulated with the agenda.

2.1.1 Financial Position

It was noted that, at 30/6/2021 the deficit was \$(6,536) which was well under the expected deficit position of \$(54,000) at this stage of the year. A key factor in this position was teacher salaries

running \$38,000 above budget through high banked staffing and no claim on the staffing contingency to date.

2.1.2 Student Debt

It was noted that student debt was \$50,000 at 27/7/2021, which is higher than in previous years at the same stage, although costs for co-curricular camps had just been loaded, which would partially explain this.

It was noted that plans are underway to follow up on the high level of student debt. Where there is financial hardship involved, the discretionary fund would be available to assist.

Resolved: That \$25,000 of additional capital release, be approved. (Smith/Wallace)

Resolved: That the 2021 Budget for Statement of Financial Position be adopted. (Wallace/Wright)

Resolved: That changes to the Operations Manual Sections 4.5 Sensitive Expenditure and 4.6 Separation of Duties, be adopted. (Wallace/Smith)

Resolved: That the Finance Committee Report and Financial Reports to 30/6/2021 be approved. (Wright/Zink)

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:

- GRIP Leadership Course – The Year 13 students had found this very valuable. It covered things like new ways to manage time; tackling more leadership roles; possibly introducing a student podcast for the school.
- Lunchtime events – These have included some sports or fun events which have been well received.
- Rugby – The Girls' U15 team won the Southland champs which was very gratifying.
- Otago Gang Show – Several students participated in this event during the holidays and it was awesome.
- Co-Curricular Week – This is approaching fast and students are building up to this.
- Externals – Most senior students are finishing up internals and working on external exam preparation.

3.3 Teaching & Learning Report (Refer Agenda P4)

3.4 Student Support (Refer Agenda P4)

3.4.1 Mr Cantwell (who had written the Principal's Report during Ms Smith's absence) reported that plans are underway to replace the lockers in the western corridor of B Block. This work is not included in the B Block upgrade but it would be sensible to upgrade them at the same time.

3.5 ICT Report (Refer Agenda P4)

3.5.1 Mr Cantwell noted that a Network 4 Learning (N4L) upgrade occurred during the holidays which allowed PC Media to enhance other parts of the system. There had been some issues with Kamar over that period which seem to now be resolved.

3.6 Student Achievement/Assessment Report (Refer Agenda P4)

3.6.1 Mr Cantwell noted that, due to senior leadership team members taking on additional duties last term, the self-reviews have been pushed back.

3.7 Professional Development (PD) Report (Refer Agenda P5)

Resolved: That the Curriculum, Student Support, Achievement and Assessment Reports be accepted. (Willans/McBride)

4. STRATEGY REPORTS

4.1 Position Analysis (Refer Agenda P5)

4.1.1 Roll

It was noted that the roll numbers are holding well with 248 students plus two international students in July 2021. Mr Cantwell has prepared the roll estimates for 2022. He is hopeful the Ministry of Education will provide a guaranteed staffing entitlement based on around 250 students for 2022.

He noted that options were being explored around how best to manage the Year 7/8 classes in future, given the onset of large Year 7 cohorts in coming years. Whichever option is adopted will result in smaller classes, which will be well received.

Ms Smith noted that there is the potential to accommodate more students and the school is currently over-code by 4 classroom spaces. Roll growth to a certain level would also result in entitlement to a full size gymnasium.

4.2 Annual Targets (Refer Agenda P5)

4.2.1 Mr Cantwell noted that progress against the annual targets will be reviewed shortly.

4.3 Whītiki te Huarere Project (Refer Agenda P9)

4.3.1 It was noted that the draft person specification and role description for the Whītiki te Huarere Project Manager had been approved by the Board at the May meeting. Subsequently expressions of interest had been sought and two were received. These were considered by Mr Willans, Ms Peacock and Ms Smith, who all agreed on the preferred candidate.

4.3.2 Ms Smith advised that the role had subsequently been offered to Nick Key, who has accepted. Details of the contract would be discussed with him on 29 July.

4.3.3 It was noted that Mr Key would be seeking involvement from the wider school community and would be using the original plan as a starting point.

4.4 Environmental Plan - deferred

4.5 School Community Consultation – deferred

Resolved: That the Strategy Reports be accepted. (Wright/McBride)

5. EXTERNAL COMMUNICATION / MARKETING

5.1 Reporting to Parents (Refer Agenda P6)

5.1.1 Mr Cantwell clarified that the junior report evening date is actually 3 August, not 3 July.

5.1.2 He noted that there had been a good turnout for the senior report evening on 16 June, with a very positive atmosphere.

5.2 Reporting to Community (Refer Agenda P6)

5.3 Marketing Report (Refer Agenda P6)

- 5.3.1 Mr Cantwell highlighted the work done by staff to plan the upcoming winter co-curricular activities, which also includes making provision for a “Plan B”. These activities are a strong marketing tool for the College.

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

6. AUDIT / COMPLIANCE REPORTS

6.1 Health and Safety Report

- 6.1.1 Health and Safety Report (Refer Agenda P6)
Mr Cantwell noted that a Work Requirement Notice (WRN) around the need to install extra smoke and fire detectors in obscure places, had been received. Having to install more detectors will overload the system and would incur even more expense through having to upgrade it. Expanding the system can hopefully be deferred until such time as major building work is done, whereupon the cost would be absorbed by the project. Mr Cantwell has spent considerable time researching the relevant legislation and is working on having the requirement removed.

6.2 Personnel Reports (Refer Agenda P6)

- 6.2.1 Staffing
Mr Cantwell noted that three teacher aides (Hannah Mills, Cassie Thomson and Mel Thompson) had concluded their fixed term employment at the end of Term 2. They had been working with the Year 7/8 students and had a very positive impact on their learning.

Ms Smith noted that Mrs Carruthers has resigned from her role of Sports Co-Ordinator and this position will be advertised shortly.

- 6.2.2 Employee Appraisals (Refer Agenda P6)
Classroom observations will continue during Term 3.

Mr Cantwell noted that he and another staff member had visited Waitangi during the holidays and found the experience extremely worthwhile.

6.3 Property Report

- 6.3.1 Property Report (Refer Agenda P6)

B Block Project

Mr Cantwell advised that meetings had been held around the tender documents for the B Block upgrade. There are two tenderers being considered, both of whom will use local sub-contractors.

Trespass Notices

It was pleasing to note a reduction in instances of vandalism during Term 2. Two non-students have been trespassed due to various incidents.

6.4 Other Compliance Issues (Refer Agenda P7)

- 6.4.1 EOTC Sign-Off

Date	Students Involved	Destination	Staff in Charge
31 May	Year 8	Young Leaders - DUN	Colin Roy
3 June	Year 7/8	Nth Cross Country	Alice Sutherland
8 June	Year 13	GRIP Leadership - Gore	Katie Jones
17 June	Year 13	Geography trip - QN	Sue Peoples

29 June	Year 11	Manapouri	Christoph Zink
4-5 July	Netball team	Sth Tournament - INV	Alice Sutherland
6 July	Year 13	Engineering Careers - INV	Zita Matthews
7 July	Table Tennis	Sth Champs	Parents
8 July	Rec Skills	Wye Creek	Vaughn Filmer
Future Co-Curricular Week:			
9-13 August	Year 7	Borland Lodge	Shaun Cantwell
9-13 August	Year 8	Ski - Queenstown	Colin Roy
9-13 August	Year 9	Marae - Bluff	Aileen Moon
9-13 August	Year 10	Te Anau	Tina Perry
9-13 August	Year 11	Careers - TA	Fiona Humphries
9-13 August	Year 12	Stewart Is	Vaughn Filmer
9-13 August	Year 13	Stewart Is	Helen Newcombe

6.4.2 Evacuation Drill

It was noted that a fire emergency evacuation was held on 8 July. Remedial work around the alarms to solve some issues in various locations is yet to happen. This will involve retaining the bell network but transferring the alarms through the speaker system in order to achieve audibility throughout the school.

6.4.3 NCEA Teacher Only Day

This has been scheduled for Monday 16 August.

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

7. **SPECIAL TOPICS AND PROJECTS**

7.1 **Significant Events / Achievements** (Refer Agenda P8)

7.1.1 Mr Cantwell noted that several aspirational visits by high profile sportspeople have occurred or are scheduled (Basketball, Netball, Hockey, Triathlon, Athletics).

7.2 **Treaty of Waitangi/Cultural Responsiveness**

7.2.1 It was noted that Ms Peacock was unable to attend the Board meeting as she was attending a NZSTA training session around "Giving Effect to Te Tiriti o Waitangi".

7.3 **Board Training**

7.3.1 Board Scenario Cards

7.4 **Review Board Policies/Procedures**

7.5 **Time Spent by Board Members**

7.5.1 The schedule to confirm hours spent on Board matters during June and July 2021 was updated.

7.6 Sabbatical Report

7.6.1 Ms Smith provided a progress report on her sabbatical research which was around teachers and grief. She is currently checking the content of her report with the interviewees in case they would like any amendments made.

7.6.2 The final report will be submitted to TeachNZ and tabled at the Secondary Principals' Council (SPC).

7.6.3 Ms Smith thanked the Board for giving her the opportunity to undertake her sabbatical during Term 2.

8. IN COMMITTEE SESSION

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

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

9. CLOSURE

9.1 Next Meeting

9.1.1 The next meeting is scheduled for Wednesday 25 August 2021.

9.2 Closure

9.2.1 The meeting concluded at 8.35 pm.

Confirmed: Date:
(Chairperson)