

**FIORDLAND COLLEGE  
BOARD OF TRUSTEES**

**BOARD MINUTES**

**10 March 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 10 MARCH 2021, COMMENCING AT 7.30 PM

### 1. ADMINISTRATIVE MATTERS

#### 1.1 Present

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

In attendance was Mrs S Walker (Secretary).

#### 1.2 Apologies for Absence

*Resolved: That an apology for lateness be received from Ms M Peacock. (Humphries)*

#### 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 held on 27/1/2021 be signed as a true and correct record. (Wright/Willans)*

#### 1.5 Confirmation of Agenda

The following change to the agenda was noted:

- Item 3.6 – Academic Achievement Summary - taken prior to Item 2.

#### 1.6 Correspondence (Refer Agenda P1)

Reference was made to the schedule of correspondence which had been circulated with the agenda. Matters arising were as follows:

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

### 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 9/3/2021, copies of which had been previously circulated. Reference was also made to the financial reports to 31/12/2020 (interim) and the reports to 31/1/2021, copies of which had been circulated with the agenda.

##### 2.1.1 Financial Position

Mr Humphries advised that, as at 31/12/2020 the schools interim financial position shows a healthy surplus of \$150,000 although there were still some end-of-year journals and adjustments yet to be done before the accounts are finalised. Key factors resulting in the healthy position continue to be: unused staffing contingency; donations towards the turf lights project and unspent environmental funds.

##### 2.1.2 Contact Energy Pricing Error

A complaint to Contact Energy over a large energy pricing error had resulted in a further \$2,000 credit to the school's account.

### **2.1.3 Turf Electricity Costs**

Mr Willans would follow up the relatively high costs of the turf lighting with Fiordland Electrical as it is likely a change is required to the Kva rating.

### **2.1.4 2021 Capital Budget**

*Resolved: That an initial amount of \$30,000 be released for curriculum and general capital expenditure (excluding items approved separately by the Board). (Smith/Willans)*

Ms Smith advised that she has received a quotation of \$38,000 incl GST to replace the current windows in the Caretaker's house with double-glazed windows. The plan is then to do the same for the properties at 94 Matai St and 32 Howden St as well as replacing the breezeway at 32 Howden St. The Matai St property will require extra work due to the prevalence of lead-based paint. Dr Zink noted that the Matai St property lacks suitable heat circulation throughout the house and this would be considered when the window project is undertaken.

Ms Smith noted that the proceeds of the sale of other school houses several years ago had been earmarked by the Board to provide funding to fully upgrade the remaining school properties.

*Resolved: That the quote for \$38,000 incl GST be accepted for the window replacement at the Caretaker's house. (Smith/Willans)*

### **2.1.5 2021 Final Operating Budget**

Ms Smith and the Secretary were still working on the detail of the final 2021 operating budget and the draft budget would operate in the meantime.

### **2.1.6 2020 Financial Statements**

The Secretary was working on finalising the draft 2020 financial statements, which need to be with the auditor by 31 March 2021.

*Resolved: That authority be delegated to Ms L Smith and Mr N Humphries to sign off the draft 2020 Financial Statements. (Humphries/Wright)*

*Resolved: That the Finance Committee Report and Financial Reports to 31/12/2020 (Interim) and to 31/1/2021 be approved. (Humphries/Wright)*

## **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:

- Students were getting into the school routine; peer support training was underway, with the Year 13s providing the Year 7s with another form of support at school.
- Students were adapting to moving in and out of Covid-19 alert levels and following the guidelines. Level 2 meant no assemblies or large gatherings so Athletics had been postponed to next week and the badge assembly had also been postponed.
- The School Ball is scheduled for 16 April and the Year 13s are undertaking some fundraising. The theme is Las Vegas.
- The Swimming Sports had been held on 10 March, with some fun events included as well.

### **3.3 Teaching & Learning Report (Refer Agenda P4)**

### **3.4 Student Support (Refer Agenda P4)**

#### **3.4.1 Mihi Whakatau**

The mihi whakatau to welcome all new students to the College had been postponed due to being at Alert Level 2 and would now be done in-house with the Year 7s and 8s.

### 3.4.2 Environmental

Ms Smith noted that arrangements had been finalised for Fiordland College to take over the KRTK (Kids Restore the Kepler) contract with Alessandra Menegatti for the 2021 year (from 1 Feb 2021) as the Fiordland Conservation Trust (FCT) is in the process of winding up. The FCT will transfer funding to meet the cost during 2021 and Mr Willans is in discussion with other potential funders to continue funding beyond 2021.

Mr Willans would pass on the Board's thanks to the FCT.

### 3.4.3 Homework Club

Ms Ralley had undertaken to continue to co-ordinate the Homework Club on Wednesdays, which was appreciated.

## 3.5 ICT Report (Refer Agenda P5)

### 3.5.1 Migration to the "Cloud"

Ms Smith noted that the new teacher laptops have arrived and the school has begun the process of migrating to the "Cloud" for data storage. It was timed to coincide with the Swimming Sports to try and minimise disruption.

Being able to back up to the Cloud is dependent upon having internet access.

## 3.6 Student Achievement/Assessment Report (Refer Agenda P5)

### 3.6.1 Student Achievement Summary

Mr Nigel Wilson was welcomed to the meeting to present his reports on the 2020 NCEA results and other academic achievement data.

#### MidYIS and 2020 End of Year Progress

Reference was made to the externally assessed CEM (Canterbury Education Monitoring) MidYIS test which is conducted for all students at Year 7 and then provides a "Developed Ability" chart, which is used to measure a student's progress in following years.

#### Year 7

- This group took a while to settle into Fiordland College, which was exacerbated by Covid-19 lockdowns. Their efforts improved by Term 4, however, more work is required with this cohort and three additional teacher aides funded by Urgent Response Funding, will assist with student engagement in 2021.
- Collaborative work is continuing with the Primary School around students' developed ability when they reach Fiordland College, particularly with the Maths and English Departments.
- Having specialist teachers in areas such as Maths and Science is of considerable benefit to junior students.

#### Year 8

- Most students are tracking well, with more explicit teaching of higher learning skills. This has a flow-on effect for merit and excellence grades.

#### Year 9

- Students are expected to be at Level 5A at the end of the year and most achieved that. The data is matched with effort and homework so shows clearly how students are progressing and this information is given to deans to help track their actual progress against expected results.

#### Year 10

- This cohort has progressed very well and teachers report high levels of engagement across the curriculum. They are ready to move to NCEA L1 in 2021, although there are a number of students who will be highlighted to the dean for tracking purposes.

#### Year 11

- "Ghosts" in the system (ie students enrolled for a short period) skew the data somewhat. However the results are well above the decile and national figures.
- The overall percentage of endorsements has risen but the number of excellence endorsements is down. This cohort had some difficult dynamics throughout their schooling but the overall result is good.

#### Year 12

- This cohort shows a very balanced profile from Year 7.
- The percentage of excellence endorsements is the highest for this cohort since endorsements started in 2011, although overall endorsements are down.

#### Year 13

- Results against the national and decile results show a very good result.
- Excellence endorsements increased dramatically with slightly fewer merit endorsements but a total of 68% endorsements, which is gratifying. Course endorsement figures are also very good.

#### General

- Although some students struggled during Lockdown for one reason or another, Board members acknowledged the approach taken by Fiordland College around setting realistic targets, which had largely positive benefits.
- Mr Wilson noted that, despite Covid-19 disruptions, the NCEA results continued the historical trend of generally very good external results.

Board members thanked Mr Wilson for his reports and acknowledged that the longitudinal data is very useful and of great assistance to deans. Mr Wilson left the meeting at this stage.

#### **3.6.2** Significant Student Success

Ms Wilson noted that Mackenzie Wilson has been accepted into Medicine at Otago University and has been awarded the Lottie Werner Scholarship for this achievement.

Josh Pearson will have his NCEA Level 3 Printmaking portfolio displayed in NZQA's top art exhibition in 2021.

### **3.7** Professional Development (PD) Report (Refer Agenda P6)

#### **3.7.1** Te Ao Māori Education Perfect Course

Staff began this course on 1 March. It includes staff introducing themselves to their form classes using their own pepeha. FiNCoL teachers Mrs S Wilson and Mrs R Straker-Cunningham are taking a lead in this.

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

## **4. STRATEGY REPORTS**

### **4.1** Position Analysis (Refer Agenda P7)

#### **4.1.1** Roll

Ms Smith noted that, as at 1 March 2021 the roll was 255 students. 36 (14%) of students identify as Māori.

## 4.2 Annual Targets (Refer Agenda P7)

### 4.2.1 2021 Charter

Ms Smith noted that the 2021 Charter documents (annual targets for 2021, strategic plan for 2019-2021 and analysis of variance for 2020) were all forwarded to the Ministry ahead of the 1 March deadline.

### 4.2.2 Whitiki te Huarere Project

Ms Smith noted that Delia Bellaby, who is a member of the Earth Building Assn of NZ, has volunteered her architectural expertise to the Whitiki te Huarere project.

## 4.3 School Community Consultation

### 4.3.1 Online Feedback

Ms Smith has yet to draft a response to the main themes identified in the recent online survey.

**[Ms Peacock joined the meeting at this stage.]**

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

## 5. EXTERNAL COMMUNICATION / MARKETING

### 5.1 Reporting to Parents (Refer Agenda P8)

### 5.2 Reporting to Community (Refer Agenda P8)

### 5.3 Marketing Report (Refer Agenda P8)

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

## 6. AUDIT / COMPLIANCE REPORTS

### 6.1 Health and Safety Report

#### 6.1.1 Health and Safety Report (Refer Agenda P8)

#### 6.1.2 Set Date for Health & Safety Meeting

The Secretary would liaise with Mrs Wright to set a meeting date over the next few weeks.

### 6.2 Personnel Reports (Refer Agenda P8)

#### 6.2.1 Staffing

Ms Smith advised that she has appointed three new teacher aides to work with Year 8 students for a fixed term, beginning on 15 March until the end of Term 2 – Mrs Melanie Thompson, Mrs Cassie Thomson and Miss Hannah Mills. Urgent Response funding had been granted for this. She intends to submit another application for funding around Year 7 literacy.

Applications for the Head of Learning Science position closed on 8 March. Education Personnel is managing this appointment, with a significantly discounted rate. There have been 26 applicants and two would be interviewed next week.

#### 6.2.2 Employee Appraisals (Refer Agenda P9)

Ms Smith advised that the new Professional Growth Cycle has commenced for 2021. New forms have been developed, using the PPTA templates, to ensure they comply with the Teaching Council expectations. Staff have chosen their observers and the first professional conversations are taking place.

## 6.3 Property Report

### 6.3.1 Property Report (Refer Agenda P9)

#### Boiler Installation

Ms Smith reported that the new wood chip boiler underwent a test run this week. It is monitored by the Austrian manufacturers but communication with them is reliant on the internet operating. It was pleasing to note that there is very little ash generated from the wood chips.

#### B Block Upgrade

A meeting was held with the new School Support Ltd Project Manager (James Parry) and architect (Katy Kim) on 16 February. The B Block tender documents have now been signed off and should go to tender shortly.

#### Adventure Playground

School Support Ltd has advised that the playground parts awaited to complete this project should be on site in a few weeks. A portion of the cost has been withheld pending this, although the playground is still operational. During Alert Level 2 it was restricted to Year 7/8 students.

## 6.4 Other Compliance Issues (Refer Agenda P9)

### 6.4.1 EOTC Sign-Off

Date	Students Involved	Destination	Staff in Charge
18 eb	Year 8-13 (18 students)	Challenge Wanaka	Suzanne Carruthers
19-21 Feb	20 Y 7-13	Otago/Sthland MTB Champs	Nigel Wilson
Throughout 2021	Year 9/10 HPE classes	Local activities	Shelley Wilson
Throughout 2021	Year 11 PE	Local activities	Shelley Wilson
Term 1 – Thursdays	Eglington, Waiau, Lake Te Anau	8 Year 12 Rec Skills students	Vaughn Filmer
11-14 March	20 Year 7-13 cyclists	Methven/Mt Hutt	Nigel Wilson
19 March	Year 11 PE	Stadium Southland	Shelley Wilson
24 March	All Year 7-10	Meridian Dam (Control Gates) – tree planting	Nigel Wilson
24-25 March	8 Year 12 Rec Skills	Lake Manapouri	Vaughn Filmer

Ms Smith noted that there had been one 2-day stand-down since the last Board meeting and she is in the process of actioning three more stand-downs of varying lengths of time.

Ms Smith also noted that the postponed Athletics would be rescheduled for Wed 17 March during the afternoon and several lunchtimes following that. This will only take up one teaching period but will still provide an opportunity for the serious athletes to compete.

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

## 7. SPECIAL TOPICS AND PROJECTS

### 7.1 Significant Events / Achievements (Refer Agenda P10)

#### 7.1.1 Summer Co-Curricular Week – 22-26 March 2021

Ms Smith advised that co-curricular week had gone extremely well, with largely favourable weather conditions. A new innovation in the Year 12 week was the introduction of a day with motivational speaker and facilitator (Paul Nicholson) which had been very well received.

#### 7.1.2 Rover

Dr Zink noted that the rover is undergoing an upgrade, including a GoPro for high resolution footage. It will be test-driven during Wednesday Recreation periods.

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

**7.2.1** Ms Peacock reminded Board members about the Hautu training on Sunday 21 March, 9.00 am – 1.00 pm. She would circulate the document to Board members to work through beforehand. She would organise a venue and refreshments.

## **7.3 Casual Vacancy on Board**

**7.3.1** As 10% of the eligible voters had not requested a by-election, the Secretary advised that the Board is now able to select a person to fill the casual vacancy. The Secretary would check the procedure in the event that the vacancy cannot be filled by selection.

**7.3.2** It was agreed that Mr Humphries would approach Christine Wallace in the first instance.

## **7.4 Board Training**

## **7.5 Review Board Policies/Procedures**

### **7.5.1 Board Scenario Training Cards**

The NZ STA self-review scenario cards were used to facilitate discussion around achievement results. Board members noted that reporting on student achievement through the data provided by Mr Wilson is very sound.

## **7.6 Time Spent by Board Members**

**7.6.1** The schedule to confirm hours spent on Board matters during Feb 2020 was updated.

## **7.7 Updated Governance Manual**

**7.7.1** The Secretary would circulate electronic copies of the updated Governance Manual to Board members.

## **7.8 Whitiki te Huarere Project**

**7.8.1** It was noted that progressing the Whitiki te Huarere project is an annual target for 2021. Various individuals or organisations have already offered to assist including Delia Bellaby, Steve Canny (Great South), Meridian and Community Trust South. It was agreed to include this on the next Board agenda to get planning underway.

# **8. IN COMMITTEE SESSION**

*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)*

# **9. CLOSURE**

## **9.1 Next Meeting**

**9.1.1** The next meeting is scheduled for Wednesday 7 April 2021.

## **9.2 Closure**

**9.2.1** The meeting concluded at 9.15 pm.

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