

**FIORDLAND COLLEGE
BOARD OF TRUSTEES**

BOARD MINUTES

29 July 2020

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 29 JULY 2020, COMMENCING AT 7.30 PM

1. ADMINISTRATIVE MATTERS

1.1 Present

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

In attendance was Mrs S Walker (Secretary).

1.2 Apologies for Absence

Resolved: That apologies for absence be received from Mr M Willans, Mrs F McDonald and 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.

1.4 Procedural Motion

Resolved: That the board function for this specific meeting be delegated to Board members Mr Humphries, Ms Smith, Mrs Wright and Miss Schuck. (Zink/Humphries)

(Dr Zink excused himself from the meeting at this stage.)

1.5 Confirmation of Minutes

Resolved: That Minutes of the Board meeting held on 24/6/2020 be signed as a true and correct record. (Wright/Humphries)

1.6 Confirmation of Agenda

The following changes to the agenda were noted:

- Item 3.1 Maths Dept Review to be deferred until the next meeting
- Fulbright Scholarship Report to be given by Dr S Peoples prior to Item 4.

1.7 Correspondence (Refer Agenda P1)

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

1.7.1 Supplementary Correspondence

- Inwards – NZ STA (24/7/2020) – enclosing latest Knowledge Hub newsletter (emailed to Board)
- Inwards – NZ STA (24/7/2020) – enclosing information about NZ STA AGM (emailed to Board)
- Inwards – Ministry of Education (28/7/2020) – enclosing latest Bulletin (emailed to Board)
- Inwards – Ministry of Education (29/7/2020) – enclosing Procurement Recommendation Report re Adventure Playground endorsing Playground Centre as preferred tenderer.

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

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 28/7/2020, copies of which had been previously circulated. Reference was also made to the financial reports to 30/6/2020, copies of which had been circulated with the agenda. Mr Humphries highlighted the following:

2.1.1 Financial Position

At 30/6/2020 the actual surplus of \$110,610 is well ahead of the budgeted deficit position of \$(30,279). Factors contributing to this healthy position were mainly around teacher salaries (including ACC reimbursements).

Other financial indicators (working capital, funds at bank and cyclical maintenance) were also in a healthy state.

2.1.2 Quotes for Capital Work on Rental Properties

Ms Smith noted that two quotes had been received to upgrade the bathrooms in the school rental houses and she recommended that the cheaper quote be accepted (\$24,500) in order to renovate the first bathroom (likely to be the Caretaker's), with a view to then proceeding with the other two bathrooms, pending a satisfactory result with the first one.

Resolved: That approval be given to accept the quote of \$24,500 to renovate the first bathroom. (Wright/Schuck)

2.1.3 Review Financial Procedures

Mr Humphries noted that the Finance Sub-Committee had reviewed Sections 4.1 and 4.2 of the Fiordland College Operations Manual around Theft and Fraud Prevention and recommended that these be signed off as reviewed.

Resolved: That Sections 4.1 and 4.2 of the Operations Manual be signed off as reviewed. (Smith/Wright)

Resolved: That the Finance Committee Report and Financial Reports to 30/6/2020 be approved. (Wright/Humphries)

3. CURRICULUM, STUDENT ACHIEVEMENT, SUPPORT AND ASSESSMENT REPORTS

3.1 Triennial Review (as per Review Cycle)

3.1.1 English Department Review

Ms Smith tabled copies of this review, which had been completed prior to the Covid-19 Lockdown. It was agreed that the report just be received and not formally presented as a new Head of Department has been appointed and needs time to settle into the role.

3.1.2 Maths Department Review

Copies of the Maths Department Review had been emailed to Board members. The review would be formally presented at the next meeting, along with the Science Department Review, as several of the review personnel were involved in both reviews in one capacity or another. This decision was also prompted by the number of apologies for the July Board meeting.

3.2 Student Report

Miss Schuck reported on the following:

- A number of school sports are involved in leagues including Football, Hockey and Basketball. It was good to see sport getting underway again.
- The school competed in the Southland Secondary Schools' Ki o Rahi tournament, finishing in 4th place.
- Practices for the One Act Plays have commenced.
- Spirit Days are scheduled for 19-21 August with a focus on: house colours; character day and recycle/reuse.

3.3 Teaching & Learning Report (Refer Agenda P3)

3.3.1 FiNSCoL

Ms Smith noted that the AST (Across School Teacher) appointments had been made and Shelley Wilson had been appointed from Fiordland College. She would carry out her .2 (5 hours) AST work on Wednesdays.

3.4 Student Support (Refer Agenda P3)

3.4.1 Year 7/8 Speech Competitions

Winners James Chaloner and Nina Menegatti-Zink would proceed to the next stage.

3.4.2 Youthmark Award

Ms Smith noted that the ILT (Invercargill Licensing Trust) will not be offering the same level of sponsorship of the Youthmark Award as in previous years. For 2020, Southland secondary schools had agreed to fund the difference, but this would be discussed further in terms of future years.

3.4.3 School Lunches

A trial began on 21 July with Hollyford Café for supplying pre-ordered lunches on Tuesdays and Fridays during Term 3 and had a reasonable up-take to date.

3.5 ICT Report (Refer Agenda P4)

3.5.1 Photocopiers

Ms Smith has received proposals for photocopier leasing from Fuji Xerox (CSG) and Ricoh, both for 60 month contracts. In both cases there are likely to be savings of approximately \$6,000 per year over the current contract.

Ms Smith recommended that Ricoh's proposal be accepted. Whilst slightly more expensive, she expected superior service from Ricoh, which was also more locally based.

Resolved: That, subject to some final checks being made to Ms Smith's satisfaction, approval be given to accept the photocopier leasing proposal from Ricoh for a 60 month contract. (Humphries/Wright)

3.5.2 Server

Ms Smith noted that KAMAR (student management system) is due to move to a new version, on its own dedicated server, which should help solve the current issues being experienced.

3.6 Student Achievement/Assessment Report (Refer Agenda P4)

3.6.1 Ms Smith advised that senior reports went home to parents on 28 July and a Parent/Teacher evening will be held on Thursday 30 July for senior students.

3.7 Professional Development (PD) Report (Refer Agenda P4)

3.7.1 Wellbeing Session

A wellbeing afternoon for the staff and students is being organised for Wed 12 August by Mrs Shelley Wilson, with the opportunity to opt into various activities.

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

3.8 Fulbright Scholarship Report

Dr Sue Peoples joined the meeting at this stage to report on her Fulbright Scholarship during Term 1 2020.

3.8.1 Dr Peoples noted that she had been based at Syracuse City in the USA. As part of the scholarship she had to undertake 90 hours of actual teaching; undertake university courses and seminars and attend various cultural activities. Her research project had been "Te mana o te tahi – The Power of One".

3.8.2 Working within the USA education system was far different to the New Zealand equivalent, especially with individual states all operating slightly differently. There were many aspects where New Zealand schools do things better.

- 3.8.3 Her fellow Fulbright Scholarship recipients had been a diverse group and she had enjoyed the opportunity to work with them.
- 3.8.4 Unfortunately, her time in the USA was cut short as a result of Covid-19 and she had returned to New Zealand two months early, although she was still able to continue with her research project on her return.
- 3.8.5 Dr Peoples thanked the Board for supporting her application to secure a scholarship. She then left the meeting.

4. STRATEGY REPORTS

4.1 Position Analysis (Refer Agenda P5)

4.1.1 Roll

Ms Smith noted that a predicted roll for 2021 of 241 (plus 6 STP students – Hokonui and Gateway) had been submitted to the Ministry. This roll prediction was set relatively low as it is still unclear what impact Covid-19 may have on student movement due to parental job losses in the community.

4.2 Annual Targets (Refer Agenda P5)

4.2.1 Ms Smith referred to the progress made to date against the annual targets, as detailed in the agenda.

4.2.2 She noted that, despite the challenges presented by Covid-19 and the changes teachers and students have had to make to the ways they taught and learnt, she is confident that the students have been presented with learning opportunities that will allow them to reach their highest potential.

4.2.3 In terms of Target 1:Action 4 around enhancing opportunities for Māori to learn about language, culture and identity and to explore alternative staffing options, Ms Smith noted that this has been a challenging area. It is probably more a case of exploring rather than enhancing opportunities at this stage.

4.3 Environmental Excellence

4.3.1 Next Steps

Ms Smith noted that the main environmental excellence priority at this stage is around the adventure playground. Further down the track it was hoped there would be the opportunity for staff to pursue some projects of their own.

4.3.2 Whitiki te Huarere

4.4 School Community Consultation

4.4.1 It was agreed that the online school community consultation this year would focus on two key questions:

- What is going well?
- Any areas for improvement?

4.4.2 The Secretary would arrange a Google Form to obtain the feedback, with the opportunity for responders to request a telephone follow-up from a Board member if they wish. A La Toscana \$100 lucky draw voucher would be offered as an incentive to provide feedback.

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

5. EXTERNAL COMMUNICATION / MARKETING

5.1 **Reporting to Parents** (Refer Agenda P8)

5.2 **Reporting to Community** (Refer Agenda P8)

5.2.1 Ms Smith noted that publication of the Advocate South is still currently suspended. Other means of publishing news about Fiordland College happenings are being used instead, via the Southland App and the Fiordland Families Newsletter.

5.3 **Marketing Report** (Refer Agenda P8)

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

6. AUDIT / COMPLIANCE REPORTS

6.1 **Health and Safety Report**

6.1.1 **Health and Safety Report** (Refer Agenda P8)

6.1.2 **Report on Health & Safety Committee Meeting held 3/7/2020** (Refer Agenda P10)
Mrs Wright referred to minutes of the Health and Safety Committee meeting held on 3 July 2020, which were circulated with the agenda.

The next meeting would be set at the August Board meeting.

6.2 **Personnel Reports** (Refer Agenda P8)

6.2.1 **Staffing**

Ms Smith noted that Alice Sutherland had been appointed to provide cover for Shelley Wilson's .2 AST role.

6.2.2 **Employee Appraisals** (Refer Agenda P8)

Ms Smith is currently holding final appraisal interviews with staff for the 2019 appraisal round. This should be completed within two weeks.

In terms of the 2020 appraisal cycle, an adjusted process has been determined, which will be outlined to staff at the next staff meeting.

6.3 **Property Report**

6.3.1 **Property Report** (Refer Agenda P9)

Boiler Replacement

Ms Smith noted that building consent is still awaited. In the meantime, a lot of demolition work has taken place and a new switchboard installed. Work has also been done to assess the condition of the heaters to avoid complications when the installation takes place.

Some changes to the driveway entrance may be required to enable access by the wood chip truck/trailer. Ms Smith would look into this.

School Houses – Bathrooms – Refer Agenda Item 2.1.2

Adventure Playground

Approval for procurement exemption has been received and an approved tenderer confirmed (Playground Centre). It is hoped the work will be undertaken during the next holiday period. Laying of the bark chips is outside of the contract and will need to be organised by the school.

Administration Block Pathways

Concrete pathways have been laid at the front of the Administration Block to connect existing pathways.

Lights for Turf

Concrete footings for the turf lighting have been excavated and new cabling laid.

6.4 Other Compliance Issues

(Refer Agenda P9)

6.4.1 EOTC Sign-Off

Date	Students Involved	Destination	Staff in Charge
Wednesdays Term 3	18 Girls Year 9-13 (Football)	Lumsden	Rebecca Straker-Cunningham, Shelley Wilson
Fridays Term 3	10 Boys Basketball	Gore	Devon Grant, Ben and Philip Crouchley
1 July	11 Year 12 Rec Skills	Supply Bay- Ruby Beach	Vaughn Filmer, Bob Perry
28 July	10 Y11-13 Ki O Rahi	Invercargill	Suzanne Carruthers
31 Aug – 2 Sept	15 Year 10-13 Girls Football	Dunedin	Rebecca Straker-Cunningham
31 Aug – 2 Sept	Senior Netball Team	Invercargill	Jackie McDuff

6.4.2 Official Information Act Request

Ms Smith advised that she had completed a request under the Official Information Act, around religious instruction in schools.

Resolved: That the Audit/Compliance Reports be accepted. (Smith/Wright)

7. SPECIAL TOPICS AND PROJECTS

7.1 Significant Events / Achievements

(Refer Agenda P9)

7.1.1 Ms Smith referred to upcoming events: Spirit Week (19-21 Aug) Tournament Week (31 Aug–3 Sept); Mountain Film Festival Fundraiser (4-5 Sept); School Production (17 Sept) and School Ball (25 Sept).

7.2 Treaty of Waitangi/Cultural Responsiveness

7.2.1 Mr Humphries advised that Ms Peacock hoped to circulate some information shortly.

7.2.2 Mrs Wright noted that she had recently undertaken a Treaty of Waitangi course.

7.3 Board Training

(Refer Agenda P12)

7.3.1 The Secretary had contacted NZ STA about the possibility of online training for the Board. Training sessions can be tailored to suit individual board needs and can be run at times to suit board members.

7.3.2 Mr Humphries asked board members to think about areas in which they would like some training. It may be possible to combine with the Primary School.

7.3.3 The Secretary was following up on a Finance session, as Mrs McDonald had expressed interest in this.

7.4 Review Board Policies/Procedures

7.4.1 Board Self-Review

Board self-review responses had been received from Dr Zink, Mrs Wright, Mr Willans and Miss Schuck. Responses were awaited from Mr Humphries, Ms Peacock and Mrs McDonald.

7.4.2 Board Scenario Training Cards

7.5 Time Spent by Board Members

7.5.1 The schedule to confirm hours spent on Board matters during July 2020 was updated.

7.6 Pub Charity Application

Resolved: That an application be submitted to Pub Charity for funding assistance towards the 2020 Otago/Southland Secondary Schools' Football Tournament in Dunedin for \$3,090.00 including GST, to go towards accommodation, van/trailer hire and competition fees. (Humphries/Wright)

8. IN COMMITTEE SESSION

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

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 is scheduled for Wed 26 August 2020.

9.2 Mr Humphries noted his apology. It would be determined nearer the time if the date needs to be changed or if an online meeting should be held instead.

9.2 Closure

9.2.1 The meeting concluded at 9.00 pm.

Confirmed: Date:
(Chairperson)