

**FIORDLAND COLLEGE
BOARD OF TRUSTEES**

BOARD MINUTES

1 May 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 1 MAY 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 7/3/2019 be signed as a true and correct record. (Willans/Ralley)

1.5 Confirmation of Agenda

The following would be taken prior to Item 2:

- 3.6 Updated Senior Academic Achievement Summary Learning Area Annual Reports

1.6 Correspondence (Refer Agenda P1)

1.6.1 Supplementary Correspondence

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 30/4/2019, copies of which had been previously circulated. Reference was also made to the financial reports to 28/2/2019, copies of which had been circulated with the agenda. Ms Cahill highlighted the following:

2.1.1 Financial Reports

The financial position at 28/2/2019 was similar to the position at the corresponding period in 2018. Student debt is reasonably high, but a lot of payments received over the holidays have yet to be allocated.

2.1.2 2018 Draft Annual Report and Financial Statements

Reference was also made to the draft 2018 annual report and financial statements. This showed a surplus of \$199,030 but two major factors contributing to this were:

- donation of \$100k associated with the turf project
- savings of \$60k following completion of new 10 Year Property Plan, which adjusted the cyclical maintenance provision.

A subsequent change had been made to the statements, which does not change the overall surplus. There had been a double entry around the disclosure relating to the Japanese international trip.

Resolved: That the Finance Committee Report and Financial Reports to 28/2/2019 be adopted. (Cahill/Humphries)

Resolved: That the draft 2018 Annual Report and Financial Statements be adopted, subject to any final changes approved by the Principal and Board Chair. (Cahill/Willans)

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:

- Peace Runners – a visit by a group of Peace Runners had been well received.
- Tako Visit – this had been a good chance to get know others from a different culture.
- Year 13 trips – the Year 13s had participated in the GRIP course in Gore and would be going to the University Open Day in Dunedin
- Peer Support – this will run during Term 2
- School Council Easter Baskets – these had been distributed around the township.
- Year 7/8 Playground – the students are keen to see a playground established. Ms Smith noted that she has been gathering information on this for some time, with a likely cost of around \$50k. Ideally it would involve generating power. There are strict Ministry of Education guidelines. It was noted that there is some initial funding available from the money raised for shade sails. It was noted that the PTA may also be interested in providing some support.

Board members were in support of initiating this project. The next stage is for the students to provide a wish list and bring this to Ms Smith, with a view to some plans being tabled at the next Board meeting. Miss Wilson would report back to the School Council.

- Spirit of Adventure – Miss Wilson would be taking part in a Spirit of Adventure voyage.

3.3 Teaching & Learning Report (Refer Agenda P10)

3.3.1 FiNSCoL Update

Ms Smith noted that applications for the co-lead position close on 3 May 2019. The Ministry of Education has approved continuing with this leadership model.

3.4 Student Support (Refer Agenda P10)

3.4.1 Co-Curricular Week

Ms Smith noted that the programme ran largely smoothly, with very good involvement by those participating. Of concern was a number of students who (with parental consent) absented themselves from the programme. A school-based programme was run for those who did not attend their respective activities.

3.4.2 Careers Expo

This had been held at school on 8 March. Ms Smith noted that forthcoming changes may affect this in future, especially around things like apprenticeships.

3.4.3 School Ball

Ms Smith noted that this is scheduled for Friday 10 May, with a Moulin Rouge theme.

3.5 ICT Report (Refer Agenda P11)

3.5.1 Bring Your Own Devices

A survey of Year 7-10 students indicated only 20 juniors do not have a device to bring to school. However, at this stage, the number of students actually bringing their devices to class regularly is very low. More communication with families will be required, especially with the introduction of the new Digital Technologies curriculum in 2020.

3.6 Student Achievement/Assessment Report (Refer Agenda P11)

Mr Wilson was welcomed to the meeting to provide an update on the 2018 Senior Academic Achievement Summary and to present the 2018 Learning Area Annual Reviews.

3.6.1 Updated Senior Academic Achievement Summary (Taken prior to Item 2)

Mr Wilson referred to the updated 2018 reports which had been circulated with the agenda: NCEA Certificate Endorsements; Achievement in NCEA and UE and Level 1 Literacy and Numeracy. He reminded the Board that the reporting in 2018 had changed from previous years and was now based on every student enrolled (if enrolled for 70 days or more between the start and end of the year).

Overall the results are very good and well above the national results.

Endorsements were looking better but the amount of paid work done by students and other distractions play a part in preventing even better results. Many students also still focus on achieving the minimum number of credits required instead of focusing on the bigger picture. The current NCEA review may address some of these issues.

3.6.2 Learning Area 2018 Annual Reviews

Mr Wilson referred to his overview of the 2018 annual reviews, copies of which had been circulated with the agenda. The full reports were tabled and interested Board members are welcome to peruse them.

Mr Wilson noted the following:

- Learning areas completed the self review process to a high level, using it to inform future goals and future course changes.
- Several areas expressed the difficulties that teachers have to motivate students who have poor attendance or aim for the minimum achievement – this is a focus area for the 2019 annual targets.
- The Year 8 cohort is being particularly well supported by a group of top quality teacher aides, which is much appreciated by the teachers.
- The Junior school is showing good progression from Year 7-10 and involves tracking individual students to ensure they are performing to their potential
- English Department – the relatively new HOD has experimented with several new strategies which will take some time to become embedded.
- Social Sciences – some major changes to schemes had been implemented in the past three years and these are now being embedded. Underperformance of boys is a particular focus area.
- Technology – the introduction of Digital Technologies will have a major impact.
- Distance Learning and Transition - a large number of students are on transition courses and are all performing well. Students who leave school early do so with a clear vocational plan to achieve Level 2, which is pleasing.
- Arts – Senior achievement is strong. Some junior data still needs to be checked.
- Health and PE – a thorough review had occurred, taking careful note of trends and patterns.
- Languages – this is a relatively new learning area and is gradually building up systems.
- Science – this is a high performing department. Under the care of an acting HOD in 2018, a new HOD takes over in Term 2 2019.
- Maths – this was a clear review, with data well triangulated.
- Mr Wilson noted that assessment across learning areas is very healthy.

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

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

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

4. STRATEGY REPORTS

4.1 Position Analysis (Refer Agenda P13)

4.1.1 Roll

Ms Smith noted that the roll is currently 229 plus four international students, which is slightly higher than at the same period in 2018.

4.2 Annual Targets (Refer Agenda P13)

4.2.1 Update

Ms Smith will provide an update on progress with the 2019 annual targets at the next meeting.

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.

4.3.2 Project Whitiki Te Huarere

A response was awaited from the Community Trust around funding for this project. Ms Smith was uncertain whether another submission would be made to the Zayed Sustainability Fund.

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. (Cahill/Willans)

5. EXTERNAL COMMUNICATION / MARKETING

5.1 Reporting to Parents (Refer Agenda P14)

5.2 Reporting to Community (Refer Agenda P14)

5.2.2 Bus and Van Prices

Ms Smith noted that the cost to travel on Ritchies vans and buses will increase markedly in Term 2 2019.

She noted that the PTA is conducting a feasibility study into obtaining a van, perhaps a community van, which might attract other funding. The problem is that previously Ritchies had offered a subsidised price so the actual cost of van and bus travel is far greater than the school has been accustomed to.

It was suggested that perhaps a community van could be run in collaboration with the Te Anau School.

Board members agreed that it was important that cost doesn't become an impediment to students participating in the opportunities available.

5.3 Marketing Report (Refer Agenda P14)

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

6. AUDIT / COMPLIANCE REPORTS

6.1 Health and Safety Report

6.1.1 Health and Safety Report (Refer Agenda P14)

It was agreed that the next Health & Safety Committee meeting would be scheduled once Ms Peacock's availability is known.

6.2 Personnel Reports (Refer Agenda P15)

6.2.1 Staffing

Ms Smith noted several new appointments or staffing changes:

- New teacher aides: Sarah Anderson, Kiri Bell, Sarah Doak-Stride
- Marg Jones returns at the start of Term 2 as HOD Science
- Elaine Robertson has been appointed to a permanent part time position teaching senior Chemistry
- Kelly Hunter has been appointed to a fixed term, part time position to the end of 2019
- Amy Waldie's contract came to an end at end of Term 1 with the return of Marg Jones from maternity leave
- Samantha Milcich assists as trainee Guidance Counsellor for her first placement in Term 2.
- Fiona Humphries is on study leave for Terms 2-4.

6.2.2 Employee Appraisals (Refer Agenda P15)

6.3 Property Report

6.3.1 Property Report (Refer Agenda P15)

Installation of Lights on Multipurpose Turf

Mr Willans had been working on a proposal to install 4 LED floodlights on the multipurpose turf to enable greater usage of the turf in the evenings. There would be minimal cost to the school with the capital cost being raised externally. Mr Willans noted that the issue around "light spill" had turned out to be more complicated than expected and resource consent is now required, which will delay the project. He would follow this up with the Southland District Council and the Hockey Club.

Boiler Upgrade

The Ministry of Education has indicated that the 10 Year Property Plan is nearly signed off. Once this is done, progress is expected on the boiler project.

Mr Humphries noted that the largest producer of solar energy in Northland is Kaitia College, so perhaps this option may still be worth bearing in mind.

6.4 Other Compliance Issues (Refer Agenda P16)

6.4.1 EOTC Sign-Off

Date	Students Involved	Destination	Staff in Charge
2 March	Year 7-13	Te Anau Enduro	Suzanne Carruthers
13 March	Year 12 Rec	Eglington River	Vaughn Filmer
14 March	Year 7/8 Students	Northern Primary Athletics, Lumsden	Suzanne Carruthers
15 March	Year 9-13	Southland Athletics, Invercargill	Shaun Cantwell
20 March	Year 12 Biology	Kepler Forest	Tina Perry
20/21 March	Year 12 Rec	Lake Manapouri Kayak	Vaughn Filmer
22 March	Year 7/8	Northern Southland Swimming	Suzanne Carruthers
22 March 2019	Year 11 PE	Velodrome – cycling, clip and climb, wheelchair BB.	Shelley Wilson
25 March	14 Year 10-13	NSC Cricket, Te Anau	Sue Peoples
26 March	Year 9/10	SSS Golf Champs	Suzanne Carruthers, Aileen Moon
28 March	8 Y7/8 students	Enviroschools Hui, Gore	Vaughn Filmer
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
30 March	8 Year 13 Students	NZSS Adventure Race	Suzanne Carruthers
30 March	6 Year 7/8	Southland Primary Athletics, Invercargill	Suzanne Carruthers
3 April	Year 7-13 (80 Students)	Ivon Wilson MTB	Nigel Wilson
4 April	7 Year 9-13	International Student Games Invercargill	Suzanne Carruthers
7 April	10 Y7-13 Swimmers	Invercargill	Suzanne Carruthers
8 April	9 Year 8	Grip Leadership Gore	Colin Roy, Kelly Hunter
8 April	20 Year 13	GRIP Student Leadership Gore	Lynlee Smith, Cheryl Ralley
Fridays 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
6 May	Year 13 Students	Otago Open Day Visit	Cheryl Ralley, Zita Matthews
16 May	Incubator Health Careers	Invercargill – Kew	Zita Mathews
22-25 May	4 Year 12/13 Geo	Mt Cook	Sue Peoples
25-27 May	2 Year 10 Students	GATE – Dunedin (Session 2)	Tina Perry
31 May	9 Year 8	Dunedin – National leaders	Colin Roy, Kelly Hunter

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

7. SPECIAL TOPICS AND PROJECTS

7.1 Significant Events / Achievements (Refer Agenda P17)

7.2 Time Spent by Board Members

7.2.1 Board members completed the schedule to confirm hours spent on Board matters during March and April 2019.

7.3 Approval Sought for Construction

Resolved: That approval be given to the Carran family to construct a garage which backs onto the Fiordland College boundary. (Smith/Willans)

7.4 2019 Trustee Elections

7.4.1 Mr Humphries noted that the trustee elections are coming up shortly. He urged board members to encourage anyone who might be interested to put themselves forward for election.

7.5 Board Meeting Software - Deferred

7.6 NCEA Review

7.6.1 Ms Smith advised that she has been invited to attend a Ministry of Education meeting on 14 May in Wellington as a Secondary Principals' Council representative. The meeting is in relation to the NCEA review.

8. IN COMMITTEE SESSION

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

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

9. CLOSURE

9.1 Next Meeting

9.1.1 The next meeting is scheduled for Wednesday 5 June 2019.

It was noted that the new Board assumes office on Friday 14 June. The first meeting of the new Board is scheduled for Wednesday 31 July and it was agreed that this should largely take the form of a “state of the nation” meeting, to apprise the new board of current strategies and aspirations. Both the incoming and outgoing Boards would be present.

9.2 Closure

9.2.1 The meeting concluded at 8.45 pm.

Confirmed: Date:
(Chairperson)