

**FIORDLAND COLLEGE
BOARD OF TRUSTEES**

BOARD MINUTES

28 August 2019

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 AUGUST 2019, COMMENCING AT 7.30 PM

1. ADMINISTRATIVE MATTERS

1.1 Present

Mr N Humphries (Chair), Mr S Cantwell (Acting Principal), Mrs F McDonald, Mrs K Wright, Mr M Willans, Ms M Peacock and Miss M Wilson.

In attendance was Mrs S Walker (Secretary).

1.2 Apologies for Absence

Resolved: That apologies for absence be received from Ms L Smith and Dr C Zink. (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 31/7/2019 be signed as a true and correct record. (Wright/Willans)

1.5 Confirmation of Agenda

The following items were added to the agenda:

- 3.6 Mid-Year Analysis – to be taken after Item 1.6
- 7.6 Cultural Responsiveness

1.6 Correspondence (Refer Agenda P1)

1.6.1 Supplementary Correspondence

- Inwards – NZ STA Regional Newsletter (emailed to Board members)
- Inwards – School Support Ltd – Project Status Report for the boiler project (emailed to Board Chair)
- Inwards – NZ STA Membership Matters update (emailed to Board Chair)
- Inwards – NZ STA News (emailed to Board members) and NZSTA 2019 Constitution
- Inwards and Outwards – Ministry of Education around exclusion

Resolved: That the Inwards Correspondence be received and the Outwards Correspondence endorsed. (Peacock/McDonald)

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 26/8/2019, copies of which had been previously circulated. Reference was also made to the financial reports to 31/7/2019, copies of which had been circulated with the agenda. Mrs McDonald highlighted the following:

2.1.1 July 2019 Reports

- Reporting – enquiries would be made around sourcing a more condensed set of reports for the Finance Committee
- Surplus – there is a healthy surplus at 31/7/2019 of \$37,190 compared to the expected budgeted deficit position of \$(34,000). Key exceptions to the budget were outlined.
- Student debts – these are on par with debts at the corresponding period in 2018.
- Financial Information for Schools Handbook – the Committee had reviewed Chapter 3 S4.1 and it appeared that school procedures and practices were in line with the Ministry's requirements.

*Resolved: That the Finance Committee Report and Financial Reports to 31/7/2019 be adopted.
(Willans/McDonald)*

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 Wilson reported on the following:

- Spirit Week – this week is Spirit Week, with a series of themes for dressing up each day.
- Netball Tournament – the College Netball team will participate in the South Island Tournament next week in Nelson.
- Shave for a Cure – several students and staff would be participating in this fundraising event.
- Hockey and Basketball – these competitions have finished, with the teams placing well.
- Student Trustee Elections – nominations are now open and close on 6 September.

3.3 Teaching & Learning Report (Refer Agenda P6)

3.3.1 FiNSCoL

It was noted that the new Co-Leads of FiNSCoL are Grant Excell (Te Anau School) and Tracey Cullen (Northern Southland College). Ms Smith will remain on the Stewardship Group.

FiNSCoL has been allocated 3 Learning Support Co-Ordinators from Feb 2020. One will be shared between Fiordland College and Te Anau School, which will benefit Fiordland College. However, Mr Cantwell noted potential difficulties around being able to staff these new positions.

3.4 Student Support (Refer Agenda P7)

3.5 ICT Report (Refer Agenda P7)

3.5.1 Facebook

It was noted that, following the successful trial with the Fiordland College Sport Facebook page, it has been enlarged to be a general Fiordland College Facebook page.

Board members noted the potential benefits, including advising bus delays, snow days etc but also highlighted possible issues around privacy and student safety if images of students are in the public realm. The safeguards in place were queried, also whether specific approval should be given by students/parents before images are included, particularly in view of the advice provided to parents by John Parsons in this area.

It was recognised that student photos are currently included in the newsletter, along with names. Getting the right balance between acknowledging achievement and respecting privacy is a key aspect.

It was agreed that, in the first instance, Mr Humphries would discuss the issues raised by Board members with Ms Smith.

3.6 Student Achievement/Assessment Report (This item was taken prior to item 1.6)

Mr Wilson was welcomed to the meeting to report on the 2019 Mid-Year Analysis, which was presented electronically. It had also been presented to teaching staff on 19 August.

3.6.1 2019 Mid-Year Analysis for Years 7-10

Mr Wilson noted that, at mid year, a thorough assessment of achievement is undertaken, based on each year level and each class within that year level. He outlined the process involved in arriving at a developed ability score for each student, using the external MiDYIS results. This helps to measure their achievement against their expected achievement and highlights whether the strategies in place for each student are effective or need some tweaking.

The reporting method takes into account: effort in class; homework and attendance, which are all tracked in detail.

Mr Wilson explained that, now that the data is to hand, it will go to deans to match up with their own information about students requiring special assistance. It also goes to the heads of department who are looking for subject specific patterns to base further action upon. It then also feeds down to subject teachers.

He noted that this process has been operating for three years and is providing useful longitudinal data.

In terms of Māori achievement, which is an area that the Education Review Office (ERO) required to be specifically reported on, Mr Cantwell outlined the two registers currently being assembled. One is a learning support register and the other is a priority learners' spreadsheet which includes Māori students and others that ERO defined as priority learners. Ms Peacock noted the need for the Board to see evidence of how Māori students are achieving and Mr Cantwell undertook to follow this up for reporting back to the Board. He also noted that this area falls under one of the school's annual targets so will be reported on regularly to the Board.

Mr Wilson was thanked for presenting his report and he then left the meeting.

3.7 Professional Development (PD) Report (Refer Agenda P8)

3.7.1 Nathan Wallis – The Teenage Brain

A number of staff had attended the session run by Nathan Wallis on The Teenage Brain. Mrs McDonald had also attended and found it very interesting.

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

4. STRATEGY REPORTS

4.1 Position Analysis (Refer Agenda P9)

4.1.1 Roll

Mr Cantwell noted that the roll is still steady at 227 (compared to 207 at the corresponding period in 2018). Projections are for a similar roll in 2018 with sustained growth thereafter.

4.2 Annual Targets (Refer Agenda P9)

4.2.1 Community Trust application re Whitiki te Huarere

It was noted that there had been a timing issue around the application which would delay but not disadvantage the application process.

4.3 Environmental Excellence

4.3.1 Next Steps

As agreed at the last Board meeting, it was agreed that Ms Smith would consult students and staff around next steps and report back.

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

5. EXTERNAL COMMUNICATION / MARKETING

5.1 Reporting to Parents (Refer Agenda P10)

5.1.1 PTA

It was noted that the newly elected office bearers for the PTA are: President Tracy Pearson; Secretary Leigh Schuck and Treasurer Lena Cahill.

5.2 Reporting to Community (Refer Agenda P10)

5.3 Marketing Report (Refer Agenda P10)

5.3.1 International Students

A new Thai student arrived on 21 August and there is a possibility of another Thai student coming for a two week stay ahead of a possibly longer enrolment in 2020.

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

6. AUDIT / COMPLIANCE REPORTS

6.1 Health and Safety Report

6.1.1 Health and Safety Report (Refer Agenda P11)

The Secretary would forward some proposed amended wording to the Governance Manual around Health and Safety to Ms Peacock in the first instance.

6.2 Personnel Reports (Refer Agenda P11)

6.2.1 Staffing

It was noted that Ms Smith's confirmed sabbatical dates for 2020 are from 20 July 2020 to 25 September 2020.

Mrs Kathryn Wright will be completing her practicum hours for her Bachelor of Social Services (Counselling) at Fiordland College, in a voluntary capacity alongside Mrs Samantha Milicich.

A Long Term Maternity position in Social Sciences has been advertised for 2020.

6.2.2 Employee Appraisals (Refer Agenda P11)

6.3 Property Report

6.3.1 Property Report (Refer Agenda P12)

B Block Redevelopment

It was noted that the suggestions staff had made for the redevelopment had been referred to the design team and most had been incorporated. Revised plans were awaited.

Lighting

The fluorescent lights in the Gymnasium have been replaced with LEDs, with a noticeable increase in light and expected savings through fewer bulb replacements.

Boiler

There have been ongoing issues with the interim boiler which are currently being addressed by School Support. The Secretary would check the status around rental of the interim boiler.

Visit by Ministry of Education Personnel

Mr Humphries advised that Ministry of Education property personnel are due to visit the school (and other Southland schools) on 3 September to see how projected growth may be accommodated. It was hoped that the Ministry may agree to meet the cost of a long term strategy report.

6.3.2 Follow Up re Solar Panels

As requested at the last meeting, the Ministry had been asked to comment on why solar or heat pump heating was not approved for Fiordland College. Mr Gavin McKenzie had replied, advising that a life cycle cost report was undertaken which indicated wood chip heating had the lowest life cycle cost (compared to heat pumps) and is known to be reliable.

In terms of a solar energy installation, substantial battery storage banks would be required, which dramatically increase the “whole of life” costs over a 20 year period. The practice of installing them on school roofs would also compromise manufacturers’ warranties for new roofs.

He did offer some suggestions around using solar energy for school purposes other than for heating the school.

6.3.3 Swimming Pool Licence to Occupy

A letter had been received from the Fiordland College Swimming Pool Assn (Inc) requesting a further extension of the Licence to Occupy.

*Resolved: That the Licence to Occupy in respect of the Fiordland College Swimming Pool be extended from 1 October 2018 for a further five years until 1 October 2023.
(Peacock/Willans)*

6.4 Other Compliance Issues

(Refer Agenda P12)

6.4.1 EOTC Sign-Off

Date	Students Involved	Destination	Staff in Charge
2 August	Year 10	Career Fest, Invercargill	Vaughn Filmer, Zita Matthews
6 August	Year 13	Bird Park	Helen Newcombe, Vaughn Filmer
8 August	Year 11	DoC Visitor Centre, Birdpark	Nigel Wilson, Rebecca Wilson
5-9 August	Year 7	Borland Camp	Shaun Cantwell, Christoph Zink, Katie Jones, Marg Jones
5-9 August	Year 8	Brod Bay, Cardrona	Colin Roy, Kelly Hunter
5-9 August	Year 12	Stewart Island	Cheryl Ralley, Dan Waldie
7-8 August	Year 10	Pack Raft, SUP, Jetboating	Tina Perry, Bob Perry
7-9 August	Year 13 (19)	Nordic Skiing (Cardrona Snow Farm)	Helen Newcombe, Vaughn Filmer, Cathy Lewsley
7-9 Aug	Year 9	Invercargill – Marae	Jennah Hughes, Aileen Moon, Rebecca Straker-Cunningham
9 Aug	Year 11	SIT – Invercargill	Rebecca Wilson, Nigel Wilson
15 August	3 Shooters Postal Shoot	Te Anau Club	Shane Mercer
26 August	Year 7/8 Table Tennis	Southland TT Champs, Invercargill	Suzanne Carruthers
11 and 18 Sept	12 Year 8/9 cyclists	Velodrome	Nigel Wilson
13-17 Sept	Year 12/13 Geo	Mt Cook	Sue Peoples
24 Sept	6 Year 9/10 PALs	Invercargill Pick a Mix of Six	Suzanne Carruthers
25 Sept	16 Year 7-10 Maths	SMAC Maths - Invercargill	Marg Jones, Kelly Hunter, Rebecca Wilson, Lynlee Smith

6.4.2 Buses

It was noted that the Ministry of Education is conducting a bus route review which may result in some routes being combined, leading to long daily rides for some students. Fiordland College, Te Anau School and Mararoa School have joined forces to challenge the suggested new routes. A response is awaited.

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

7. SPECIAL TOPICS AND PROJECTS

7.1 Significant Events / Achievements (Refer Agenda P16)

7.2 Board Training

7.2.1 Mrs Wright noted that training run by NZSTA on Inclusive Schools and Student Wellbeing is being held in Invercargill on 12 November. She and Ms Peacock hoped to attend.

7.2.2 Ms Peacock reported that the Te Anau School Board is interested in a combined training, perhaps around the Treaty of Waitangi. She would continue to keep in touch with their Board Chair.

7.3 Time Spent by Board Members

7.3.1 Board members completed the schedule to confirm hours spent on Board matters during August 2019.

7.4 School Van

7.4.1 It was noted that Ms Smith hoped to provide an update on this item at the next meeting.

7.5 Board Meeting Software

7.5.1 The Secretary was still working on this item. In the meantime, a more secure way of circulating sensitive Board documents had been implemented, using password protection.

7.6 Cultural Responsiveness

7.6.1 Following on from the last Board meeting, Ms Peacock reported that she had done some further investigation into opportunities for the Board to upskill around the Treaty of Waitangi.

7.6.2 She had arranged to circulate an NZSTA document "The Treaty of Waitangi and School Governance" to Board members. Board members undertook to read this prior to the next meeting for further discussion.

7.6.3 Ms Peacock also referred to another NZSTA resource "Hautū – Māori Cultural Responsiveness Self Review Tool for Boards of Trustees" and gave an electronic demonstration of how it works. It is designed to help boards assess, plan and increase cultural responsiveness and aligns with the key areas of governance, Board leadership, representation, accountability and employer roles.

7.6.4 There was general agreement around the concept of working through the haūtu tool. It was also agreed that the local runanga should also be involved in the process. Mr Cantwell noted that the runanga prefer to be involved at the outset rather than join a process midway through. To this end he would provide Ms Peacock with the appropriate contacts for her to follow up. Mr Willans was also willing to join her at a meeting with the runanga.

7.6.5 Ms Peacock would forward links to the NZSTA documents to the Secretary to forward to Board members.

7.6.6 It was agreed to add the Treaty of Waitangi on the Board agenda for future meetings.

7.7 Turf Lights

- 7.7.1** Mr Willans advised that there had been some developments around the turf lights and he would arrange to meet with Ms Smith and the Secretary in the next few weeks around next steps.

8. IN COMMITTEE SESSION

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

Ms Peacock declared an interest and left the meeting.

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

9. CLOSURE

9.1 Next Meeting

- 9.1** The next meeting was scheduled for Wednesday 25 Sept 2019. Ms Peacock registered her apology.

9.2 Closure

- 9.2.1** The meeting concluded at 9.40 pm.

Confirmed: Date:
(Chairperson)