

**FIORDLAND COLLEGE
BOARD OF TRUSTEES**

BOARD MINUTES

26 May 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 26 MAY 2021, COMMENCING AT 7.30 PM

Prior to the meeting, the Caretaker took Board members on a tour of the new boiler.

1. ADMINISTRATIVE MATTERS

1.1 Present

Mr N Humphries (Chair), Mr S Cantwell (Acting Principal during Ms Smith's sabbatical), Mrs K Wright, Dr C Zink and Mrs C Wallace.

In attendance was Mrs S Walker (Secretary).

Mr Cantwell led a karakia to open the meeting.

1.2 Apologies for Absence

Resolved: That apologies for absence be received from Mr M Willans and 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 7/4/2021 be signed as a true and correct record. (Zink/Wright)

1.5 Confirmation of 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. (Wright/Wallace)

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 25/5/2021, copies of which had been previously circulated. Reference was also made to the financial report to 30/4/2021, copies of which had been circulated with the agenda.

2.1.1 Financial Position

Mr Humphries reported that the financial position at 30/4/2021 is a deficit of \$(8,770), which is tracking well against the expected deficit position at this stage of the year.

2.1.2 Insurance

Mr Humphries noted that quotes for competitive insurance cover will be sought early in 2022 before the next premium is due to be paid.

2.1.3 Activity Donation

It was noted that, in order to encourage payment of the donation, the bank account details could be added to the explanatory letter that is sent to parents/caregivers. A “click here” to donate function was also suggested as a means to encourage payment, although it was noted that the vast majority of families do pay the donation already. This could be due to the fact that it is set at a relatively low rate (\$50 per child; \$120 for two children and maximum of \$150 per family).

2.1.4 Adoption of 2020 Annual Financial Statements

It was noted that the 2020 annual financial statements had been audited and submitted to the Ministry of Education. Copies had been circulated to the Board. The result was a surplus of \$140,000 which was largely due to:

- Turf light donations of \$51,000
- Unspent staff contingency of \$40,000
- Unspent environmental budget \$14,000
- URF funding for teacher aides \$27,000
- Banked staffing credit of \$11,000

The Audit Management letter to the Board of Trustees had also been circulated to the Board. The proposed responses were agreed on as follows:

1. Administration/Finance function – auditor commended efficient and well-controlled nature of the administration and finance function.
Response – this comment is appreciated.
2. Backing up on the Cloud – auditor noted that this was in progress in March 2021
Response – this process has now been completed.
3. Bank account change review – auditor noted that this is now occurring
Response – this process has now been in operation for over a year.
4. Auditor recommends budgeting for at least a break-even position
Response – the comment is noted but likely to continue current practice of budgeting for a deficit.

Resolved: That the 2020 Annual Financial Statements be adopted. (Humphries/Wright)

2.1.5 Adoption of Final 2021 Budget

It was noted that the Secretary and Ms Smith had fine-tuned the budget, which increased expenditure by about \$7,000, mainly around recruitment, environmental co-ordinator, Year 10 marae trip and rental house expenditure. This had brought the proposed deficit to \$(82,752). However, the auditor subsequently advised that it would be necessary to record the \$27,000 received from the Ministry of Education for URF teacher aide funding in the 2020 financial statements and remove it from income in 2021, despite the fact that the teacher aides would be actually doing the work in 2021. This resulted in a final budget deficit for 2021 of \$(109,752).

Resolved: That the deficit budget for 2021 of \$(109,752) be adopted as final. (Zink/Wallace)

Resolved: That the Finance Committee Report and Financial Reports to 30/4/2021 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

No report.

3.3 Teaching & Learning Report (Refer Agenda P3)

3.3.1 Mr Cantwell noted that there are some changes coming up for NCEA, the main one being a reduction in Level 1 standards. He noted that some schools do not offer Level 1, whereas it is still beneficial for some Fiordland College students.

3.3.2 In terms of missed assessments, Mr Cantwell noted that staff continue to contact parents and caregivers to keep them in the loop, at both junior and senior level.

3.4 Student Support (Refer Agenda P3)

3.4.1 School Ball

Mr Cantwell noted that the Year 13 organising team and staff did a very good job with the School Ball, and many positive comments were received from outsiders and staff at the Distinction Hotel.

3.4.2 Memorandum of Understanding (MOU) – Seasonality, Sport and Recreation Information

Mr Cantwell circulated copies of this MU, which is aimed at aligning the summer and winter sports season dates and will have benefits including reducing overload, tiredness and burnout.

3.5 ICT Report (Refer Agenda P4)

3.5.1 Mr Cantwell advised that there are still some occasional issues with the new systems and it may take staff some time to fully understand the new KAMAR system.

3.5.2 Following the recent hacking of the Waikato DHB's computer system, which highlighted the fact that a similar thing could happen in schools, Mr Cantwell would remind staff around the need to be careful with data and access to laptops etc and to ensure that the cyber security policies are adhered to.

The Secretary would check that the cyber security insurance cover is adequate.

3.6 Student Achievement/Assessment Report (Refer Agenda P4)

3.6.1 Mr Cantwell noted that the Effort and Homework grading system will be reviewed during Term 2, as a result of staff feedback.

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

3.7.1 Mr Zink noted that the Tech Tour PD he would be undertaking involved visits to different companies in Invercargill to see what might be relevant for Fiordland College students.

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

4. STRATEGY REPORTS

4.1 Position Analysis (Refer Agenda P4)

4.1.1 Roll

Mr Cantwell noted that 7 students have left this term, all for valid reasons, but the roll is holding steady at 247 plus 2 international fee-paying students and is still higher than might have been expected, given Covid-19. He did not expect the numbers to change markedly ahead of the 2022 roll predictions.

4.2 Annual Targets (Refer Agenda P5)

4.2.1 Mr Cantwell noted that progress against the annual targets will be reviewed towards the end of Term 2.

4.3 Whitiki te Huarere Project (Refer Agenda P9)

4.3.1 Copies of a draft person specification and role description for the Whitiki te Huarere Project Manager had been circulated and were approved by the Board.

4.3.2 The Secretary would arrange to advertise for expressions of interest via the Te Anau Community Facebook Page, Fiordland Facebook Job Board, Community Centre, Advocate South and the other normal channels. They would close mid-June.

4.3.3 It was hoped that Ms Smith, Ms Peacock and Mr Willans would hold interviews and make the final decision.

4.4 **Environmental Plan - Defer to Term 3**

4.5 **School Community Consultation – Defer to Term 3**

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

5. **EXTERNAL COMMUNICATION / MARKETING**

5.1 **Reporting to Parents** (Refer Agenda P5)

5.2 **Reporting to Community** (Refer Agenda P5)

5.3 **Marketing Report** (Refer Agenda P5)

5.3.1 Mr Cantwell noted that recent successes with the Southland Cross Country and Showquest had provided a good media profile for the school outside the Te Anau Basin.

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

6. **AUDIT / COMPLIANCE REPORTS**

6.1 **Health and Safety Report**

6.1.1 **Health and Safety Report** (Refer Agenda P5)

6.1.2 **Report of Health & Safety Committee Meeting 7/5/2021** (Refer Agenda P11)
Reference was made to minutes of the Health & Safety Committee meeting, held on 7/5/2021, copies of which had been circulated with the agenda.

Mrs Wright noted that there had been several burns associated with the summer camps and an issue with a leak under the Science labs which had since been rectified. There were no patterns identified as being of concern.

6.2 **Personnel Reports** (Refer Agenda P5)

6.2.1 Mr Cantwell noted that long serving Science staff member Mrs Marg Jones, had resigned as HoD to take up a position at Ashburton College. Her replacement is Jamie Cooper, who began in the role on 17 May.

6.2.2 Mr Cantwell advised that Mrs Rebecca Wilson had resigned from the Year 9/10 dean position and Alice Sutherland as been appointed in her place. He noted that plans are underway to review the form class system during Term 3.

6.2.2 **Employee Appraisals** (Refer Agenda P6)

6.3 **Property Report**

6.3.1 **Property Report** (Refer Agenda P6)

Annual Visit by Gavin McKenzie (Ministry of Education)
Notes of the annual meeting with Gavin McKenzie on 13 May 2021 were circulated with the agenda. A variety of matters had been discussed.

B Block Upgrade

The tender process has been completed but the project is unlikely to start before early August. It is hoped that work on the Learning Support Co-Ordinator's Office can be included in the overall project and be finished first, to create more flexibility with space while the B Block project gets underway. Originally it appeared that funding might be tight for the B Block project, but Gavin has since advised this will not be the case.

It was agreed to delegate approval to make the decision on the tender to Mr Cantwell and Mr Humphries, in consultation with Ms Smith. Key factors will be around timing and price.

Learning Support Co-Ordinator (LSC) Offices

Mr Cantwell advised that, although Fiordland College employs the LSC, she is going to have an office both at Fiordland College and Te Anau School. An agreement clarifying the roles of the employer school and the accommodating school has been received and is with Mr Humphries for checking before signing.

6.4 Other Compliance Issues

(Refer Agenda P7)

6.4.1 EOTC Sign-Off

| Date | Students Involved | Destination | Staff in Charge |
|----------------------------|-------------------------------------|------------------|----------------------|
| 9-11 April | South Island Athletics Champs | Timaru | Shaun Cantwell |
| 20-24 April | Dive Course (3) | Dunedin | Tina Perry |
| 4 May | Year 10 (32) | Invercargill | Fiona Humphries |
| 6 May | Head students (4) | Dunedin | Kelly Hunter |
| 7 May | Year 10 (32) | Colac Bay | Rebecca S-C, |
| 11 May | KRTK (8) | National Park | Alessandra Menegatti |
| 12 May | Southland Cross Country Champs (65) | Ivon Wilson Park | Shaun Cantwell |
| 16 May | Southland Orienteering Champs (4) | Invercargill | Shaun Cantwell |
| 18 May – Tuesday evenings | Southland Hockey Comp (12) | Invercargill | Shaun Cantwell |
| 21 May | Showquest (40) | Invercargill | Anna Hubbard |
| 22 May | Manapouri Power Station | Manapouri | Nigel Wilson |
| 24 May | Otago Uni. Open Day (25) | Dunedin | Fiona Humphries |
| 26 May | 7 aside (100) | Lumsden | Alice Sutherland |
| 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 |

Mr Cantwell noted that a couple of the winter co-curricular week activities had been affected by bookings being out of kilter due to Covid-19 disruptions in 2020. Accordingly, the Year 13 trip would be to Stewart Island, which these students had missed out on in 2020 in any case.

6.4.2 2022 Term Dates

Mr Cantwell noted that the total number of half days required to be open in 2022 has been reduced to 378 from 380 due to the introduction of the Matariki statutory holiday. Term dates were proposed as follows:

- Term 1 - 1 February to 14 April
- Term 2 - 2 May to 8 July
- Term 3 - 25 July to 30 September
- Term 4 - 17 October to 8 December

Resolved: That the 2022 term dates as presented, be adopted. (Wallace/Zink)

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

7. SPECIAL TOPICS AND PROJECTS

7.1 Significant Events / Achievements (Refer Agenda P8)

7.1.1 Mr Cantwell was asked to congratulate Miss Anna Hubbard and those associated with the Showquest, on the Board's behalf. They finished in second place.

7.1.2 Dr Zink noted that the Kids Restore the Kepler project had featured in a recent Environmental publication.

7.2 Treaty of Waitangi/Cultural Responsiveness

No report

7.3 Board Training

7.3.1 Board Scenario Cards

The NZ STA self-review scenario cards were used to facilitate discussion around speaking rights at board meetings. Current practice was in accordance with NZ STA recommendations.

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 April and May 2021 was updated.

7.6 Pub Charity Resolution for Football Tournament

Resolution: That an application be made to Pub Charity Limited for a donation of \$2,226.96 (GST exclusive) to assist with the accommodation, travel and entry costs involved in the Fiordland College Girls' Football Team competing in the NZSS Girls' Lotto Sportswear Football Tournament in Dunedin in Aug/Sept 2021. (Humphries/Wallace)

8. IN COMMITTEE SESSION

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

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 28 July 2021.
Note: The Secretary is on annual leave from 23 June to 20 July 2021

9.2 Closure

9.2.1 The meeting concluded at 9.15 pm.

Confirmed: Date:
(Chairperson)