

**FIORDLAND COLLEGE
BOARD OF TRUSTEES**

BOARD MINUTES

27 Nov 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 27 NOVEMBER 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, Ms M Peacock, Dr C Zink and Miss L Schuck .

In attendance was Mrs S Walker (Secretary).

1.2 Apologies for Absence

Resolved: That an apology for absence be received from Mr M Willans. (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 23/10/2019 be signed as a true and correct record. (Wright/Smith)

1.5 Confirmation of Agenda

The following changes to the agenda were noted:

- 3.1 Department Triennial Review – Junior School – to be taken after Item 1.6
- 6.3.2 Additional Item – Learning Support Co-Ordinator/RTLB accommodation

1.6 Correspondence (Refer Agenda P1)

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

Resolved: That the Inwards Correspondence be received and the Outwards Correspondence endorsed. (Peacock/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 26/11/2019, copies of which were circulated. Reference was also made to the financial reports to 31/10/2019, copies of which had been circulated with the agenda. Mrs McDonald highlighted the following:

2.1.1 Financial Position

Mrs McDonald noted that the surplus as at 31 October was \$32,000, compared to a surplus of \$37,000 at the comparative period in 2018. The budgeted position at this stage of the year was a deficit of \$(49,000). Factors contributing to the better-than-expected position included:

- Operations Grant running \$8,000 above budget

- Teaching Personnel expenses \$11,000 under budget
- Environmental Strategies expenses \$8,300 under budget.

2.1.2 Cyclical Maintenance

Mrs McDonald noted that the current cyclical maintenance provision is \$123,700 and the long term provision is \$113,000. This is in line with the 10 Year Property Plan.

2.1.3 School Donations Scheme

Mrs McDonald noted that the Committee had discussed the school donations scheme. The stance being adopted by Fiordland College, which is a decile 9 school and is therefore not eligible for the \$150 per student donation scheme, is to continue largely as before. The message to parents will be that, in order to offer the current range of activities and opportunities, parental financial support is essential.

Resolved: That the Finance Committee Report and Final Financial Reports to 31/10/2019 be adopted. (Zink/McDonald)

3. CURRICULUM, STUDENT ACHIEVEMENT, SUPPORT AND ASSESSMENT REPORTS

3.1 Triennial Review (as per Review Cycle) (This Item was taken after Item 1.6)

3.1.1 Junior School

Mr C Roy (HOD Junior School) and one of the Junior School Dept reviewers, Mrs H Newcombe, were welcomed to the meeting. Reference was made to the Junior School Review, copies of which had been previously circulated.

Matters noted during discussion included:

- Mr Roy has a dual responsibility in terms of being both the pastoral dean of Year 7/8 and Head of the Junior School. The multi-faceted role has led to some lack of clarity around the specific responsibilities of the HOD Junior School and this is an area for future focus.
- It was noted that the English Department Triennial Review will be the next to be considered by the Board, and this should help provide some clarity around how the departments fit together.
- A further area of focus identified in the Review was around a specific Literacy programme for the Year 7/8 area which would be cross-curricular. This could involve allocating some of the Year 7/8 English time. The results of literacy progression of students could then be included in the English annual reports.
- Mr Roy noted some challenges facing the department. Whilst there are benefits to students having Chromebooks and other devices to access information and for other purposes, there are also some downsides. He noted that active parental involvement in students' learning (including knowing what they are accessing on line) has been shown to have major benefits.

Mr Roy and Mrs Newcombe were thanked for their attendance and they then left the meeting.

3.2 Student Report

Miss Schuck reported on the following:

- Senior students were now sitting NCEA exams.
- Year 9/10 students had completed their exams.
- Early in Term 4 the Tennis Championships had been held with high participation levels; some students had gone on to the Southland Championships.
- A Navo challenge around school had been held as a house competition, which was hotly contested.

3.3 Teaching & Learning Report (Refer Agenda P6)

3.3.1 2020 Timetable

Ms Smith noted that the 2020 timetable cannot yet be completed, given that some staffing appointments are still pending,

3.3.2 FiNSCoL

Ms Smith noted that the FiNSCoL leadership team is looking at how to restructure the AST (Across School Teacher) and WST (Within School Teacher) roles going forward.

The LSC (Learning Support Co-Ordinator) roles and employing boards have all been finalised for 2020, with Fiordland College employing Cheryl Ralley, who will work between Fiordland College and Te Anau School.

3.4 Student Support (Refer Agenda P6)

3.4.1 Enviroschools' Southland Sustainability Roadshow

Ms Smith noted that Fiordland College hosted the Roadshow on 20 November. Due to Mr Filmer being unavailable through injury, the Fiordland College students involved took the lead on this.

New funding for the KRTK (Kids Restore the Kepler) programme is still being sought.

3.5 ICT Report (Refer Agenda P7)

3.5.1 BYOD (Bring Your Own Device)

Students are expected to bring their own device as from 2020 and information has been included in the newsletter and end of year information for parents.

A supply of Chromebooks will be available as 'spares'.

3.6 Student Achievement/Assessment Report (Refer Agenda P7)

3.6.1 NCEA Exams

Ms Smith noted that senior students are currently sitting external NCEA exams, which are progressing reasonably. Some noise issues had been experienced and students affected have been offered the opportunity to complete an impaired performance form. Students now appear to have a greater appreciation around the importance of Derived Grade Exams which they may need in the event of untoward circumstances affecting their NCEA performance.

3.6.2 Progress Report for Year 11-13 Students

Ms Smith made reference to the progress report for Year 11-13 students prior to the external examination results, which was included with the agenda. This provided a picture of the students' progress against the predicted position.

Ms Smith noted that the accuracy of the school's goal setting is reliable and reflects on the work done at Year 10.

Dr Zink noted that, although all the learning interviews were not completed due to various factors, there was still a robust system in place through form teacher meetings and year level meetings to keep track of student progress.

He also noted that goal setting is useful but intrinsic motivation is also important especially if students feel pressured to meet certain expectations.

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

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

4. STRATEGY REPORTS

4.1 Position Analysis (Refer Agenda P9)

4.1.1 Roll

Ms Smith noted that the roll is still looking healthy at 226 plus 3 international students compared to 206 plus 5 international students at the same time in 2018.

4.2 Annual Targets (Refer Agenda P9)

4.2.1 Annual Targets for 2020

Ms Smith presented the proposed annual targets for 2020, which had been developed by the SLT (Senior Leadership Team). They were drawn from the values underpinning the new Teachers' Council Code for Teachers. They were also designed to continue work currently being done within the 2019-2021 strategic plan.

It was agreed to adopt the 2020 Annual Targets, as follows:

1. Whakamana – To empower all learners to reach their highest potential by providing high-quality learning and leadership.
2. Whanaungatanga – To engage in positive and collaborative relationships with our learners, their families and whanau, our colleagues and the wider community.
3. Pono – To show integrity by acting in ways that are fair, honest, ethical and just.
4. Manaakitanga – To create a welcoming, caring and creative learning environment that treats everyone with respect and dignity.

The SLT will now work on the individual actions within each target.

Ms Smith will also look at pushing out the Strategic Plan to 2022.

4.2.2 2019 Analysis of Variance

Ms Smith advised that the SLT has also been working on completing the 2019 Analysis of Variance, which also provided some actions for the 2020 Annual Targets.

Although some of the 2019 targets may not have been specifically achieved, especially as several were long term and some were beyond the school's control to complete (eg new boiler), a lot of the individual actions within each target have been achieved.

Ms Smith expected to present the final Analysis of Variance at the January 2020 Board meeting.

4.3 Environmental Excellence

4.3.1 Next Steps

Ms Smith noted that, due to other pressing priorities, she had not yet consulted staff and students around the next steps towards environmental excellence.

4.4 Project Whitiki te Huarere

- #### **4.4.1**
- Mr Humphries noted that a group of Board members had met to discuss the application to Community Trust South for funding for Project Whitiki te Huarere. Mr Willans was now progressing this further and would lodge the application by the end of the year.

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

5. EXTERNAL COMMUNICATION / MARKETING

5.1 Reporting to Parents (Refer Agenda P10)

5.2 Reporting to Community (Refer Agenda P10)

5.3.1 Advocate South

Ms Smith noted that there had been two recent Advocate South articles highlighting student achievements.

5.3 Marketing Report (Refer Agenda P10)

5.4 International Programme Compliance for 2019

5.4.1 Ms Smith noted that the international programme operation had been reviewed as part of the 2019 annual compliance check.

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

6. AUDIT / COMPLIANCE REPORTS

6.1 Health and Safety Report

6.1.1 Health and Safety Report (Refer Agenda P11)

Recent adverse weather conditions had caused some problems with the security alarm system but these had now been rectified.

6.2 Personnel Reports (Refer Agenda P11)

6.2.1 Staffing

Ms Smith advised some recent appointments:

- Pascale Brown – full time Cleaner/Assistant Caretaker, commenced 20 Oct 2019
- Karlene Rainham – permanent, full-time English teacher, commencing 28 Jan 2020

She is currently in the process of trying to fill the permanent, full-time Hard Materials Technology teacher vacancy.

Dr S Peoples will attend Syracuse University, New York, while on her Fullbright Award in 2020.

6.2.3 Employee Appraisals (Refer Agenda P11)

Ms Smith noted that recent legislation will alter the way in which appraisals are conducted in future.

6.3 Property Report

6.3.1 Property Report (Refer Agenda P11)

Ms Smith noted that some significant renovation work will be required on the 94 Matai St property. Quotes are being obtained.

6.3.2 LSC and RTLB Accommodation

Ms Smith had discussed options for the 15sqm office space required for the LSC teacher based at Fiordland College with Gavin McKenzie from the Ministry of Education. Due to likely roll growth, he did not favour using the room adjacent to the Library. He sought the Board's view on also hosting the local RTLB office site if it was combined with the LSC office, thus providing a larger area, at the Ministry's expense.

It was agreed that approval in principle be granted, on the understanding that the RTLB would not be accommodated at Fiordland College until a space is available. Ms Smith would advise Mr McKenzie.

6.3.3 MoE Sustainability Contestable Fund

Mr Humphries referred to this new fund, established to support schools to improve their operational efficiency and reduce their environmental impact. He noted that solar energy could form the basis of an application. The first round of funding closes on 31 Jan 2020 and another round will be held in 2020.

6.4 Other Compliance Issues

(Refer Agenda P12)

6.4.1 EOTC Sign-Off

Date	Students Involved	Destination	Staff in Charge
5 Nov	15 Year 7/8 Students	Te Anau – Tour of Southland	Nigel Wilson
7 Nov	4 Year 10 – Jnr Sports Ldrship	Invercargill	Suzanne Carruthers
22 Nov	18 Year 10 Japanese	Queenstown	Rebecca Wilson, Nigel Wilson
25-26 Nov	5 Year 11-12 Enviro.	Enviroschools Roadshow	Vaughn Filmer
26 Nov	Year 9 Junior Sports Day	Gore	Suzanne Carruthers, Aileen Moon, Dan Waldie
27 Nov	Year 12 Rec Skill	Queenstown	Vaughn Filmer
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

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

7. SPECIAL TOPICS AND PROJECTS

7.1 Significant Events / Achievements

(Refer Agenda P12)

7.2 Treaty of Waitangi/Cultural Responsiveness

7.2.1 Ms Peacock noted that she is still following up with the runanga around how the Board should proceed with the huata resource.

7.3 Review Board Policies/Procedures

7.3.1 Mr Humphries used the NZSTA self-review scenario cards to review the role and skillset required for the Board Chair.

7.4 Board Training

7.5.1 Student Inclusivity Workshop

Mrs Wright reported on her attendance at the Student Inclusivity Workshop run by NZ STA on 12 November 2019. It encompassed many different aspects beyond just learning and behavioural needs and encouraged schools to question how inclusive they were. She recommended the training to other trustees.

7.5 Student Donation for 2020

Resolved: That the school voluntary donation for 2020 remain at: \$50 for 1 student; \$100 for 2 students and \$120 for three or more students. (Humphries/Peacock)

7.5.1 Ms Smith noted that most families currently pay the donation but to increase it was likely to be a deterrent.

7.6 2020 Term Dates for Confirmation

Resolved: That the 2020 term dates be confirmed as follows:
Term 1 – 28 Jan to 9 April
Term 2 – 28 April to 3 July
Term 3 – 20 July to 25 September
Term 4 – 12 October to 9 December
(Peacock/Wright)

7.7 Prizegiving and Board Prize for Year 12

7.7.1 Mr Humphries reminded Board members (excluding the Student Trustee) to contribute \$20 each towards the Year 12 prize.

7.7.2 The prizegiving is scheduled for Wednesday 4 December and all Board members were invited.

7.8 Proposed 2020 board Meeting Dates

7.8.1 The proposed 2020 Board meeting dates are:

- Wed 29 Jan
- Wed 26 Feb
- Wed 25 Mar
- Wed 29 April
- Wed 27 May
- No meeting in June
- Wed 29 July
- Wed 26 Aug
- Wed 23 Sept
- Wed 28 Oct
- Wed 25 Nov

7.8.2 Board members were asked to check their availability and advise if there are any clashes at the next meeting.

7.9 Board Availability during Holiday Period

7.9.1 Mr Humphries would be absent 6-16 January 2020. Ms Peacock would be absent 13-18 January 2020.

7.10 Board Meeting Software

No report.

7.11 Time Spent by Board Members

7.11.1 Board members completed the schedule to confirm hours spent on Board matters during November 2019.

7.12 Christmas Cards for Staff

7.12.1 Board members signed Christmas Cards for staff.

8. IN COMMITTEE SESSION

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

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 The next meeting was scheduled for Wednesday 29 Jan 2020.

9.2 Closure

9.2.1 The meeting concluded at 10.35 pm.

Confirmed: Date:
(Chairperson)