

**FIORDLAND COLLEGE
BOARD OF TRUSTEES**

BOARD MINUTES

28 November 2018

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 28 NOVEMBER 2018, COMMENCING AT 7.30 PM

1. ADMINISTRATIVE MATTERS

1.1 Present

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

In attendance was Mrs S Walker (Secretary).

1.2 Apologies for Absence

Resolved: That an apology from 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.

Ms Cahill declared her interest in relation to undertaking a fixed term period of part time employment at the school, which has now ended.

1.4 Confirmation of Minutes

Resolved: That Minutes of the Board meeting held on 31/10/2018 be signed as a true and correct record. (Ralley/Wilson)

1.5 Confirmation of Agenda

1.6 Correspondence (Refer Agenda P1)

Resolved: That the Inwards Correspondence be received and the Outwards Correspondence endorsed. (Humphries/Peacock)

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 28/11/2018, copies of which were previously circulated. Reference was also made to the financial reports to 31/10/2018, copies of which had been circulated with the agenda. Ms Cahill highlighted the following:

2.1.1 Conversion to Xero and BNZ

Work on converting to the Xero accounting system was continuing.

There had been some teething problems with the change of bank from Westpac to BNZ.

2.1.2 Asset Register Review

Ms Cahill had completed the asset review. All assets with a value have been checked and photographed. A group of assets which were no longer on the site or were no longer fit for purpose, had been identified for disposal.

2.1.3 Current Surplus

There is a surplus of \$37,000 at 31 October 2018, compared to an expected deficit at this stage of around \$(37,000). There are various end of year adjustments which will reduce the surplus but some income items will remain above budget including: CoL allowances \$7,000, International Programme \$20,000 and Sport Southland payment for assets \$10,000.

It was noted that there had been a large surplus at the corresponding period in 2017. This was before end of year adjustments had been factored in. However, there were several areas that remained underspent to the end of 2017 which included Environmental initiatives and STP (Secondary Tertiary Programme) staffing.

2.1.4 Banked Staffing

Banked staffing is still tracking quite high at this stage of the year.

2.1.5 Bad Student Debts

It was noted that Ms Smith has access to a discretionary fund to assist families who have difficulty paying their school accounts. Debts for optional items can be chased up unlike curriculum items such as camps.

Resolved: That the Finance Committee Report and Financial Reports to 31/10/2018 be adopted. (Cahill/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:

- Several students had performed well at Swimming, Show Jumping and Tennis.
- One student would be taking part in an overseas exchange in early 2019 in the United Kingdom.
- NCEA exams are nearly finished.

3.3 Teaching & Learning Report (Refer Agenda P8)

3.3.1 2019 Timetable

Ms Smith noted that work has begun on the 2019 timetable and she was pleased to note that she will be able to provide staffing for all courses.

3.3.2 FiNSCoL

Ms Smith's term is due to conclude in March 2019 and she does not intend to reapply. The CoL is looking at the timing for the appointment of the Co-Lead positions.

3.4 Student Support (Refer Agenda P8)

3.4.1 Leavers' Dinner

Mr Humphries noted that the Leavers' Dinner on 6 November had been a very pleasant occasion.

3.5 ICT Report (Refer Agenda P9)

3.5.1 Devices for Students

Ms Smith advised that a newsletter article had been written to outline expectations around suitable devices for student use at school. The general guideline is that a Chromebook is ideal for Junior Students (Years 7-10), but those taking specialist technology subjects may be wise to consider a laptop instead, as would senior students. Phones are not suitable devices.

3.6 **Student Achievement/Assessment Report** (Refer Agenda P9)

3.6.1 **NCEA Exams**

With exams due to finish shortly, Ms Smith noted that there had been some controversial issues, particularly with the Level 3 History Exam and Year 11 Maths exam.

3.6.2 **Internal NCEA Results**

Mrs Newcombe was in the process of finalising internal results for the final submission of internal NCEA results.

3.6.3 **MidYis Results**

Copies of the latest MidYis (Year 7) results had been circulated with the agenda. Ms Smith noted that they show similar trends to previous patterns whereby the students at Fiordland College have extra value added when compared with all other MidYis schools nationally, due largely to effective teaching. The areas of Maths, English and Science have all shown upward trends from the previous cohort. She noted that the pleasing Science performance is largely due to having specialist Science teachers teaching at Year 7/8. The heads of department would analyse individual student performance to see if there are any trends that require specific department goals in 2019.

It was noted that boys' writing is still an issue nationally. Ms Smith noted that this is reflected in the Board's strategic aims and will continue to be a focus.

It was noted that MidYis is not used in all schools but it is sufficiently widespread to enable useful comparisons to be made.

3.7 **Professional Development (PD) Report** (Refer Agenda P10)

3.7.1 **Principals' Council Meeting**

Ms Smith referred to her attendance at the recent Secondary Principals' Council meeting (12/13 Nov). At it Iona Holstead (Secretary for Education) indicated a major announcement around the current education work-programme is expected before Christmas. Speculation is that it could be around CoLs and/or Tomorrow's Schools (Boards of Trustees).

Craig Jones (Ministry of Education) also spoke about PISA (Programme for International Student Assessment) and the steady decline in Mathematics results from NZ students from 2005. He attributed this to the new Curriculum which was introduced in 2007-8, although New Zealand students do also feature in the top results.

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

4. **STRATEGY REPORTS**

4.1 **Position Analysis** (Refer Agenda P11)

4.2 **Annual Targets** (Refer Agenda P11)

4.2.1 **2019 Annual Targets**

Reference was made to the five proposed Targets for 2019, as developed by the Senior Leadership Team (SLT). The number had been reduced to a more manageable number from the nine in 2018. Ms Smith noted that they are deliberately more broad-based than in the past and are linked to the ERO Review and CoL achievement targets. A further meeting of the SLT would be held shortly to tease these out further. The proposed targets are:

1. To review the transition from Primary School to High School. (Strategic Aim 1)
2. To show progress in achievement made by priority learners. (Strategic Aim 2)
3. To prepare in readiness for the introduction of the Digital Technologies Curriculum in 2020. (Strategic Aim 2)
4. To ensure NCEA performance is as expected for a particular cohort of students when judged against national and decile averages. (Strategic Aim 3)

5. To improve the physical environment of Fiordland College to reflect the environmental focus. (Strategic Aim 5)

It was noted that there is no specific target in 2019 around Strategic Aim 4 (Relationships).

Ms Smith confirmed that some of the other areas highlighted by ERO around Māori student success will be incorporated into the 2019 targets or addressed specifically later on.

In terms of transitions, several workshops had already been held. The Year 6s will visit the school on Tuesday and their transition to Year 7 next year will be reviewed during the process, to inform any future changes.

4.3 Environmental Excellence

4.3.1 Environmental Audit Timeline

Mr Thomas had not been able to organise a meeting between Ms Smith and Jane Lewis (Real Journeys) regarding the environmental audit, to date. Mr Humphries would contact Mr Thomas and offer to do this himself if necessary. Ideally the audit would occur towards the end of Term 1 2019. Mr Humphries would liaise with Ms Smith.

4.3.2 Environmental School Council Project and Zayed

It was noted that the allocation of \$10,000 by the Board towards an environmental School Council project had been put on hold pending the Zayed application result.

Ms Smith advised that Fiordland College has made it to the finals of the Zayed Sustainability Prize, one of four schools in their section. Zayed will meet the cost of three representatives to be present for the final announcement in the United Arab Emirates and to take part in other environmental sessions whilst there. The three representatives are Dr Sue Peoples, student Jess Willans and her mother Tarn Willans. It was agreed that this was a wonderful opportunity and the Board looked forward to hearing about the trip.

It was agreed that the Board would meet the cost of insurance; all other expenses are met by Zayed. Ms Smith would talk to Ms Peoples about taking some Fiordland College business cards to help promote the school.

4.4 School Community Feedback

4.4.1 Board Phone Tree Survey

Mr Humphries thanked Board members for undertaking the phone calls. He was waiting for the final summary from Mr Thomas and he would then provide an overall summary for the Board. He confirmed that no major issues had arisen that the school is not already aware of and/or dealing with.

4.4.2 Survey of Staff and Students

Ms Smith has not yet completed the summary of staff and student feedback received.

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

5. EXTERNAL COMMUNICATION / MARKETING

5.1 Reporting to Parents (Refer Agenda P12)

5.2 Reporting to Community (Refer Agenda P12)

5.2.1 Visit by Clutha-Southland MP

Ms Smith noted that Hamish Walker (MP for Clutha-Southland) had visited the school on 20 November. He had provided written support for the Zayed application and had also written to congratulate the school on its GreenGold Enviro status.

5.3

It was noted that, as with the turf, ownership would remain with the school and provide it with a useful resource.

Resolved: That the Board approves the proposal to install lighting for the Community Turf and supports the endeavours of the Hockey Club. (Smith/Peacock)

6.4 Other Compliance Issues

(Refer Agenda P14)

6.4.1 EOTC Sign-Off

Date	Students Involved	Destination	Staff in Charge
7 and 14 Nov	Year 7/8/9 (15 Students)	Velodrome Invercargill	Nigel Wilson
8 Nov	7 Y10 Students	Invercargill, Junior Sports Forum	Suzanne Carruthers
9 Nov	Y 7-10 All Students	Science Roadshow – Event Centre	Tina Perry
28 Nov	Y10/11 Japanese	Queenstown	Rebecca Wilson, Nigel Wilson
7-9 Dec	20 Y 7-13	Tekapo 10 MTB	Nigel Wilson
8-16 Dec	8 Year 9/10 Get2Go students	Great Barrier Island	Shaun Cantwell, Bob Perry

6.4.2 Paid Union Meeting

Ms Smith noted that a Paid Union Meeting was held on 21 November at Fiordland College. The PPTA Head Office had been helpful in arranging for the meeting to be held locally rather than staff having to travel to Invercargill.

Ms Ralley noted that she is advocating the use of Skype or similar for some of the meetings in future, including when they involve voting.

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

7. SPECIAL TOPICS AND PROJECTS

7.1 Significant Events / Achievements

(Refer Agenda P14)

7.1.1 Get2Go

Ms Smith noted that the Get2Go fundraising has raised its target. The competition is at Great Barrier Island from 8-16 December.

7.2 Time Spent by Board Members

7.2.1 Board members completed the schedule to confirm hours spent on Board matters during November 2018.

7.3 Confirm School Donation for 2019

Resolved: That the 2019 school donation remain at the same level as 2018, ie:

- \$50 – 1 child
- \$100 – 2 children
- \$120 – 3 or more children

7.4 Prize Giving – Tuesday 11 December 2018

7.4.1 Board members (excluding the student trustee) were reminded to contribute \$20 each towards the Year 12 prize.

- 7.4.2 Ms Peacock would be delivering the Board address at the prizegiving on Mr Humphries' behalf. She would use Mr Humphries' magazine article as the basis and would include a reminder that there are Board elections coming up and current Board members would be happy to speak to prospective candidates.

7.5 2019 Trustee Elections

- 7.5.1 Mr Humphries invited Board members to indicate whether they were likely to re-stand for election in 2019. He intended to re-stand (for a final term). Mr Willans and Ms Peacock indicated they would re-stand and Ms Cahill was still considering this. It was unclear whether Mr Thomas would re-stand..
- 7.5.2 Ms Peacock noted that the current Board's skill set included Finance, Health and Safety and Property.
- 7.5.3 Mr Humphries encouraged Board members to talk to prospective candidates in the community.

Resolved: That the trustee election date be set as per the NZ STA recommended date of Friday 7 June 2019 and that Mrs SE Walker be appointed Returning Officer for the parent and staff elections. (Peacock/Humphries)

7.6 Proposed 2019 Meeting Dates

- 7.6.1 Board meeting dates for 2019 were tentatively scheduled as follows:
- Wed 30 Jan
 - Wed 6 Mar
 - Wed 3 Apr
 - Wed 1 May
 - Wed 29 May
 - No meeting in June
 - Wed 31 July
 - Wed 28 Aug
 - Wed 25 September
 - Wed 30 Oct
 - Wed 27 Nov

7.7 Board Availability during Holiday Period

- 7.7.1 Board members who are cheque signatories noted their availability as follows during the holiday period:
- | | | |
|----------------|---|---------------------|
| - Mr Humphries | - | Away in mid-January |
| - Ms Smith | - | Not away |
| - Ms Cahill | - | Away 8-19 December |

7.8 Board Meeting Software - Deferred

7.9 Christmas Cards for Staff – Signing

- 7.9.1 Board members signed Christmas Cards for staff.

7.10 Staff Lunch

- 7.10.1 It was agreed that the Board would meet the cost of the staff lunch on Wed 12 December.

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. (Cheryl/Humphries)

9. CLOSURE

9.1 Next Meeting

9.1.1 The next monthly meeting is scheduled for Wednesday 30 January 2019, commencing at 7.30 pm.

9.2 Closure

9.2.1 The meeting concluded at 9.10 pm.

Confirmed: Date:
(Chairperson)