

**FIORDLAND COLLEGE  
BOARD OF TRUSTEES**

**BOARD MINUTES**

**23 October 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 23 OCTOBER 2019, COMMENCING AT 7.30 PM

### 1. ADMINISTRATIVE MATTERS

#### 1.1 Present

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

In attendance was Miss M Wilson (outgoing Student Trustee) and Mrs S Walker (Secretary).

Mr Humphries welcomed new student trustee Lucy Schuck, to the meeting.

*Resolved: That speaking rights be granted to Miss M Wilson for the duration of the meeting. (Humphries/Smith)*

#### 1.2 Apologies for Absence

*Resolved: That apologies for absence be received from Mrs McDonald (Humphries/Zink)*

#### 1.3 Declaration of Interests

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

Mrs K Wright declared an interest in terms of her voluntary guidance counselling work at the school.

#### 1.4 Confirmation of Minutes

*Resolved: That Minutes of the Board meeting held on 25/9/2019 be signed as a true and correct record. (Willans/Peacock)*

*Resolved: That the following email resolution approved on 11/10/2019 be confirmed:  
"That the Board supports investment expenditure of \$41,752.86 ex GST for the replacement of the 2 existing light poles on the school's multi-use turf with 4 new LED lights, on the understanding that the funds required will be donated by the Fiordland Racquets Club Inc to the Fiordland College Board of Trustees, which will then meet the cost of the new lights. This asset shall then be vested in Fiordland College. It is further understood that Ministry of Education approval of this capital expenditure will be sought prior to proceeding with the on-site work." (Peacock/Wright)*

#### 1.5 Confirmation of Agenda

#### 1.6 Correspondence (Refer Agenda P1)

Reference was made to the schedule of correspondence which had been circulated with the agenda.

##### 1.6.1 Supplementary Correspondence

- Inwards – additional Ministry of Education bulletin (emailed to Board members)
- Inwards – resignation from Mr R Perry as Technology teacher
- Inwards – School Support – Updated plans for B Block
- Inwards – Ministry of Education – further advice around School Donations (emailed to Board members)
- Inwards - Request for leave – Mrs A Moon
- Outwards - Appointment letter to Learning Support Co-Ordinator role – Ms C Ralley

*Resolved: That the Inwards Correspondence be received and the Outwards Correspondence endorsed. (Willans/Wright)*

## **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 21/10/2019, copies of which had been previously circulated. Reference was also made to the interim financial reports to 30/9/2019, copies of which had been circulated with the agenda. Ms Smith highlighted the following:

#### **2.1.1 Final Reports to 30/9/2019**

The final financial reports to 30/9/2019 were circulated. These showed a surplus of \$43,000 and working capital of \$719,000. The surplus at this stage of the year was well ahead of the expected budgeted deficit position of \$(44,000).

#### **2.1.2 Finance Seminars**

Ms Smith and Mrs McDonald had attended a Ministry of Education finance seminar on 15 October and the Secretary had attended one on 25 September, both run by Ministry of Education finance adviser Alex Diedonne.

He had stressed that boards should focus on the following three questions rather than get bogged down in the financial detail:

1. Can we pay the bills?
2. Are we sustainable?
3. What are the risks?

He also recommended that Boards focus on:

1. How did I go against budget for the month?
2. What is my working capital solvency?
3. What is my movement of the bank (the Secretary would check what this entails)
4. What is my SUE report (staffing) showing?
5. What is my cyclical maintenance spend obligation?
5. What is my forecasted position at year end?

Ms Smith noted that she and Mrs McDonald had not necessarily agreed with all the comments made by Mr Diedonne during the seminar, but felt the key points for Boards noted above were useful. The Finance Committee agenda had already been changed to incorporate these.

#### **2.1.3 Staff Travel**

In response to a query from Dr Zink, Ms Smith noted that the SLT (Senior Leadership Team) was currently looking into the possibility of increasing the reimbursement to staff for use of their own vehicles for PD etc. The current rates had been set by staff some years ago and were deliberately lower than the PPTA prescribed rates. This was to enable more PD to take place within the funds available. However, it had been recognised by the SLT that the rates need review. Staff feedback will be sought as part of the process.

#### **2.1.4 School Donations**

Ms Smith noted that there were ongoing issues around the Ministry's new donation scheme which gives Decile 1-7 schools the option of receiving a \$150 per student payment in exchange for not requesting donations (other than for overnight curriculum-related trips). Although Fiordland College is a Decile 9 school, it will still be impacted by the scheme, particularly as parents are likely to be less inclined to continue to donate to the same extent as previously, especially given the publicity generated by the Ministry of Education.

*Resolved: That the Finance Committee Report and Final Financial Reports to 30/9/2019 be adopted. (Smith/Zink)*

### **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 Schuck reported on the following:

- Derived Grade exams – these were held the previous week, as preparation for the external exams.
- Mountain Biking Champs – 10 Fiordland College students participated during the holidays and placed well.
- Volunteering – Year 7/8s conducted a street clean-up.
- Aerobics – students competing in the recent championships placed well
- Hot Laps – students were participating in a bike race around the school bike track.

#### **3.3 Teaching & Learning Report** (Refer Agenda P6)

##### **3.3.1 FiNSCoL Learning Support Co-Ordinator (LSC) Positions**

Ms Smith noted that Ms Cheryl Ralley has been appointed to the LSC role that is shared between Fiordland College and Te Anau School within FiNSCoL. This creates a vacancy in the English Department.

Fiordland College will be the employing school. Suitable office space will be made available for the LSC. The plan is to use an over-code area and the Ministry will meet the cost of renovation.

A workshop around “Establishing Learning Support Co-ordinators” will be held on 31 October. Ms Smith, Ms Ralley and Mr Wilson will attend.

Ms Smith noted that the LSC role is largely administrative and will help ensure that students do not “fall through the gaps”. It will also assist with transitioning.

##### **3.3.2 National Priorities for Learning**

New National Priorities for Learning for all centrally-funded PLD (Professional Development and Learning) have been announced: cultural capability; local curriculum design and using information to support learning.

#### **3.4 Student Support** (Refer Agenda P7)

##### **3.4.1 Head Student Positions for 2020**

Ms Smith noted there had been four male and three female applicants for the head student positions for 2020. They will speak at assembly on 29 October and interviews will be held on 2 December.

#### **3.5 ICT Report** (Refer Agenda P7)

##### **3.5.1 Photocopier Proposals**

Ms Smith noted that three proposals had now been received (Ricoh, Fuji Xerox and CSG – formerly Konica Minolta). One had quoted on a 48 month contract and the others on a 60 month contract and she was waiting for these companies to provide 48 month quotations. She hoped to bring a recommendation to the next Board meeting.

##### **3.5.2 School Server**

Ms Smith noted that investigations are underway into moving KAMAR (student management system) from the school server to the “cloud” as the server is in need of replacement soon. There is also the potential for moving all data from the server drives to the cloud, probably using Google Drive. Researching this will be the focus for Term 4 and over the summer break.

### 3.5.3 Digital Technologies Curriculum

Mrs A Moon (HOD Technology) has been working on producing a framework document to identify gaps that need to be addressed prior to implementation of the Digital Technologies Curriculum in 2020.

### 3.6 Student Achievement/Assessment Report (Refer Agenda P8)

#### 3.6.1 Year 13 Testimonial

Ms Smith noted that investigations are underway to use the KAMAR student management system to generate the final version of the Year 13 Testimonial which will provide an accurate summary of individual student performance and be a lot less time-consuming administratively.

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

3.7.1 Ms Smith will be attending the Otago/Southland Principals' Conference on 24/25 October.

*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

It was noted that the roll continues to look healthy at 228 plus 3 international students compared to 204 plus 4 international students at the same period in 2018.

### 4.2 Annual Targets (Refer Agenda P9)

#### 4.2.1 Progress Report

Ms Smith referred to the progress update on the annual targets. Highlighted were the following:

Target 1 – Transition into Fiordland College

- Penpal initiative for Year 9 students to become penpals with Year 3 students is underway.

Target 3 – Digital Technologies Curriculum

- A major push is underway to get staff upskilled.

#### 4.2.2 Analysis of Variance and 2020 Targets

Ms Smith noted that the SLT (Senior Leadership Team) will meet on 13 November to look at the 2019 Analysis of Variance, which reports definitively on progress against the targets. They will also look at possible 2020 targets. The Ministry of Education's new National Priorities for Learning will be taken into consideration.

### 4.3 Environmental Excellence

#### 4.3.1 Next Steps

In terms of consulting staff and students around the next steps for environmental excellence, Ms Smith noted that there are lots of things underway but the strategy for the way ahead is still a work in progress, given the number of other priority matters to attend to.

#### 4.3.2 Project Whitiki te Huarere

Ms Smith noted that Diane Williams (Community Trust South) had enquired whether the school was still intending to submit an application to the Innovation Fund for Project Whitiki te Huarere.

Mr Willans and Ms Peacock were willing to put together an application, preferably in January. Mr Willans would contact Ms Williams around the timing constraints and would liaise with Ms Peacock and Ms Smith to action the application.

*Resolved: That the Strategy Reports be accepted. (Willans/Zink)*

## **5. EXTERNAL COMMUNICATION / MARKETING**

5.1 **Reporting to Parents** (Refer Agenda P10)

5.2 **Reporting to Community** (Refer Agenda P10)

5.3 **Marketing Report** (Refer Agenda P10)

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

## **6. AUDIT / COMPLIANCE REPORTS**

### **6.1 Health and Safety Report**

6.1.1 **Health and Safety Report** (Refer Agenda P11)

Reference was made to the report of the Health and Safety Committee meeting held on 21 October 2019, copies of which had been previously circulated. Matters arising were as follows:

- Work was continuing on bringing the External Contractor Health & Safety Agreement to the attention of contractors.
- The accident register did not show any patterns around hazards/accidents.
- Remedial work had been undertaken on the Workshop floor, which had become slippery.
- The HOD Science and Science Technician would be attending a training session on Science laboratories.
- An issue with the faulty boiling water tap in the staffroom had been referred to the Caretaker for action.
- It was clarified that bus students are our responsibility from when they leave school to when they get home but they come under Ritchies' health and safety provisions while on the bus. In terms of bus arrangements in the event of an earthquake or other major event, Ms Smith would check with Mr Roy, who administers the buses. This would include communication to students and families.

### **6.2 Personnel Reports** (Refer Agenda P11)

#### **6.2.1 Staffing**

Ms Smith highlighted the following staffing matters:

- Miss Devon Grant has been appointed to the Long Term Reliever Social Sciences position.
- A contract has been signed with Samantha Milicich for her second counselling practicum placement.
- Cleaner/Assistant Caretaker Archie Ross has resigned from 25 Oct 2019. Advertising is underway for a replacement.
- Ms Cheryl Ralley has been appointed to the Learning Support Co-Ordinator (LSC) role from Jan 2020 and her current English position will become vacant.
- Mr Bob Perry has resigned as from the end of the school year.
- Mrs Jennah Hughes will be on maternity leave in 2020 so there will be an AST (Across School Teacher) position to be filled and also some dean positions to consider.

#### **6.2.2 Leave Request**

Ms Smith also noted that a request for leave had been received from Mrs Aileen Moon (HOD Technology) for around 9 weeks from 27 April 2019. There is some flexibility around the precise timing. She recommended that the Board approve the leave and the staffing details can be worked out by the school

*Resolved: That Mrs Moon's application for leave for approx. 9 weeks in 2020 be approved. (Humphries/Wright)*

#### **6.2.3 Staff Bereavement**

Ms Smith advised that flowers had been sent on behalf of the Board and staff to Ms L Hodgson, whose brother and mother had both recently passed away.

#### **6.2.3 Employee Appraisals** (Refer Agenda P11)

### 6.3 Property Report

#### 6.3.1 Property Report (Refer Agenda P11)

##### B Block Modernisation Project

Reference was made to an updated set of plans, incorporating the staff requests.

*Resolved: That the design and scope of the work in the Concept Plan Version 2 22/10/2019 for the Block B ILE Remodel and Block C WC Upgrade, be approved. (Peacock/Willans)*

##### Year 7/8 Playground

Ms Smith is working with a few companies to get concept plans. She had included an article from the Education Gazette in the agenda. This featured a student-designed playground around Māori astronomy, and she hoped to contact the school for ideas. Fiordland Rotary has committed to assist with labour. It was also noted that Community Trust South has a playground fund and Meridian would also be worth considering (although it might be better to approach Meridian around the Whitiki te Huarere project). Ms Smith would note these suggestions.

##### Boiler

Ms Smith advised that Gavin McKenzie (Ministry of Education) has received the request for funding for this project; there had been some delays around the structural engineer's report. It is still hoped that a new boiler will be in place for 2020. The latest monthly report on the boiler from School Support Ltd had been included with the agenda.

##### Hut Replacement

Gavin McKenzie had also intimated that he wants to wait until the funding is confirmed for the boiler project and the Block B project gets to tender stage before pursuing the huts replacement. He is concerned that if these things are not committed, there is a danger that funding could be diverted.

##### Lights for Turf

Approval from the Ministry for the new turf lights was expected shortly. This would be sent to Mr Willans in order to complete the resource consent application.

### 6.4 Other Compliance Issues (Refer Agenda P12)

#### 6.4.1 EOTC Sign-Off

Date	Students Involved	Destination	Staff in Charge
3-6 Oct	20 Year 7-13	Dunedin MTB Championships	Nigel Wilson
23 Oct	4 Year 7/8	Northern Primary Tennis	Suzanne Carruthers
5 Nov	15 Year 7/8 Students	Te Anau – Tour of Southland	Nigel Wilson
22 Nov	18 Year 10 Japanese	Queenstown	Rebecca Wilson, Nigel Wilson
29 Nov – 1 Dec	20 Year 7-13 MTB	Tekapo	Nigel Wilson
7-15 Dec	Year 10 Get2Go Team	Great Barrier	Shaun Cantwell, Katie Jones

#### 6.4.2 Staff Thank Yous

It was agreed that letters of thanks be sent to staff for their contribution to this year's Co Curricular Weeks. The Secretary would action this.

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

## **7. SPECIAL TOPICS AND PROJECTS**

### **7.1 Significant Events / Achievements** (Refer Agenda P13)

### **7.2 Treaty of Waitangi/Cultural Responsiveness**

7.2.1 Ms Peacock advised that she had contacted the runanga following the Board discussions around cultural competency and the huata resource. Assistance had been offered. Ms Peacock would follow this up in terms of establishing the best way to proceed.

### **7.3 Shaping Strong Education System with New Zealanders**

7.3.1 It was agreed that all Board members should be familiar with the contents of the discussion document which contain five key objectives. They are likely to lead to changes to the current NEGS (National Education Goals) and therefore will affect the look of the Board's strategic plan in future.

7.3.2 The Secretary would re-send the links to the summary documents to board members.

### **7.4 Review Board Policies/Procedures**

#### **7.4.1 Board Self Review**

Reference was made to the Board Review section of the Governance Manual, which had been included with the agenda.

It was agreed to change the reviews to biennial and to schedule the next reviews for midway through 2020.

It was agreed to start using the self-review cards provided by NZ STA at each board meeting. The Secretary would follow this up.

*Resolved: That the changes noted to the Board Self Review section of the Governance Manual, be approved. (Humphries/Peacock)*

### **7.5 Board Training**

7.5.1 Ms Wright and Ms Peacock hoped to attend the Inclusive Schools and Student Wellbeing training on 12 November.

7.5.2 Miss Schuck had attended the recent Student Trustee training and found it gave her a good understanding of her role.

### **7.6 Time Spent by Board Members**

7.6.1 Board members completed the schedule to confirm hours spent on Board matters during October 2019.

### **7.7 2020 Term Dates**

7.7.1 Ms Smith would bring the proposed 2020 term dates to the November Board meeting.

### **7.8 Prizegiving and Board Prize for Year 12**

7.8.1 Mr Humphries noted that the Prizegiving is scheduled for Wed 4 December 2019. All Board members are invited.

7.8.2 Mr Humphries advised that it is customary for each Board member (excluding the Student Trustee) to contribute \$20 each towards the Year 12 prize.

### **7.9 Board Meeting Software**

7.9.1 The Secretary noted that investigations are progressing slowly.



**7.10 Farewell Outgoing Student Trustee**

**7.10.1** Miss Wilson was thanked for her time on the Board and was presented with a certificate of service.

**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/Wright)*

**9. CLOSURE**

**9.1 Next Meeting**

**9.1** The next meeting was scheduled for Wednesday 27 Nov 2019.

**9.2 Closure**

**9.2.1** The meeting concluded at 9.25 pm.

Confirmed: ..... Date: .....  
(Chairperson)