

**FIORDLAND COLLEGE  
BOARD OF TRUSTEES**

**BOARD MINUTES**

**27 October 2021**

# FIORDLAND COLLEGE SCHOOL BOARD

## MINUTES OF A MEETING OF THE FIORDLAND COLLEGE SCHOOL BOARD, HELD IN THE FIORDLAND COLLEGE BOARDROOM, ON WEDNESDAY 27 OCTOBER 2021, COMMENCING AT 7.30 PM

### 1. ADMINISTRATIVE MATTERS

#### 1.1 Present

Mr N Humphries (Chair), Mr S Cantwell (Acting Principal in Ms Smith's absence), Mr M Willans, Mrs K Wright, Dr C. Zink, Miss R McBride and Mrs C Wallace.

In attendance was Mrs S Walker (Secretary).

Mr Cantwell opened the meeting with a whakatauki.

#### 1.2 Apologies for Absence

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

#### 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 29/9/2021 be signed as a true and correct record. (Willans/McBride)*

#### 1.5 Confirmation of Agenda

The following change to the agenda was noted:

- Item 4.3 Whītiki te Huarere Project Update – taken prior to Item 1.6

#### 1.6 Correspondence (Refer Agenda P1)

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

##### 1.6.2 Matters Arising

- Correspondence from Kevin Hessel and Nita Cole regarding vaccination consent was noted.
- Advice from the Ministry of Education that Regional Property Advisor Gavin McKenzie has retired – agreed to send letter of thanks for his assistance over many years.
- Regarding B Block Upgrade and LSC Office – Dr Zink noted the recognised benefits of good ventilation in schools to help combat the spread of Covid-19 and queried whether this had been taken into account in the B Block/LSC project. Mr Cantwell doubted whether this criterion was currently included in the Ministry's project specifications, but he would make some discreet enquiries with SSL/Ministry of Education.

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

### 2. FINANCIAL REPORTS

#### 2.1 Report of Meeting of Finance Committee

No reports this month.

### **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 returned to school last week after enjoying a good holiday break.
- There had been a Spirit period with a house tug of war competition.
- Batten House won the senior Ki-o-rahi tournament.
- Derived Grade exams were being held this week.
- Seniors would be leaving for study leave shortly, with external exams starting soon after.

#### **3.3 Teaching & Learning Report** (Refer Agenda P2)

**3.3.1** Mr Cantwell noted that, following Ms Ralley's resignation from her position as Learning Support Co-ordinator, this position, which is shared equally between Te Anau School and Fiordland College, has been advertised.

#### **3.4 Student Support** (Refer Agenda P2)

##### **3.4.1 Prizegiving**

Due to current Covid-19 restrictions, and the fact that there is no site in Te Anau that could accommodate the kind of numbers that would normally attend Prizegiving, it is likely that it will be a school-only event, held on the afternoon of Friday 10 December, in the College Gym. This was in line with the decision made by Southland Secondary Principals around prizegivings. Mr Cantwell advised that a booking has also been secured at the Events Centre in case the regulations change.

Various options are being explored to livestream the proceedings for parents, sponsors etc.

##### **3.4.2 Orientation Day**

Mr Cantwell advised that the Southland Secondary Principals agreed that, if still at Level 2, Southland schools would not proceed with orientation/new entrant days as normal and schools would look at individual ways of handling this process. However, he noted that, unlike other Southland secondary schools, we only have one contributing school (as Mararoa already attends as part of Technology classes). The possibility of still running the Orientation is still being explored, along with options of how to enhance the transition next year if it doesn't proceed this year.

##### **3.4.3 Buses and Mask Wearing**

Mr Cantwell advised that there had been mixed messages around the requirement for students to wear masks on school buses. The Public Health Order has now been promulgated and it is clear that students aged 12 and above are required to wear masks on school buses. This is being followed up with bus drivers and students.

#### **3.5 ICT Report** (Refer Agenda P3)

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

**3.6.1** Mr Cantwell noted that staff were busy marking the Derived Grade Exams held last week. A large number of students are doing digital exams, and this proved challenging and time-consuming to set up for the Derived Grade Exams. The Events Centre had been trialed as an alternative exam venue in case of problems during the B Block upgrade, but the Wi-Fi capability would only permit small numbers to use that venue for online exams.

**3.6.2** Mr Cantwell noted that Fiordland College has been accepted to trial the new Science NCEA standards. Dr Zink noted that the reasoning behind applying was so the department can give some feedback as these are completely new standards. A Māori approach to Science is to be given equal status to Western Science but it is unclear how this will work in practice and there are many other unknowns. Theoretically the trial will run in 2022 and then it is supposed to be implemented as from 2023 for Level 1, with Levels 2 and 3 being added progressively thereafter.

**3.6.3** Mr Willans noted there had been a recent report about New Zealand's poor performance on international benchmarks in mathematical skills. Mr Cantwell noted that a national initiative several years ago around increasing numeracy and algebra skills in Maths had been changed so it wasn't fit for purpose. However, as with Science and other subjects, the Maths Curriculum is also changing and this will hopefully address the issue.

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

**3.7.1** Mr Cantwell noted that Ms Smith had attended the Otago/Southland Principals' Conference in Wanaka on 21-22 October.

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

## **4. STRATEGY REPORTS**

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

**4.1.1 Roll**

It was noted that the roll continued to look healthy at 245 plus two international students. It was noted that the Te Anau Primary School had now reached a roll of 300.

In terms of reasons for the steady roll, it was noted there are several contributing factors including farming, fishing and conservation remaining strong, ongoing construction work, and a lot of families moving or returning to Te Anau for various reasons.

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

**4.3 Whītiki te Huarere Project** (This item was taken prior to Item 1.6)

Mr Nick Key, Whītiki te Huarere Project Manager, joined the meeting to speak to his September 2021 report, which had been previously circulated with the agenda.

**4.3.1** Mr Key noted that a working group has now met on two occasions, generating many ideas. Site plans have been obtained. A drone flight has been done over the section to help with aerial mapping.

**4.3.2** Mr Key noted that the working group had suggested the Board set up a Project Sub-Committee within the Board to confirm the brief for the overall project, bearing in mind that the original brief was prepared in 2019 for the Zayed application. He also noted that the Southland Community Trust is looking for an updated budget in order to finalise the funding agreement in order to release the funds allocated.

**4.3.3** Board members agreed that the best way forward was for the working group, which contains considerable expertise, to develop the master plan and report back to the Board prior to any building work commencing rather than the Board forming a separate sub-committee, especially given the fact that the Board's time will be committed to the principal appointment process over coming months and Dr Zink and Ms Smith are already members of the working group. The working group will need to tailor the project to fit within the funding available, but other add-ons could be considered at a later stage as more funding is secured. Reporting in the meantime can go through Ms Smith (and then her replacement).

**4.3.4** It was agreed that the key thing is around education and providing a learning space and capturing the key elements contained in the original application but probably on a scaled down scale. For example, Dr Zink noted that it was not initially intended to link the production of energy to the school, but power could be used to run what is on the project site.

**4.3.5** Mr Key noted other aspects being considered by the working group which included:

- Trying to keep any structure under 30sqm to avoid consent issues.
- Perhaps extend the existing cycle track as part of the project.
- Relocation of some of the existing trees
- Retaining existing land contours where practicable.

4.4 **Environmental Plan** - deferred

4.5 **School Community Consultation** - deferred

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

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

5.1 **Reporting to Parents** (Refer Agenda P6)

5.2 **Reporting to Community** (Refer Agenda P6)

5.3 **Marketing Report** (Refer Agenda P6)

Resolved: That the External Communication/Marketing Reports be accepted. Humphries/Wallace

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

6.1 **Health and Safety Report**

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

Mr Cantwell noted that compilation of a Vaccination Register for all staff was underway. He noted that it was important to follow the correct process in the event that the first vaccination deadline of 15 November 2021 is not met by any staff member.

The school will be required to keep Covid vaccination records of staff, students and others including caregiver helper on camps.

In terms of whether Board members were included in the mandate, more information was still awaited.

6.1.2 **Board's Responsibility re PCBU and EOTC**

It was clarified that a school board is a legal entity and under the Health and Safety at Work Act 2015, is considered to be a PCBU (Person Conducting a Business or Undertaking). Board members and the Principal are also officers of a PCBU.

6.2 **Personnel Reports** (Refer Agenda P7)

6.2.1 **Staffing**

Mr Cantwell highlighted that that the guaranteed minimum resourcing for 2022 will enable the separation of Year 7 and Year 8 classes from 2022 and staff have been advised.

The following appointments/resignations were noted:

- Rebecca Howe has been appointed to the Long Term Reliever Mathematics position for 2022.
- Cheryl Ralley has resigned as Learning Support Co-Ordinator (LSC) from the end of 2021.
- Devon Grant has been re-appointed to a further Long Term Reliever position for the 2022 school year to cover for Jennah Hughes, who is taking another year's maternity leave.

6.2.2 **Employee Appraisals** (Refer Agenda P7)

6.3 **Property Report**

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

B Block and Learning Support Co-Ordinator Office

It was noted that confirmation of approval of the B Block modernisation project came through on 11 October and the contract has been officially awarded to Alaska, with a start date of 27 October.

Mr Cantwell noted that an onsite meeting had been held with Fiordland College representatives, SSL project manager and the Alaska site manager earlier in the day to go over site arrangements, health and safety etc. Reporting would be fortnightly. Consent for the LSC office is still awaited.

Mr Cantwell noted that, with derived grade exams coming up, a schedule of times when noise would be acceptable and when it must be quiet, has been drawn up for Alaska.

#### **6.4 Other Compliance Issues** (Refer Agenda P8)

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

<b>Date</b>	<b>Students Involved</b>	<b>Destination</b>	<b>Staff in Charge</b>
20 + 27 Oct	15 Year 8 cyclists	SIT Velodrome	Nigel Wilson
2 Nov	15 Year 8 cyclists	Te Anau – Tour of Southland	Nigel Wilson, Colin Roy

Mr Cantwell noted that Covid restrictions had cancelled the activities on 20 and 27 October, but the activity on 2 November had been adjusted to meet Covid conditions.

*Resolved: That the Audit/Compliance Reports be accepted. (Wallace/McBride)*

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

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

##### **7.1.1 Leavers' Dinner**

Mr Cantwell noted that the Leavers' Dinner had now been moved to Wednesday 10 December, due to NCEA exam timetable changes and availability of venues large enough to accommodate the group under Level 2 restrictions.

It was noted that staff are an integral part of the dinner, especially those who prepare tributes about each leaver. It was queried whether the school should meet the cost of their attendance.

*Resolved: That the Board meet the cost of staff attending the 2021 and successive Leavers' Dinners. (Humphries/Willans). Dr Zink abstained from the vote.*

Dr Zink would advise staff accordingly.

##### **7.1.2 Youthmark Awards**

Mr Cantwell noted that, with an increased roll, Fiordland College is now entitled to two Youthmark recipients. He would be representing the school at the Awards ceremony on 25 November.

##### **7.1.3 Wellbeing Day – 1 October**

It was noted that the Wellbeing Day had been another great success, with 21 outside presenters. It had been well organised by Mrs Wilson, despite the pressure of operating under Level 2.

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

#### **7.3 Board Training**

#### **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 October 2021 was updated.

#### **7.6 Board Triennial Elections – May 2022**

**7.6.1** Mr Humphries urged Board members to consider whether they wished to stand for re-election in 2022, with the triennial election coming up in May 2022.

7.6.2 They were also urged to consider potential new trustees.

**7.7 Set International Programme Fees for 2022**

*Resolved: That the international programme fees for 2022 remain at \$13,500 for annual tuition fees and \$270 per week for homestay fees. (Wallace/Willans)*

**7.8 Set Activity Donation Requests for 2022**

*Resolved: That the activity donation requested for 2022 remain at \$50 per student and \$120 for more than two in a family. (Wallace/Wright)*

**7.9 Board Year 12 Prize for Prizegiving**

**7.9.1** It was agreed to continue with the tradition of Board members (excluding the student trustee) paying \$20.00 each for the Year 12 prize. (This can be paid at the School Office or deposited to the school's bank account 02 0965 0041642 000.)

**7.9.2** Mr Cantwell noted that the level of prize sponsorship was likely to continue. It was noted that Real NZ's website regarding sponsorship of the dux award needs to be updated as this no longer applies. Mr Cantwell would discreetly point this out.

**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/Wallace)*

**9. CLOSURE**

**9.1 Next Meeting**

**9.1.1** The next monthly meeting is scheduled for Wednesday 24 November 2021.

**9.2 Closure**

**9.2.1** The meeting concluded at 9.35 pm.

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

