

**FIORDLAND COLLEGE
BOARD OF TRUSTEES**

BOARD MINUTES

30 January 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 30 JANUARY 2019, COMMENCING AT 7.30 PM

1. ADMINISTRATIVE MATTERS

1.1 Present

Mr N Humphries (Chair), Ms L Smith, Ms L Cahill, Ms M Peacock, Mr M Willans, Ms C Ralley, Mr T Thomas and Miss M Wilson.

In attendance was Mrs S Walker (Secretary).

1.2 Apologies for Absence

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 28/11/2018 be signed as a true and correct record. (Cahill/Ralley)

1.5 Confirmation of Agenda

The following would be taken prior to Item 1.6

- 7.6 Annual Delegations
- 7.1 Zayed Sustainability Prizegiving and Environmental Conference
- 3.6 Initial Senior Academic Achievement Summary

1.6 Correspondence (Refer Agenda P1)

Resolved: That the Inwards Correspondence be received and the Outwards Correspondence endorsed. (Humphries)

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 29/1/2019, copies of which were previously circulated. Reference was also made to the financial reports to 30/11/2018 and the interim reports to 31/12/2018, copies of which had been circulated with the agenda. Ms Cahill highlighted the following:

2.1.1 Valuations

Valuations for replacement were being obtained for all Board owned properties including the school houses, Board Room, Common Room and Kayak Store. A replacement valuation was also being obtained for the Swimming Pool for which the Board pays the insurance premium. The updated valuations will be used to update the insurance cover.

2.1.2 Financial Reports for November and December 2018

With the move to Xero, the reports were produced in a slightly different format which was still being fine-tuned.

2.1.3 Comparative Financial Position

The interim position at 31/12/2018 shows a surplus of \$2,891, compared to a surplus of \$117,000 at the same period in 2018. Work on finalising the 2018 financial statements is underway.

2.1.4 Banked Staffing

It was noted that the current banked staffing position shows a deficit of \$(19,250) but this is offset by \$6,000 received from the Ministry of Education to cover a period of staff illness, bringing the effective deficit down to around \$(13,000).

2.1.5 2019 Budget

Ms Cahill noted that work on the 2019 Budget is underway, but will be completed once the confirmed roll figures are known as these determine the operational grant, which is the major component of the budget.

Resolved: That the Finance Committee Report and Financial Reports to 30/11/2018 and the interim reports to 31/12/2018 be adopted. (Cahill/Ralley)

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:

- NCEA Results – two weeks ago seniors received their NCEA results.
- Peer Support – training was held over two days and will continue in Term 1.
- Holiday Achievements – one student gained a national placing in sailing and several students attended extra curricular camps.
- Head Students – the head students are Georgia Mullally, Brin Griffiths, Rileigh Lundman and Jack Kohler and they should make a great team.
- First Day – today (Wed 30 January) is the first full day of school for all students

3.3 Teaching & Learning Report (Refer Agenda P18)

3.4 Student Support (Refer Agenda P18)

3.4.1 Peer Support

Ms Smith, Mrs Humphries and Ms Ralley had run the two-day Peer Support programme for Year 13s on 21-22 January, with a subsequent follow-up session. The Year 13 goals are around: lunchtime activities twice a month; running a fundraising event around an international theme and mentoring younger students and motivating them to gain merits and excellences. The vision statement is “work together, respect, engage, make it better for every age.” Ms Ralley noted the great energy and enthusiasm exhibited by this cohort.

3.4.2 Houses

A new system of allocating incoming students to houses was introduced. It used the Harry Potter “sorting hat” idea, and it proved successful.

3.4.3 Athletics and Swimming Sports

Ms Smith noted that scheduling of the Athletics and Swimming sports had deliberately been changed this year to provide more preparation time and also in response to parental responses. The events will be later than usual which will allow classes to get settled first. Board members are welcome to attend (Athletics – 11 Feb and Swimming – 27 Feb).

3.5 ICT Report

Nothing to report.

3.6 **Student Achievement/Assessment Report** (Refer Agenda P19)

3.6.1 **Initial Senior Academic Achievement Summary**

Mr Nigel Wilson was welcomed to the meeting to report on the 2018 NCEA results and other academic achievement data.

An analysis of academic achievement for Years 7-10 focused on the CEM (Canterbury Education Monitoring) Group's MidYIS testing. Points noted included:

- Year 7
 - The Developed Ability on arrival for the cohort varies to the data supplied by feeder schools but it is encouraging to see improvements made during the year.
 - The number of merit and excellences across the curriculum areas were pleasing to note which shows that students are developing higher order thinking skills earlier on.
 - Mr Wilson noted that data around student engagement is gathered and checked at mid year and end of year to ascertain if any individual performance is not as high as expected. This approach is also reflected in the annual targets.
- Year 8
 - A wider spread of ability is evident, with a lot of students working at Level 5, so are developing skills ahead of when this would be expected.
 - There is a MidYIS test at the start of Year 7 and midway through Year 8 and this shows where students are expected to be performing and how they actually performed, which provides very useful data. A particularly pleasing aspect is that there is "value-added" not only for the high ability students but also for the lower ability ones. This shows that the school systems are working and teachers are teaching across all abilities.
- Year 9
 - Mr Wilson stressed the teaching practice at this level of conducting ongoing checks to ensure students are moving to the appropriate level.
 - Departments have been seeking ways of moving students into the higher order thinking skills to increase the number of Merit and Excellence grades and some of the profiles indicate success.
- Year 10
 - The data shows that students have moved up to Level 5 with a good proportion of 5M and 5E grades. Many students have taken the opportunity of doing assessments at Level 6.
 - Mr Wilson would expect good results from this cohort at Year 11.
- Year 11
 - Mr Wilson referred to the ME measure which provides useful data for Heads of Department to check their courses and decide if a standard is suitable for the cohort and ways to gain more merits and excellences.
 - In response to Ms Peacock's query around what should trigger concerns, Mr Wilson noted an example - if large numbers of Not Achieveds were recorded in an area this could indicate a course is not working and/or the number of credits may not be right. This would be picked up initially at management level (HoD/Mr Wilson/Principal).
 - Mr Wilson noted that there was the highest proportion of L1 Certificate Endorsements at Fiordland College since their introduction in 2011, with the percentage of Excellence Endorsements significantly higher than normal.
 - He also noted that the NCEA data is displayed differently this year and any student who attends a school during the school year now counts towards the overall results. This is consistent with what Fiordland College has done in the past but will now bring other schools into the same reporting method.
- Year 12
 - Mr Wilson noted that in Level 2 there was also the highest proportion of L2 Certificate Endorsements since the introduction of Endorsements in 2011, and several who were just below the threshold for Excellence.
 - He noted that there were valid reasons for 6 students not gaining Level 2.

- Year 13
 - Mr Wilson noted that the major goal for this cohort was ensuring successful transitions into further education or employment and this has largely been achieved.
 - The Level 3 pass rate was pleasing and students who needed UE all gained it successfully.
- Mr Wilson noted that the national NCEA data will be circulated once it is available.
- He also referred to the longitudinal tracking data for Years 7-10. This is gradually getting more fully populated with data each year and permits comparisons between current and previous year levels and gives very useful data on how individual students are progressing. Red flags would be raised at a management level in situations such as when students are not developing (eg on Level 3 in Year 7 and still on Level 3 at Year 9).
- Reflected in the 2019 targets is work on goal setting. Mr Wilson will take student results at Year 10 to help set aspirational targets which teachers can follow up on. Being a small school, teacher collaboration and collegiality around individual students also works well on an informal basis.

Board members noted that the information is very useful and it was encouraging to see that things were tracking well. Mr Wilson was thanked for his attendance and he then left the meeting.

3.7 Professional Development (PD) Report (Refer Agenda P19)

3.7.1 Teacher Only Day

Ms Smith noted that a Teacher Only Day had been held on Monday 28 January and some time had been spent on the annual targets.

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

4. STRATEGY REPORTS

4.1 Position Analysis (Refer Agenda P20)

4.1.1 Roll

Ms Smith noted that the roll figures for next month will be more meaningful as there are still a few students on the roll who may not actually be returning in 2019. She expects the roll to be close to the Ministry's predicted roll of 221.

Ms Peacock noted the drop in numbers from the 2018 Year 12s (35) to the 2019 Year 13 intake (22). Ms Smith noted that a lot had gone to apprenticeships and jobs, which was fine, but not to other schools.

4.2 2019 Charter (Refer Agenda P20)

4.2.1 2019 Annual Targets

Reference was made to the proposed 2019 annual target document, which had been circulated with the agenda.

Ms Peacock reiterated a point she raised in 2018 around tracking achievement of the actual targets, not just the actions identified within each target. Some sort of scaled measurement could possibly be used. This would avoid getting too far through the year without any appreciable progress being made on a particular target, even though the actual actions may be achieved. Ms Smith would provide an informal quarterly update on the actual targets.

Ms Peacock sought clarification around Target 2 – "To show progress in achievement made by priority learners". Ms Smith clarified that this was something that ERO had highlighted in terms of providing specific detail on Māori and special needs groups. The target would also encompass others identified by the school as requiring specific strategies. The target will

focus on articulation, documentation and also the actual improvement of outcomes and achievement for Years 7-10.

The 2019 targets are:

1. To review the transition of students into Fiordland College.
2. To show progress in achievement made by priority learners.
3. To prepare in readiness for the introduction of the Digital Technologies Curriculum in 2020.
4. To ensure NCEA performance is as expected for a particular cohort of students when judged against national and decile averages.
5. To improve the physical environment of Fiordland College to reflect the environmental focus.

4.2.2 Analysis of Variance

Reference was made to the 2018 analysis of variance, which reports on the 2018 targets. This had been circulated with the agenda. Some 2018 NCEA data was awaited before all the sections could be completed.

4.2.3 Strategic Aims 2019-2021

The updated Strategic Aims document, which had also been circulated with the agenda, was noted.

4.2.4 2019 Charter

Ms Smith noted that the 2019 Annual Targets, 2018 Analysis of Variance and Strategic Aims 2019-2021 all form part of the 2019 Charter, which is required to be lodged with the Ministry of Education by 1 March. As there would not be another Board meeting before then, she requested adoption of the documents, subject to Board members signing off via email on the final documents once the remaining data has been received.

Resolved: That the 2019 Annual Targets, 2018 Analysis of Variance and Strategic Aims 2019-2021 be approved, subject to the Board signing off on the final version beforehand. (Peacock/Willans)

4.3 Environmental Excellence

4.3.1 Environmental Audit

Mr Thomas had spoken to Jane Lewis from Real Journeys about setting up a meeting to discuss the environmental audit. Ms Smith would now follow up direct with her.

4.4 School Community Feedback

4.4.1 Board Phone Tree Survey

Mr Humphries is still working on preparing the summary of feedback from parents.

4.4.2 Survey of Staff and Students

Ms Smith tabled a summary of the anonymous staff consultation from those who had submitted responses. Points noted included:

- A lot of positives were identified (eg opportunities for students such as Gateway and EOTC, involvement of the community, willingness of staff to go the extra mile, cohesive staff, good leadership).
- Various opportunities to improve were noted but most were one-off comments. Activities/playground for Year 7/8s during break time was highlighted. One comment was around visibility of Board members around the school. Ms Smith noted that Board members are welcome to pop in from time to time, perhaps during the morning tea break.
- It was agreed that the Board would organise a morning tea for staff on Friday 15 February and use this as an opportunity to come and thank them, acknowledging that they go above and beyond what is expected. Ms Cahill and Ms Peacock would organise the morning tea.
- Ms Cahill questioned whether extra-curricular activities always need to involve a staff member as one of the Get2Go teams used a parent and a Year 13 student to manage their team.

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

5. EXTERNAL COMMUNICATION / MARKETING

5.1 Reporting to Parents (Refer Agenda P20)

5.2 Reporting to Community (Refer Agenda P21)

5.3 Marketing Report (Refer Agenda P21)

5.3.1 It was noted that agent Kanokchart Thardomrong will visit the school with a group of Thai educators on 9 April.

5.3.2 Tako Junior High School students and staff will be hosted from 13-18 March.

5.3.3 There are likely to be at least four international students in 2019.

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

6. AUDIT / COMPLIANCE REPORTS

6.1 Health and Safety Report

6.1.1 Health and Safety Report (Refer Agenda P21)
Ms Smith noted that a Health and Safety briefing had been included during the Teacher Only Day on 28 January 2019.

6.1.2 Set Date for Next Health & Safety Committee Meeting
The next Health and Safety Committee meeting was tentatively set for Tuesday 12 February, at a time that is convenient for the HOD Science. The Secretary would confirm this.

6.2 Personnel Reports (Refer Agenda P21)

6.2.1 Staffing
Ms Smith highlighted the following appointments:

- Tina Perry and Katie Jones move to full-time, permanent positions
- Kelly Hunter and Amy Waldie take fixed-term part-time positions
- Elaine Robertson has resigned as HOD Science from 28 January and has taken a fixed-term, part-time position. The HOD Science vacancy will be advertised shortly.
- Zita Matthews will pick up Careers from Term 2 in Fiona Humphries' absence and Nadine Allan will fill the Guidance Counsellor role during this period.
- Bindy Baines will continue as Itinerant Music tutor, subject to a Limited Authority to Teach being approved.
- Steve Davison has been appointed as full-time Caretaker, commencing on 14 January 2019.
- Applications for the vacant Teacher Aide position close on 4 February.
- Marg Jones continues on extended Maternity Leave during 2019.

6.2.2 Employee Appraisals (Refer Agenda P22)

6.3 Property Report

6.3.1 Property Report (Refer Agenda P22)
Ms Smith had contacted Gavin McKenzie (Ministry of Education) for a progress report on finalisation of the 10 Year Property Plan. He hoped it would be signed off in two weeks. Mr Humphries noted that this may necessitate continuing with the temporary diesel boiler for longer.

6.4 Other Compliance Issues (Refer Agenda P22)

6.4.1 EOTC Sign-Off

Date	Students Involved	Destination	Staff in Charge
Feb	Year 7 Year 8 Year 9 Year 10 Year 11 Year 11 Year 12	Local, Scout Den, Ivon Wilson Hope Arm Kepler Kayak Camp (Mavora) Bike Camp (Queenstown) First Aid	Ps Bh, Fr, Jn Nc Zn Gd Wl
23-24 Feb	56 students Year 7-13	Central Otago Rail Trail	Ry, Wn

Resolved: That the Audit/Compliance Reports be accepted. (Ralley/Thomas)

7. **SPECIAL TOPICS AND PROJECTS**

7.1 **Significant Events / Achievements** (Refer Agenda P22)

7.1.1 Zayed Sustainability Prizegiving and Environmental Conference (This item was taken prior to Item 1.6)

Dr Sue Peoples and Jess Willans joined the meeting to report on their participation in the Zayed Sustainability Prizegiving and Environmental Conference in the United Arab Emirates in January 2019. The Fiordland College application had made it to the final stage and Zayed had met the costs to attend the prizegiving and conference.

Miss Willans thanked the Board for the opportunity to participate as student representative and found it to be an invaluable experience. Although the Fiordland College application was worthy, some of the others were literally life-changing, which made her appreciate all that being a New Zealander entailed.

Dr Peoples reiterated the Fiordland College application – Project Whitiki Te Huarere - which focused on energy generating solutions and integrating science and Art, especially indigenous sculpture and design. The regional winning application from the Philippines was around solar powered micro farming based around feeding livestock and education. Although not a winner, Fiordland College showed it could compete on an international stage during the prestigious Abu Dhabi Sustainability Week and gained valuable exposure.

In terms of next steps, Dr Peoples noted the following options:

- Submit another application to Zayed, which would involve making some changes to the original concept to ensure the project “makes a difference”. Aquaculture around fish and crop growing is a possibility.
- Present the concept to the Community Trust, which is apparently already interested.
- Approach Meridian Energy again, to discuss how to ensure a successful application.
- Explore other funding possibilities nationally and globally.

Board members agreed that a planning meeting to discuss next steps be held as soon as possible. This would be attended by Dr Peoples, Miss Willans, and interested Board members, staff and students.

Dr Peoples would also hold some preliminary discussions with Mr Richard Wason (Community Trust).

Dr Peoples and Miss Willans were congratulated on all the work that had gone into the project to date and were thanked for representing the school so well in Abu Dhabi. They then left the meeting.

It was subsequently agreed that Ms Smith and Dr Peoples would work out a suggested date for the planning meeting, ideally in February 2019, and the Board would be advised.

7.1.2 Badge Assembly

Assuming the badges arrive in time, the Badge Assembly will be held on Tuesday 5 February at 10.50 am. Board members are welcome to attend.

7.2 Time Spent by Board Members

7.2.1 Board members completed the schedule to confirm hours spent on Board matters during January 2019.

7.3 Tomorrow's Schools Review – Board Feedback

7.3.1 Reference was made to the report by the Tomorrow's Schools Independent Taskforce which includes some major changes to the ways boards would operate, among other things. Details had been emailed to Board members. Consultation meetings were due to be advertised shortly.

7.4 2019 Trustee Elections

7.4.1 It was agreed that some of the advertising material around the forthcoming trustee elections be included in the newsletter. The Secretary would action this.

7.4.2 Mr Humphries also encouraged board members to consider any potential new trustees.

7.5 Board Meeting Date Schedule

7.5.1 Some changes to the Board meeting schedule were noted as follows:

- Wed 6 March changed to Thu 7 March
(Ms Smith noted that she may be unavailable so Mr Cantwell may need to deputise)
- Wed 3 April
- Wed 1 May
- Wed 29 May changed to Wed 5 June
- Wed 31 July
- Wed 28 Aug (may be changed at a later date as Ms Smith unavailable)
- Wed 25 September
- Wed 30 Oct
- Wed 27 Nov

7.6 Annual Delegations (Refer Agenda P54) (This item was taken prior to Item 1.6)

7.6.1 Reference was made to the Delegations to the Principal and Delegations to the Deputy Principal, contained in the Governance Manual. These are reviewed annually.

Resolved: That the delegations be confirmed, subject to the following change:

"Delegation to Principal

- *Discretion to approve purchase orders (outside budget) of up to \$10,000 ~~\$7,000~~ ex GST without reference to the Board."* (Peacock/Willans)

7.7 Board Meeting Software - Deferred

7.8 General

7.8.1 Newspaper Article

Ms Smith circulated copies of an article she had written at the request of the Secondary Principals' Council entitled "Are Teachers Valued in NZ?". It had appeared in the Southland Times on 28 Jan 2019 and online on Stuff.

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/Peacock)*

9. CLOSURE

9.1 Next Meeting

9.1.1 The next Board meeting is scheduled for **Thursday 7 March 2019**, commencing at 7.30 pm.

9.2 Closure

9.2.1 The meeting concluded at 9.50 pm.

Confirmed: Date:
(Chairperson)