

**FIORDLAND COLLEGE
BOARD OF TRUSTEES**

BOARD MINUTES

25 September 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 25 SEPTEMBER 2019, COMMENCING AT 7.30 PM

1. ADMINISTRATIVE MATTERS

1.1 Present

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

In attendance was Mrs S Walker (Secretary).

1.2 Apologies for Absence

Resolved: That apologies for absence be received from Ms M Peacock. (Humphries)

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 28/8/2019 be signed as a true and correct record. (Willans/Wright)

1.5 Confirmation of Agenda

The following items were added to the agenda:

- 7.7 Stance on School Strike for Climate

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 – latest NZSTA “Membership Matters” (emailed to Board members)
- Inwards – latest NZST “Knowledge Hub” (emailed to Board members)

Resolved: That the Inwards Correspondence be received and the Outwards Correspondence endorsed. (Smith/McDonald)

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 24/8/2019, copies of which had been previously circulated. Reference was also made to the financial reports to 31/8/2019, copies of which had been circulated with the agenda. Mrs McDonald highlighted the following:

2.1.1 Financial Position

As at 31/8/2019, the surplus of \$25,000 was well ahead of the expected budgeted deficit position of \$(39,000).

Student debt is on par with the same period in previous years. Banked staffing shows a deficit of \$(2,063) but this position is expected to improve towards the end of the year and can be further managed until 31 March 2020.

2.1.2 2020 Provisional Staffing and Funding

The Ministry's guaranteed staffing for 2020 is 224 plus 4 STP (Hokonui) students, which is only slightly below what the school predicted, so should be a workable figure for staffing purposes.

2.1.3 Woodwork Room Flooring

Mrs McDonald noted that, due to health and safety concerns, unsafe flooring in the Woodwork Room was being re-surfaced at a total cost of \$9,550 ex GST. The first stage would be undertaken during the October holidays.

2.1.4 Finance Seminars

Mrs McDonald noted that Alex Diedonne from the Ministry of Education is running a finance session at Te Anau School on Tuesday 15 October at 7 pm. Board members from neighbouring schools are also invited. Ms Smith would advise Te Anau School that Mrs McDonald would like to attend.

The Secretary had attended a useful finance seminar in Dunedin, also run by Alex Diedonne. This would result in some improvements to the method of reporting to the Finance Committee.

2.1.5 School Donations

Ms Smith referred to the new policy contained in Budget 19 around providing decile 1-7 schools with the option to opt in to receive \$150 per student, per year, as long as they agree not to ask parents and caregivers for donations. The Minister has made an exception whereby if a school opts in, it may still seek donations for school camps and other curriculum related trips where students are expected to be away overnight.

Fiordland College is a decile 9 school and therefore not eligible for this initiative, however Ms Smith noted that the new policy is likely to have adverse flow-on effects for all schools, particularly once the policy is publicised within communities. Currently only a small percentage of Fiordland College families cannot or choose not to contribute towards co-curricular activities and this can be managed. However, if large numbers do not pay, this will affect what can be offered. This will need to be conveyed to the school community. The policy also treats primary and secondary schools in the same way, despite a large difference in respective costs. Furthermore, the extra costs faced by small and isolated schools has not been taken into account. Ms Smith would bring any further details about the proposal to the Finance Committee for further discussion.

Resolved: That the Finance Committee Report and Financial Reports to 31/8/2019 be adopted. (Zink/McDonald)

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:

- World Cup Touch Competition – all form classes had taken part in this competition today, which had been very enjoyable.
- Stem Science – a device has been constructed to investigate underwater ecosystems in Lake Te Anau.
- SMAC Maths Competition – Four Fiordland College teams were competing in the SMAC Maths Competition in Invercargill that evening.
- National Acting Class – Jake Tither had participated in this class in Auckland.

- Homework Sessions – good numbers of students were making use of the homework sessions on Wednesday afternoons in B1.

3.3 Teaching & Learning Report (Refer Agenda P6)

3.3.1 Learning Support Co-Ordinator (LSC) positions

Applications for the LSC positions within FiNSCoL close on 14 October.

3.3.2 NCEA Change Package

Fiordland College staff have spent time considering the proposed NCEA changes and preparing a response to the Ministry of Education.

Several national Teacher Only Days (TOD) are being organised around the implementation of the changes. Two have been scheduled for 2020 (4 August and 17 November). Unfortunately the 4 August TOD clashes with the Fiordland College Winter Co-Curricular Week. At this stage it is likely the bulk of the activities will proceed in Week 2 except for Year 13 (will be in Week 3) to minimise the clash. This will have implications around supervision.

3.4 Student Support (Refer Agenda P6)

3.4.1 Student Trustee Election

Ms Smith noted that votes for the Student Trustee Election will be counted on 26 September, with the new trustee taking office on Friday 27 September.

3.5 ICT Report (Refer Agenda P7)

3.5.1 Library Developments

A new catalogue system has been installed, along with a new big-screen TV display unit, which will make access to electronic presentations easier to manage than previously.

3.5.2 Photocopier Leasing Proposals

Ms Smith hoped to have two photocopier leasing proposals for consideration at the next Board meeting.

3.5.3 Fiordland College Facebook Page

Ms Smith noted that, following the successful trial with a Sports Facebook page, this had now been opened up to a general Fiordland College page. Only two office staff had rights to post items (with Ms Smith's prior approval) and were aware of which students do not wish their photos included but she will remind them about this. Naming of students is not done by the school but students can choose to do so themselves.

Ms Smith would ensure that students are asked annually whether they wish to have their images publicised and would remind staff in general around the Facebook procedures. She encouraged Board members to alert her to any concerns, should they arise.

Ms Smith noted that the Facebook page had been used successfully, in conjunction with the newsletter and email communication, to request immunisation data about students, following the recent measles outbreak within New Zealand.

3.6 Student Achievement/Assessment Report (Refer Agenda P8)

3.6.1 Senior Reports

Ms Smith noted that 10 Principals' Awards went to students for outstanding reports, which was very pleasing, especially given that the criteria has recently been tightened.

3.6.2 Derived Grade Examinations

Ms Smith advised that senior students have been reminded of the importance of derived grade examinations. Should something happen that means a student cannot sit their final NCEA assessments (eg a measles outbreak), these examinations help determine their final results for the year.

3.6.3 National Monitoring Study of Student Achievement (NMSSA)

Ms Smith advised that the team undertaking the NMSSA had acknowledged the "helpfulness of the Principal, students and parents" during the recent study of a group of Year 8 students

selected randomly. This study will provide a good picture of where Fiordland College students sit, in relation to students throughout New Zealand.

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

3.7.1 Training for Staff Trustees

Dr Zink advised that he had attended a worthwhile training session on the role of staff trustee on the Board.

3.7.2 Nathan Wallis – The Teenage Brain

Ms Smith hoped to bring Nathan Wallis to Te Anau to undertake some workshops for staff as well as the wider community, hopefully through the PTA. Board members who have already heard him speak agreed that this would be extremely worthwhile.

3.7.3 Southland Principals' Meeting

Ms Smith advised that Lesley Hoskin (CEO of the NZ Teaching Council) had spoken at this meeting. It was heartening to see this organisation making improvements including simplifying processes.

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

4. STRATEGY REPORTS

4.1 Position Analysis (Refer Agenda P9)

4.1.1 Roll

Ms Smith noted that the roll of 227 plus 4 international students, is still very healthy compared to 2018 (204 plus 6 international students). The roll at the start of 2020 is likely to be 238 (excluding internationals), with the Ministry predicting a roll of 228.

The Year 7 intake in 2020 is likely to be around 37 so would not be sufficient to permit splitting the combined Year 7/8 classes into separate Year 7 and 8 classes, although this may be considered in 2021 with a larger expected Year 7 intake. In considering the composition of classes (and staffing of these), Ms Smith stressed the importance of ensuring a broad subject offering is maintained in the senior school.

4.1.2 Kids Restore the Kepler (KRTK)

Ms Smith noted that the DOC Community Fund had declined to continue to provide financial support for KRTK.

Mr Willans (a member of the Fiordland Conservation Trust) noted that the Trust is working to secure replacement funding so the project may continue.

4.2 Annual Targets (Refer Agenda P9)

4.2.1 Ms Smith will provide an update on progress against the annual targets at the next meeting.

4.3 Environmental Excellence

4.3.1 Next Steps

Ms Smith had yet to consult students and staff around next steps regarding environmental excellence.

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

5. EXTERNAL COMMUNICATION / MARKETING

5.1 Reporting to Parents (Refer Agenda P10)

5.2 Reporting to Community (Refer Agenda P10)

5.2.1 Te Anau Community Board Flag Project

Ms Smith noted that Fiordland College students have been invited to be part of this project.

5.3 Marketing Report (Refer Agenda P10)

5.3.1 International Students

Global Youth Ambassador Project (GYAP)

Ms Smith referred to information about this project for 2020, which had been circulated with the agenda. There were four aspects to being involved:

- Student participation at a GYAP camp in China for Year 8 students
- Hosting an incoming short-stay group from China (fee-paying)
- Principal's Trip to China in April 2020
- Teachers working with Chinese teachers in China during holidays

Ms Smith had discussed the proposal with staff, several of whom would be potentially interested. The cost to the Year 8 students would be around \$2,000 per person. She had not yet specifically ascertained interest amongst students. Selection could be linked to effort and homework grades.

The project runs annually and several other New Zealand schools were taking part in 2020.

Board members recognised the benefits involved in taking part but agreed that 2020 was too soon, particularly given that Ms Smith would already be away in Term 3 2020 on sabbatical leave. It would be useful to get feedback on how other schools find the experience in 2020 (including the political environment) before making a final commitment for 2021.

It was agreed that Ms Smith would decline the opportunity in 2020 but would convey to GYAP that the Board is interested in pursuing the opportunity for 2021.

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

6. AUDIT / COMPLIANCE REPORTS

6.1 Health and Safety Report

6.1.1 Health and Safety Report (Refer Agenda P11)

Ms Smith noted that, following the outbreak of measles in New Zealand, updates and advice from the Ministry of Health and Ministry of Education have been reproduced in the school newsletter and Facebook page. The request to parents/caregivers to provide the immunisation status of their children has met with a good response. Office staff were following up with those who had not responded. It was pleasing to see that a high percentage of students have already been vaccinated.

6.1.2 Health and Safety Policy – Wording Change

Ms Smith referred to some changes to the Health and Safety policy, as contained in the Governance Manual, as follows:

- Insert the following wording "When a hazard is known about or reported to the relevant person, then efforts must be made to remedy or reduce the hazard so no staff, students or others are at risk. This must be in a timely manner."
- Change wording of "encouraged" to "required" in terms of following health and safety procedures and undertaking health and safety practices.

Resolved: That the changes to the Health and Safety Policy be ratified. (Smith/Wright)

The changes would also be referred to the Health and Safety Committee at its meeting on 16 October.

6.2 Personnel Reports (Refer Agenda P11)

6.2.1 Staffing

Ms Smith noted that applications for a Long Term Reliever position for Social Sciences closed on 17 September. There were some very good applicants.

6.2.2 Employee Appraisals (Refer Agenda P11)

6.3 Property Report

6.3.1 Property Report (Refer Agenda P12)

Visit by Ministry of Education (MoE) Representatives

Ms Smith advised that Simon Cruickshank (MoE Regional Property Manager South Island) and local Property Manager Gavin McKenzie had visited the school on 3 September so Mr Cruickshank could gain a better picture of the condition of the MoE property resource in Southland.

He deemed Huts 1, 2 and 3 to be in poor condition and suggested it may be prudent to get ahead of the projected roll growth for the school and seek funding to replace them via a MoE led minor works redevelopment project. He would look into this. He was also keen for the development of a 20-year long term property development plan for the school growth and it is hoped the MoE will fund this.

Boiler Replacement

It was noted that the cost estimates for the 5YA boiler replacement project are currently being reviewed by the project manager to include the temporary heating costs, so a Budget Plus additional funding request can be submitted. There were also some engineering hold-ups around the boiler project. The Secretary would remind John Langeveld (Project Manager) to submit monthly reports.

Turf Lights

Mr Willans noted that the consent process is well underway with the next step being to obtain formal MoE consent. It is hoped that the work can be done during the Christmas holiday break. Consent was required due to the height of the poles, not around the light spill factor, as was first thought.

Pool Cladding

During the MoE site visit, it was noted that the translucent roof and wall cladding has been replaced on the Pool over the last 10 years but it is not clad in trafficable material or with netting under the roofing. The MoE will consider what time frames will apply for rectifying or upgrading the roofing to this structure. Ms Smith will convey this to the Pool Committee via Nigel Wilson.

B Block Redevelopment

Mr Cruickshank had also commended the school on moving the resource and teacher work room areas to the Administration Block to allow the B Block spaces to be used for teaching breakout spaces. It is likely to take two more 5YA funding allocations before all of the B Block spaces can be upgraded. Dr Zink highlighted the need to retain a Science administrative area somewhere near to the Science Labs and Prep Room when it is time to redo this area.

6.4 Other Compliance Issues (Refer Agenda P12)

6.4.1 EOTC Sign-Off

Date	Students Involved	Destination	Staff in Charge
31 August - 7 Sept	11 Netball Girls	Nelson	Jackie McDuff
7 Sept	Y7-13 Rock Climbers	Invercargill	Vaughn Filmer
11 Sept – 30 Oct	Y11-13 Volleyball	Invercargill	Sue Peoples
11 and 18 Sept	12 Year 8/9 cyclists 7 Year 12 Rec Skills	Velodrome	Nigel Wilson, Vaughn Filmer
12-13 Sept	Get2Go	Dunedin	Shaun Cantwell, Katie Jones
13-17 Sept	Year 12/13 Geo	Mt Cook	Sue Peoples

12 Sept	1 Year 7 student	Science Fair, Invercargill	Marg Jones
21-23 Sept	1 Y10, 1 Y13	Queenstown	Jannah Hughes
24 Sept	6 Year 9/10 PALs	Invercargill Pick a Mix of Six	Suzanne Carruthers
25 Sept	16 Year 7-10 Maths	SMAC Maths - Invercargill	Marg Jones, Kelly Hunter, Rebecca Wilson, Lynlee Smith
25-26 Sept	Year 12 Rec	Rail Trail	Vaughn Filmer
27 Sept	Year 7/8 SoS	Doubtful Sound	Sue Peoples, Vaughn Filmer, Colin Roy, Lynlee Smith
3-6 Oct	20 Year 7-13	Dunedin MTB Championships	Nigel Wilson

6.4.2 Evacuation Practice

Ms Smith noted that an emergency earthquake evacuation practice was conducted on 20 Sept 2019, with follow-ups as appropriate.

6.4.3 2021 Japan Study Trip

Reference was made to a request from Rebecca Wilson to approve a trip to Japan in April 2021 for up to 24 Year 11-13 students and 3 staff members for 17 nights, details of which had been circulated with the agenda. Reference was also made to the Ministry of Education's Funding Checklist for Overseas Travel, which was circulated at the meeting.

Resolved: That approval for the trip be given and that the Ministry of Education's Checklist be signed off by the Board Chair. (Humphries/Smith)

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

7. SPECIAL TOPICS AND PROJECTS

7.1 Significant Events / Achievements (Refer Agenda P13)

7.1.1 Get2Go

It was noted that the Year 10 Get2Go team has qualified to attend the final on Great Barrier Island. This year it would not clash with the prizegiving as occurred in past years.

7.2 School Van (Refer Agenda P13)

7.2.1 Reference was made to a spreadsheet completed by Mr Willans, summarising the respective costs of purchasing a new/used 12 seater van or hiring Ritchies' mini vans. This had been done in response to a request from staff member Sue Peoples that the Board investigate purchasing a school van.

7.2.2 Although the annual operating costs (after the initial purchase) to own a used or new van would be potentially less than hiring vans, Ms Smith noted that the purchase of just one van would not solve the problems identified by Dr Peoples; two or three would actually be required and this would drive up the operating costs, as well as the maintenance and other costs.

7.2.3 Ms Smith noted that the increase in cost to hire vans for curriculum activities such as field trips, stream studies etc can be met through department budgets which would need to be increased accordingly. Hireage costs for sporting and other non-curriculum activities would continue to be met by families.

7.2.4 It was agreed that the school's immediate priority for a major capital spend is around the Year 7/8 playground which forms part of Annual Target 5, unlike the potential purchase of one or more vans. Care needs to be taken when approaching the community for financial assistance on too many fronts at once.

7.2.5 It was agreed that the Secretary would reply to Dr Peoples advising that the cost of purchasing a van or vans is a significant financial outlay and is not a priority in terms of the school's strategic plan at this time. It could be something that could be considered again in the future.

7.2.6 Ms Smith would allay concerns of staff around curriculum trips, which can be funded through incorporating the hireage cost into budget requests.

7.3 **Board Training**

7.4 **Time Spent by Board Members**

7.4.1 Board members completed the schedule to confirm hours spent on Board matters during September 2019.

7.5 **Treaty of Waitangi/Cultural Responsiveness**

7.5.1 Due to Ms Peacock's absence, further discussion was held over to the next meeting.

7.6 **Board Meeting Software**

7.6.1 The Secretary noted that investigations are progressing slowly.

7.7 **Stance on School Strike for Climate**

7.7.1 Dr Zink requested clarification around the school's stance on School Strikes for Climate undertaken by students. A "strike" had been held earlier in the year and there had been some confusion around due process in Ms Smith's absence at that time in relation to students who wished to participate and staff who wished to support them. A further "strike" was scheduled for Friday 27 September.

7.7.2 Ms Smith advised that she has spoken with the school's Environmental group to outline the procedure if students wish to participate in a climate strike. They may complete a group EOTC application with the support of a teacher and if approved, would then have permission to be absent at a school-sanctioned event. Alternatively, they may individually request to participate, with a note from their parent, and this would be recorded as an explained, unjustified absence. She had not received approaches by students to participate in the upcoming strike.

7.7.3 Ms Smith stressed that it was a different situation with staff members. PPTA advice is that the only thing teachers can strike for is around collective agreements and this requires mandatory prior notice. They may apply for leave without pay or, if attendance by students is a school-sanctioned activity, then a sanctioned teacher may accompany them. If the Principal refuses to give them leave to attend, staff may face disciplinary action if they choose to attend anyway.

7.7.4 Ms Smith would ensure that the Student Council is aware of the process so that the information can filter through to other students.

7.7.5 Mr Humphries thanked Ms Smith for clarifying the situation and noted that this whole area is a management one, not governance.

8. **IN COMMITTEE SESSION**

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

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 23 October 2019.

9.2 Closure

9.2.1 The meeting concluded at 9.40 pm.

Confirmed: Date:
(Chairperson)