

**FIORDLAND COLLEGE
BOARD OF TRUSTEES**

BOARD MINUTES

5 June 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 5 JUNE 2019, COMMENCING AT 7.30 PM

1. ADMINISTRATIVE MATTERS

1.1 Present

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

In attendance were outgoing Board member Mr R Thomas and Secretary Mrs S Walker.

It was noted that the following had stood for election and, as the number of candidates was equal to the number of vacancies, all were declared elected, taking office on 31 May 2019:

Parent Election: Mr N Humphries, Mrs F McDonald, Mrs K Wright, Mr M Willans and Ms M Peacock

Staff Election: Dr C Zink

Resolved: That speaking rights for outgoing Board member Mr R Thomas, be granted for the duration of the meeting. (Humphries/Peacock)

1.2 Apologies for Absence

Resolved: That apologies for absence from outgoing Board members Ms L Cahill and Ms C Ralley be received. (Humphries/Peacock)

1.3 Declaration of Interests

Mr Humphries declared his interest in relation to his wife being a paid member of staff.

1.4 Election of Chair and Deputy Chair

Ms Smith took the Chair to conduct the election of Board Chair.

Mr Humphries was nominated (Smith) and seconded (Willans) as Board Chair and was declared elected unopposed. Mr Humphries then took the Chair.

Mr Willans was nominated (Peacock) and seconded (Smith) as Deputy Chair and was declared elected unopposed.

1.5 Confirmation of Minutes

Resolved: That Minutes of the Board meeting held on 1/5/2019 be signed as a true and correct record. (Humphries/Willans)

1.6 Confirmation of Agenda

1.7 Correspondence (Refer Agenda P1)

1.7.1 Supplementary Correspondence

- From NZ School Trustees' Assn – regarding NZSTA Annual General Meeting and voting delegations and Government Budget implications for boards
- From Ministry of Education – latest bulletin – emailed to Board members
- From NZ School Trustees' Assn – regarding upcoming training – emailed to Board members

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

2. FINANCIAL REPORTS

2.1 Finance Status Update

Mr Humphries provided a Finance update, highlighting the following:

2.1.1 Reporting to the Board

- The Finance Committee meets monthly a few days before the Board meeting. The Committee receives and reviews detailed reports of all monthly transactions and budget areas. The Board receives minutes of the Committee meetings and a simplified monthly financial report.
- All accounting functions, up to audit level, are carried out at the school.

2.1.2 Government Funding

- The Operations Grant provided by the Ministry is based on the student roll (as is the staffing entitlement). There are also other Ministry funding sources eg STAR and Gateway.

2.1.3 Annual Surpluses/Deficits

- In the 1990s the school had high surpluses due to large numbers of international students and savings through bulk funding. Since about 1998 the annual result has been more variable. Any particularly large deficits were usually due to specific decisions (eg putting funds into building projects).
- However, any deficit has generally been \$80,000 or less, which means they are essentially cash neutral, as around \$80,000 is apportioned to depreciation each year.
- The working capital balance at the end of 2018 is a healthy \$629,000.

2.1.4 Budgeting

- A conservative budget is set each year and often the actual result is better than budgeted. The 2019 budget is a deficit of \$(59,000) which is also offset by the depreciation allocation.

2.2 Report of Meeting of Finance Committee and Monthly Financial Reports

2.2.1 With the Board changeover, no Finance Committee meeting had been held.

2.2.2 There were no queries arising from the monthly financial reports to 31/3/2019 and 30/4/2019.

2.3 2018 Annual Report and Auditor's Report to Board

2.3.1 Copies of the audited 2018 Annual Report and Auditor's Report to the Board had been previously circulated. It was noted that the 2018 financial statements recorded a surplus of \$199,030.

2.3.2 The Auditor's Report to the Board included the following management comments and updates on prior year recommendations:

- the efficient and well-controlled nature of the school's administration and finance function was noted
- a new cyclical maintenance plan is in place
- a fixed asset review has been conducted and aged assets disposed of
- the school has converted to the Xero accounting system in November 2018.

Resolved: That the Financial Reports to 31/3/2019 and 30/4/2019 be adopted. (Peacock/Smith)

3. CURRICULUM, STUDENT ACHIEVEMENT, SUPPORT AND ASSESSMENT REPORTS

3.1 Triennial Review (as per Review Cycle) (No report this month)

Mr Humphries noted that all curriculum areas present a detailed self-review report to the Board on a triennial basis. There was no report this month.

3.2 Student Report

Miss Wilson reported on the following:

- Hillary Challenge – 8 students had competed in Geraldine, achieving 10th position.
- Show Quest – 50 students had participated, coming 2nd overall with 1st placings in various categories
- School Ball – this had been a great success
- Teen Ag – this has started up again with a focus being potential pathways in farming.

3.3 Teaching & Learning Report (Refer Agenda P10)

3.3.1 Report Protocol

Mr Humphries noted that the Board practice was to assume that the reports contained in the agenda have been read and that members will bring any queries to the meeting, rather than go through all the reports in detail.

3.3.2 FiNSCoL Update

Ms Smith noted that applications for the Co-Lead Principals closed on 3 May but there were insufficient applicants to make an appointment. Further applications have been called for; applications close on 14 June.

Work is being done on the FiNSCoL website (<https://finscol.weebly.com>).

3.3.3 Jumbo Day – 4 June

A Jumbo Day for the CoL had been held on 4 June, with positive feedback. Part of the focus was UTB (Understanding Technology Better), looking ahead to the introduction of the Digital Technologies Curriculum in 2020. More work with UTB will be done at Fiordland College in Term 3.

3.4 Student Support (Refer Agenda P11)

3.5 ICT Report (Refer Agenda P11)

3.5.1 Photocopiers

Ms Smith has been in discussion with Fuji Xerox regarding upgrading the photocopying machines, which have one year to run on their current contracts. Fuji Xerox has returned to the All of Government Scheme.

3.6 Student Achievement/Assessment Report (Refer Agenda P11)

3.6.1 MNA (Managing National Assessment) Review

Ms Smith noted that the MNA review had been completed on 8 May 2019. The final report is awaited but the initial verbal report was positive, with some cosmetic improvements likely to be suggested.

3.7 Professional Development (PD) Report (Refer Agenda P12)

3.7.1 NCEA Review

Ms Smith had attended the NCEA Review presentation at the Ministry of Education office in Wellington. The changes will need to be examined in more detail. The most immediate change is the abolition of NZQA fees at Levels 1-3. An overview of the changes had been circulated with the agenda.

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

4. STRATEGY REPORTS

4.1 Position Analysis (Refer Agenda P13)

4.1.1 It was noted that the roll in June 2019 (227 students plus 4 international students) is slightly up on the roll at the corresponding period in 2018 (216 students plus 5 international students).

4.2 Annual Targets (Refer Agenda P13)

4.2.1 Update

Ms Smith referred to the update on progress with the 2019 annual targets.

4.2.2 Target 3 -_To Prepare in readiness for the introduction of the Digital Technologies Curriculum in 2020

Ms Smith noted that target will involve a lot of work. The initial plan is to get the HoDs together and work out a way forward.

4.2.3 Target 5 – To improve the physical environment of Fiordland College to reflect the environmental focus

Ms Smith noted that a small committee is looking at the concept of a Year 7/8 playground. The cost could be around \$55,000 to \$125,000 depending on the ground covering. The School Council is being closely involved and there is ongoing consultation with the Year 7/8s.

In terms of the Zayed Sustainability Project, Ms Smith noted that another application is unlikely to be made meantime, as Zayed has moved to a more humanitarian based criteria. However, it is still hoped to action the Whitiki Te Huarere project and an application for funds has been submitted to the Community Trust of Southland for \$150,000.

4.3 Environmental Excellence

4.3.1. Energy Audit

Ms Smith had approached Jane Lewis from Real Journeys to undertake the energy audit. She is unavailable but will let Ms Smith know if there are others who could be approached.

Ms Smith advised that the idea had been to obtain a full energy audit of Fiordland College to establish where we are at. Dr Zink suggested that it might be more appropriate to first establish where the school wants to go in terms of environmental excellence and then engage consultants and experts to assist the school to proceed in that direction.

It was agreed that the approach to be taken would be discussed further at the next Board meeting.

4.4 School Community Feedback

4.4.1 Board Phone Tree Survey

Mr Humphries has completed the summary and would email it to the Board.

In terms of the first question asked, around what is going well at the school, he noted that most parents contacted were happy with the school and what it is doing. Favourable comments were made around environmental initiatives and EOTC (Education Outside the Classroom) activities.

In terms of the second question around what could be improved upon, the main area of feedback was around transition, including the request for a junior playground. Both of these areas have been included in targets for 2019. Communication had also featured in the feedback. The introduction of a Sports Facebook page had gone some way to addressing this.

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

5. EXTERNAL COMMUNICATION / MARKETING

5.1 Reporting to Parents (Refer Agenda P15)

5.2 Reporting to Community (Refer Agenda P15)

5.3 International Programme Status Report

5.3.1 Mr Humphries noted that Fiordland College has had international fee-paying students since the early 1990s. Initially there were large numbers but this has settled down to around 5-6 each year.

5.3.2 The school had been part of Education Southland, a consortium of Southland schools which worked together on marketing, albeit at a significant cost. However, despite contributing the same funding for marketing as the larger Invercargill schools, the benefits were not equitable, with Fiordland College getting fewer students than the others. Hence, the Board made the decision to leave this group. Subsequently it joined SEA (Southern Education Alliance) which is affiliated to Venture Southland, and this has enabled the school to continue to attract students without spending an excessive amount on marketing.

5.3.3 Dr Zink noted the benefits of the Fiordland College students being exposed to students from other countries and felt the current numbers were about right, as large numbers would put more pressure on staffing and supporting the international students. Ms Smith concurred, noting that having international students has to be a positive experience for them as well as the domestic students.

5.4 Marketing Report (Refer Agenda P15)

5.4.1 Marketing Video

The marketing video currently being developed will prove useful for the school's ongoing marketing. It is subsidised by SEA.

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

6. AUDIT / COMPLIANCE REPORTS

6.1 Health and Safety Report

6.1.1 Health and Safety Report (Refer Agenda P16)

Ms Smith noted that a new contract with Hygiene Systems for the installation and maintenance of sanitary disposal units in all female toilets, has been entered into. This was prompted following the blockage of drains.

6.1.2 Health & Safety Committee Report

Ms Peacock noted that the Health and Safety Committee meets quarterly. There are no Health and Safety concerns at present.

6.2 Personnel Reports (Refer Agenda P16)

6.2.1 Staffing

It was noted that Fiordland College was closed for instruction on Wednesday 29 May 2019 due to the strike by NZEI and NZ PPTA. Other action planned by PPTA includes rostering home and rolling regional strikes. The Otago/Southland/Aoraki Regional Strike Day is planned for 19 June and rostering home of Year 10 students is scheduled for 11 June.

6.2.2 Employee Appraisals (Refer Agenda P16)

6.3 Property Report

6.3.1 Property Status Report

Mr Humphries advised that Gavin McKenzie oversees property matters in Southland for the Ministry of Education. The school has engaged John Langeveld of School Support in Invercargill for many years to undertake the large property projects.

There are currently two major projects underway; the first is to replace the coal-fired boiler with a wood chip boiler. The Board had argued to use solar panels instead but had been turned down by the Ministry. The second project is a major overhaul of the B Block interior to create a modern learning environment. It will make better use of the existing spaces. No detailed plan is yet available for consultation but staff input will be sought before the plans are finalised.

6.3.2 Property Report (Refer Agenda P17)

Year 7/8 Playground

Ms Smith confirmed that this will be done in an environmentally friendly manner, using natural materials where possible.

Mrs Wright noted that black turf can burn children's feet in summer, but other colours are all right.

Sensor Lighting

Ms Smith has approved installation of further sensor security lighting around areas which were previously very dark. They will also be installed around the carpark.

Security Cameras

The quotation for the security cameras was higher than expected. A second quote with a smaller number of cameras has been requested and is expected to be within budget.

Lights for Multiuse Turf

Mr Willans advised that consent is apparently required to erect lights on the multiuse turf, due to the light spill issue that could impact neighbours. He will contact the Southland District Council to clarify this and will also discuss the situation with the Hockey Club to ensure that all parties are happy with the proposal. He noted that he has secured the funding required.

6.4 Other Compliance Issues (Refer Agenda P18)

6.4.1 EOTC Sign-Off

Date	Students Involved	Destination	Staff in Charge
Every Friday Term 2	10 Y9-11	Gore SS BB Compt	Suzanne Carruthers, Illeana Taylor, Ben/Phillip Crouchley
2-4 May	2 Year 10 Students	GATE – Making Sense of Marine World - Dunedin (Session 1)	Tina Perry
7 May ongoing - Tuesdays	15 Year 9-13 Hockey	Invercargill	Shaun Cantwell
12 May	4 Southland Orienteering	Invercargill	Shaun Cantwell
14 May	ShowQuest	Invercargill	Jannah Hughes, Vaughn Filmer
16 May	Incubator Health Careers	Invercargill – Kew	Zita Matthew
17 May	Senior Sports Forum (4 students)	Invercargill	Suzanne Carruthers
22 May	Sthld Region Chess (Asha)	Invercargill	Suzanne Carruthers
22 May, 28 May, 5 June	Year 12/13 Rec Skills	Castle Rocks, Borland Road, Homer Hut, Kingston	Vaughn Filmer
22-25 May	4 Year 12/13 Geo	Mt Cook	Sue Peoples
25-26 May	8 Year 11-13 students	Hillary Challenge Geraldine	Shaun Cantwell
25-27 May	2 Year 10 Students	GATE – Dunedin (Session 2)	Tina Perry
28 May	81 students Y7-13	7-Aside Exchange	Shelley Wilson, Rebecca Straker-

			Cunningham, Liz Hodgson, Cheryl Ralley, Suzanne Carruthers
31 May	9 Year 8	Dunedin – National leaders	Colin Roy, Kelly Hunter
6 June	20 Year 7/8	Northern Primary Cross Country, Waikaia	Suzanne Carruthers
10-12 June	Y13 Bio	Portobello	Marg Jones
12 June	Year 9-13	Badminton Champs Invercargill	Suzanne Carruthers, Murray Willans
12 June	8 Year 7/8, 10	Scout Hall	Tina Perry
12 June	15 Year 8	Velodrome, Invercargill	Nigel Wilson
14-15 June	2 Year 10 Students	GATE – Dunedin (Session 3)	Tina Perry

6.4.2 EOTC Process

Ms Smith outlined the process when a request for an EOTC activity is received. A RAMS (Risk Assessment Management Strategies) form is completed and goes to the EOTC coordinator and to the DP for relief purposes. It then goes to Ms Smith for final approval and she seeks SLT (Senior Leadership Team) input before a final decision is made.

Ms Smith noted that the SLT considers factors such as the same students being involved in lots of different activities which can impact their learning. The SLT encourages students to make sensible choices rather than try to impose an arbitrary number of activities they may undertake. It is recognised that it is a delicate balancing act with parents often wanting their children to take part in all the opportunities available.

It was noted that paid work also has a major impact on learning. The difficulties around managing time have frequently been included in newsletter items and at prizegiving.

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

7. SPECIAL TOPICS AND PROJECTS

7.1 Significant Events / Achievements (Refer Agenda P17)

7.1.1 Ms Smith noted that the Ball had been a very enjoyable event and congratulated the year 13s on their organisation.

7.1.2 Ms Smith noted that the students competing in the Show Quest on 14 May had performed exceptionally well, gaining 2nd placing overall.

7.1.3 A Pink Day had been held on 24 May in aid of anti-bullying.

7.1.4 Fiordland College had come 1st equal in the 7 Aside Exchange on 28 May, with 81 students participating.

7.2 Confirm Board Meeting Dates

7.2.1 The remaining Board meeting dates for 2019 were confirmed as:

- 31 July
- 28 August
- 25 September
- 30 October
- 27 November

7.2.2 It was agreed to continue starting the meetings at 7.30 pm.

7.3 Board Committee Membership (Finance, Property, Health & Safety)

7.3.1 Finance Committee

Mrs McDonald agreed to join this committee and would take the role of Chair. It was noted that the Board Chair and Principal are ex officio members of all committees.

7.3.2 Health & Safety

Ms Peacock agreed to join this committee and would take the role of Chair. Mrs Wright also agreed to join this committee.

7.3.3 Property

Mr Humphries agreed to join this committee and would take the role of Chair in the meantime. Mr Willans and Dr Zink would also join this committee.

7.3.4 Uniform

Mrs Wright agreed to be the Board Rep on this committee, which meets on an infrequent basis.

7.4 Signing Authorities

Resolved: That Ms L Cahill be removed as a signatory and Mrs F McDonald be added as a signatory. (Humphries/Peacock)

7.5 Board Contact Details and Interests Register

7.5.1 Board members completed the Contact Details form and Interests Register.

7.6 Board Training

7.6.1 Information about upcoming NZ STA Board training on Wednesday 3 July 2019 in Invercargill, had been circulated. Mr Humphries encouraged new Board members to take the opportunities available.

7.7 Time Spent by Board Members

7.7.1 Board members completed the schedule to confirm hours spent on Board matters during May and June 2019. It was clarified that this excludes actual time spent at the Board meetings.

7.8 Meet with Staff / School Tour

7.8.1 It was agreed that the Board would arrange for a morning tea "shout" for staff on Friday 5 July at 11.00 am and use this opportunity to meet with staff. Ms Smith would organise this and also a tour of the school.

7.9 Application to Southern Trust re Netball Tournament

Resolved: At a meeting of the Fiordland College Board of Trustees on 5 June 2019, it was resolved to apply to the Southern Trust for a grant of \$7,704.48 ex GST to contribute towards travel and accommodation costs to participate in the 2019 South Island Secondary Schools' Netball Tournament in Nelson. The Board authorises Jackie McDuff and Sue Walker to apply on behalf of the Board. (Willans/Peacock)

7.10 Board Meeting Software – Deferred

7.11 Thank You to Outgoing Members

7.11.1 On behalf of the Board, Mr Humphries paid tribute to the work done by outgoing Board members Ms L Cahill, Mr R Thomas and Ms C Ralley.

7.12 Board Protocols

7.12.1 Mr Humphries reminded members that, in line with the Governance Manual, the Board operates on a “no surprises” basis. Any items for discussion go to Ms Smith and the Board Chair first. Maintaining a clear line between Governance (Board) and Management (Principal) was also highlighted.

7.12.2 If parents approach individual Board members over issues, the process is to refer them to the Principal to discuss them first.

7.13 Department Annual Reports for 2018

7.13.1 The Secretary would circulate the summary document for the 2018 Department Annual Reports to the new Board members.

8. IN COMMITTEE SESSION

Resolved: That the meeting move into committee to discuss matters relating to individuals and that Mr Thomas be invited to remain during the discussion. (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 meeting is scheduled for Wednesday 31 July 2019.

9.1.2 It was noted that the Secretary will be on leave from 19 June until 16 July 2019.

9.2 Closure

9.2.1 The meeting concluded at 9.40 pm.

Confirmed: Date:
(Chairperson)