

**FIORDLAND COLLEGE
BOARD OF TRUSTEES**

BOARD MINUTES

7 March 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 THURSDAY 7 MARCH 2019, COMMENCING AT 7.30 PM

1. ADMINISTRATIVE MATTERS

1.1 Present

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

In attendance was Mrs S Walker (Secretary).

1.2 Apologies for Absence

Resolved: That apologies for absence from Ms M Peacock and Mr R Thomas be received. (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 30/1/2019 be signed as a true and correct record. (Ralley/Wilson)

1.5 Confirmation of Agenda

New Item – 7.5 Spirit of Adventure Voyage

1.6 Correspondence (Refer Agenda P1)

1.6.1 Supplementary Correspondence

Bus Entitlement

Reference was made to correspondence relating to students without a bus entitlement attending a school other than the one closest to them. Ms Smith noted that a meeting of Principals and other representatives of Fiordland College, Mararoa School and Te Anau School had been held to discuss this. The Ministry of Education's rules are that students in this situation pay \$2 each way to Ritchies. At the meeting the three schools were in agreement that there should be no compulsion for students to attend the closest school, although they will need to meet the \$2 charge. Ms Smith sought Board endorsement of this agreement.

Resolved: That the Board supports the collaborative stance between Fiordland College, Mararoa School and Te Anau School that students may choose to attend a school other than that closest to them, even if this means they are ineligible for the bus travel entitlement and will therefore need to pay to travel by bus. (Smith/Willans)

Resolved: That the Inwards Correspondence be received and the Outwards Correspondence endorsed. (Cahill/Ralley)

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 6/3/2019, copies of which had been previously circulated. Reference was also made to the financial reports to 31/1/2019, copies of which had been circulated with the agenda. Ms Cahill highlighted the following:

2.1.1 Report Format

The report format of the reports generated under the Xero accounting system would be improved when time permits.

2.1.2 2019 Draft Budget

Reference was made to the summary version of the draft budget for 2019, copies of which were circulated at the meeting. Ms Cahill noted that the operations grant budget of \$593,987 (ex GST) provides the basis of the budget and is based on a roll of 224 plus 3 Hokonui students.

The draft budget showed a deficit of \$(59,248) but it was noted that this includes depreciation of \$66,100.

It was noted that the operations grant includes some funding for teacher aides and other funding is received in relation to individual students from sources such as Oranga Tamariki. However, this does not meet the actual cost and is an ongoing frustration. There is a shortfall usually of around \$10,000, which is covered within the budget.

In terms of environmental strategies, the budget includes \$10,000 for the School Council project and another \$10,000 for other initiatives. Rather than budget more at this stage, Ms Smith recommended that any additional Board environmental initiatives could be funded from the school's reserves.

It was noted that the Use of MoE Land and Buildings budget item of \$805,555 is an amount that is required to be included but is recorded both as income and expenditure so has a nil effect on the budget.

In response to a query, it was noted that, while teachers occupying school properties pay a reduced rental, the rentals are reviewed regularly and increased as required.

2.1.3 2018 Annual Financial Statements

Ms Cahill noted that the Secretary is working on the 2018 financial statements. Progress has been slow due to the change from MUSAC to Xero during the financial year.

Resolved: That the Finance Committee Report and Financial Reports to 31/1/2019 be adopted. (Smith/Willans)

Resolved: That the draft 2019 budget showing a deficit of \$(59,248) be approved. (Cahill/Ralley)

Resolved: That an initial capital budget release of \$30,000, be approved. (Smith/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:

- Summer Co-Curricular Week – this had been enjoyed by all students
- Rail Trail Duathlon – several student teams had participated and they had achieved two 1sts and one 2nd in the school section
- School Ball – the date for the School Ball has been confirmed for Friday 10 May.

- Work Day Fund – Ms Smith noted that enquiries around the amount of money in this fund should be directed to her.

3.3 Teaching & Learning Report (Refer Agenda P10)

3.3.1 Start to the Year

Ms Smith noted that the changes made to ensure a more settled start to the year with fewer disruptions in the first four weeks, had worked well. This had included changing the timing of the Athletics and Swimming Sports.

3.3.2 FiNSCoL

Ms Smith noted that there had been no applications for the Lead-Principal position and a leadership team meeting is scheduled for 14 March, with a new leadership model needing to be agreed upon at this meeting. Co-Lead contracts for Ms Smith and Mr Watson conclude on 13 March. She noted that some Deputy Principals may be interested in an alternative leadership model. Board members agreed that it would be a shame to see FiNSCoL falter, given all the work that has gone into it so far.

A transition workshop focusing on students moving from primary to secondary has been scheduled for 28 March at Northern Southland College.

3.4 Student Support (Refer Agenda P10)

3.4.1 School Events

Ms Smith noted that the Athletics and Swimming Championships had been held, along with the Team Triathlon. It was gratifying to see increased participation in all events, with the Team Triathlon in particular having virtually full school participation. She commended the work done by Sports Co-Ordinator Mrs Carruthers and it was agreed that Ms Smith would pass on the Board's thanks to her.

3.5 ICT Report (Refer Agenda P11)

3.5.1 Kamar Portal

Ms Smith noted some issues around the Kamar portal which revolve around the Network for Learning, which is due for an upgrade on 30 April.

3.5.2 Computer Room

Ms Smith noted that B3 is being decommissioned as a computer room, leaving only B6. The computers there are owned by the school but require some updates at a cost of around \$5,000. This was approved by the Board.

3.5.3 Bring Your Own Device (BYOD)

Ms Smith noted that a survey done by Mrs Newcombe indicated that in Years 7-10 most students have devices (chromebooks or better) that can be used at school but the issue is for them to remember to bring them to school. This will involve some re-education of students and parents. It was also noted that students coming from Te Anau School will have received one through the subsidised scheme but not Mararoa students.

3.6 Student Achievement/Assessment Report (Refer Agenda P11)

3.6.1 Academic Honours Assembly

Ms Smith noted that 24 students had received an academic honours award at the ceremony on 12 February. A "rogues' gallery" featuring each recipient will be displayed in the B Block corridors to publicly recognise their achievement.

3.7 Professional Development (PD) Report (Refer Agenda P11)

3.7.1 Ms Smith noted that she was due to attend the Secondary Principals' Council meeting on 18-19 March, but as she will be on leave for two weeks, will not now be attending this.

3.7.2 Ms Smith noted that she had attended the Tomorrow's Schools Consultation meeting in Invercargill on 18 February 2019 to discuss the report by the Tomorrow's Schools Independent Taskforce. She had provided Board members with the summary document, but recommended they read the full document on line.

She noted that the key issue identified in the report around governance is that “the Board of Trustees self-governing model is not working consistently well across the country”. The report recommendations include:

- the role of boards be re-oriented so their core responsibilities are just the strategic and annual plan, student success and wellbeing, localised curriculum and assessment.
- education hubs, responsible for about 120-125 schools, would take over board functions other than teaching and learning, ie finance and property would come under the hubs as well as managing suspensions, exclusions and expulsions.
- boards would be involved in the appointment of principals but would not be the employer of the principal or teachers.

The process from here is that the consultation meetings will conclude by 31 March and the Taskforce will revise the recommendations based on feedback received. Mr Humphries encouraged Board members to make individual submissions.

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

4. STRATEGY REPORTS

4.1 Position Analysis (Refer Agenda P12)

4.1.1 Roll

Ms Smith noted that the roll at 1 March 2019 was 231 including 3 Secondary Tertiary Programme students (Hokonui), although the number still tends to fluctuate..

4.2 Annual Targets (Refer Agenda P12)

4.2.1 2019 Charter

Ms Smith noted that the Charter document containing the annual targets for 2019 and strategic plan for 2019-2021 and the analysis of variance for 2018 were all completed and forwarded to the Ministry of Education to meet the 1 March 2019 deadline. There had been no feedback to date.

4.3 Environmental Excellence

4.3.1 Environmental Audit

Ms Smith has not yet met with Jane Lewis (Real Journeys) to discuss the environmental audit timeline.

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.

Resolved: That the Strategy Reports be accepted. (Ralley/Wilson)

5. EXTERNAL COMMUNICATION / MARKETING

5.1 Reporting to Parents (Refer Agenda P12)

5.1.1 Kamar Portal

Ms Smith reiterated that the Kamar portal is not yet operational so parents cannot access their children's data.

5.2 Reporting to Community (Refer Agenda P12)

No report.

5.3 **Marketing Report** (Refer Agenda P12)

5.3.1 **Japan/Korea Trip**

Ms Smith noted that the estimated cost of the proposed marketing trip to Japan/Korea trip per school is \$8,000, although the Southern Education Alliance (SEA) is hoping to get about \$2,000 of this subsidised for each school.

It was of concern that the contract for the SEA person promoting the trip will conclude before the trip and Ms Smith noted that the Board had made a strategic decision some years ago to withdraw from the Education Southland organisation due to escalating marketing costs with little tangible benefit for the school. She recommended that the Board decline this marketing opportunity, and the Board concurred.

Ms Smith would advise Mrs Galland that the school will not be participating.

5.3.2 **Number of International Students**

In response to a query, Ms Smith noted that having 6-7 international students at any one time would be the ideal number for the school to handle. This would still provide a financial benefit to the school.

5.3.3 **China Initiative**

It was noted that the possibility of being involved in this initiative would be revisited in twelve months. Unlike the SEA initiative, the China one was at little cost to the school.

Resolved: That the External Communication/Marketing Reports be accepted. (Cahill/Wilson)

6. **AUDIT / COMPLIANCE REPORTS**

6.1 **Health and Safety Report**

6.1.1 **Health and Safety Report** (Refer Agenda P13)

Ms Smith noted that an Emergency Evacuation practice was held on Friday 15 February. Some remedial work had subsequently taken place to ensure the bells were audible in B Block and the Swimming Pool.

Ms Smith noted that a trespass order had been issued in respect of four former students: Matiu Henry, Wiremu Henry, Josh Mordecai and Sasha Fraser.

6.1.2 **Report of Health & Safety Committee Meeting** (Refer Agenda P18)

Reference was made to minutes of the Health & Safety Committee meeting held on 12/2/2019, copies of which were previously circulated.

It was noted that the Lone Worker procedures had been updated and there were no patterns around the various accidents that had been reported.

6.2 **Personnel Reports** (Refer Agenda P13)

6.2.1 **Staffing**

Ms Smith advised the appointment of two new teacher aides: Sarah Anderson and Kiri Bell.

Marg Jones has indicated she wishes to cut her maternity leave short and return to her position at the beginning of Term 2 2019.

Ms Smith is advertising the HOD Science position, with the new appointee beginning around the start of Term 2 2019.

Cover for Guidance Counselling hours in Terms 2-4 during Mrs Humphries' absence was discussed. Ms Smith sought approval to offer a Year 2 Guidance Student a placement, with Ms Smith being her in-school mentor. It was agreed that Ms Smith should offer her this contract.

Ms Smith also noted that Dr Peoples is seeking Board permission to apply for a Fulbright Distinguished Teaching Award for January to May 2020, which she supports.

Resolved: That the Board supports this application. (Smith/Willans)

6.2.2 Employee Appraisals (Refer Agenda P14)

Ms Smith noted that completion of the final stage of the 2018 performance appraisal cycle is underway.

6.3 Property Report

6.3.1 Property Report (Refer Agenda P14)

Ms Smith referred to the powerpoint from the Ministry of Education Property 101 Forum on 21 February 2019, copies of which had been circulated.

Ms Smith noted that the new Caretaker, Mr Davison, is making great inroads into various jobs requiring attention. Work is underway to complete the external library painting.

There was nothing further to report around the Boiler Project and B Block upgrade, although Ms Smith understood that John Langeveld from School Support Ltd was due to come on site to progress the boiler design shortly.

6.4 Other Compliance Issues (Refer Agenda P14)

6.4.1 EOTC Sign-Off

Date	Students Involved	Destination	Staff in Charge
13 Feb	Y12/13 Rec Skills	Waiau River Pack rafting	Vaughn Filmer
14 Feb	3 Year 10	Wanaka SS Triathlon	Suzanne Carruthers
19-22 Feb	Year 7	MTB, Sailing, Paddle-boarding, pack rafting, slack lining, Glow worms	Sue Peoples, Amy Waldie, Rebecca Straker-Cunningham, Kelly Hunter
	Year 8	Cascade Creek/Self Defence	Bob Perry, Tina Perry, Shelley Wilson
	Year 9	Hope Arm	Jennah Hughes, Dan Waldie, Katie Jones
	Year 10	Kepler	Helen Newcombe, Vaughn Filmer
	Year 11	Kayak Camp (Mavora)	Christoph Zink, Cheryl Ralley
	Year 11	Bike Camp (Queenstown)	Marie Galland, Aileen Moon, Colin Roy, Nigel Wilson
	Year 12	First Aid	Rebecca Wilson
23-24 Feb	56 students Year 7-13	Central Otago Rail Trail	Colin Roy, Nigel Wilson
On-going throughout the Year.	Year 9/10 HPE	Lake Te Anau, Skate Park, archery, mtb, karate, dance etc Within 20mins of town	Shelley Wilson, Vaughn Filmer, Tina Perry, Bob Perry
On-going throughout the year	28 Year 11 PE students	Lake Te Anau, Kayak, swim, claybird shooting, mtb, archery etc	Shelley Wilson
2 March	Year 7-13	Te Anau Enduro	Suzanne Carruthers
15 March	Year 9-13	Southland Athletics, Invercargill	Shaun Cantwell
22 March 2019	Year 11 PE	Velodrome – cycling, clip and climb, wheelchair BB.	Shelley Wilson
28-31 March	20 Year 7-13	MTB Methven	Nigel Wilson
29-30 March	8 Year 13 Students	NZSS Adventure Race	Suzanne Carruthers
27 February – 3 April	6 + 3 non-travelling Year 11-13	Volleyball – Invercargill	Sue Peoples

It was noted that PPTA has notified that teachers will either be striking on 3 April 2019 or holding a Paid Union Meeting, depending on how negotiations proceed. Non-union members would remain at school in the event of a strike. Ms Ralley would also be attending a regional PPTA meeting.

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

7. SPECIAL TOPICS AND PROJECTS

7.1 Significant Events / Achievements (Refer Agenda P15)

7.1.1 Environmental Initiative

Ms Smith noted that she, Mr Humphries and Dr Peoples had met with the Grant Manager (Dianne Williams) for the Community Trust of Southland (CTOS) to present the Fiordland College Sustainable Energy Park Proposal to ascertain whether it would be worthwhile submitting an application formally to CTOS. Ms Williams had been impressed with the calibre of presentation and suggested that an application be made to the CTOS Innovation Fund for the full amount, which Ms Smith would follow up with Dr Peoples.

7.2 Time Spent by Board Members

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

7.3 2019 Trustee Elections

7.3.1 Mr Humphries reminded Board members to talk to possible candidates and encourage them to stand for election at the upcoming elections.

7.4 Board Meeting Software - Deferred

7.5 General

7.5.1 Spirit of Adventure Voyage

Ms Smith requested that, as Miss Wilson had not had the opportunity to undertake the Spirit of Adventure training for board trustees due to the voyages being over-subscribed, the Board meet the same cost to enable her to participate in another Spirit of Adventure voyage.

Resolved: That the Board contribute \$500 towards the cost of Miss Wilson participating in a Spirit of Adventure voyage. (Smith/Humphries)

8. IN COMMITTEE SESSION

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

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

9. CLOSURE

9.1 Next Meeting

9.1.1 Due to various circumstances (including a clash with the Teacher Strike Day, upcoming school holidays and Ms Smith's leave), it was agreed not to hold a Board meeting on 3 April 2019. The next Board meeting would therefore be held on **1 May 2019**.

9.2 Closure

9.2.1 The meeting concluded at 8.50 pm.

Confirmed: Date:
(Chairperson)