

**FIORDLAND COLLEGE
BOARD OF TRUSTEES**

BOARD MINUTES

31 October 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 31 OCTOBER 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, Ms C Ralley and Miss M Wilson.

In attendance was Miss L Robertson (outgoing Student Trustee, to support the new student trustee) and Mrs S Walker (Secretary).

1.2 Apologies for Absence

Resolved: That an apology from Mr R Thomas be received. (Humphries/Peacock)

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.

1.4 Confirmation of Minutes

Resolved: That Minutes of the Board meeting held on 29/8/2018 be signed as a true and correct record. (Peacock/Cahill)

*Resolved: That the following resolution taken by email be confirmed:
"That the 10 Year Property Plan (2018-2028) be approved". (Peacock/Cahill)*

1.5 Confirmation of Agenda

The following would be taken prior to Item 1.4:

- 3.1 Department Triennial Review – Learning Languages

1.6 Correspondence (Refer Agenda P1)

Supplementary Correspondence

- From NZ School Trustees' Assn – regarding 2019 school trustee triennial elections.
- To Crowe Howarth – accepting audit fee proposal for 2018, 2019 and 2020 audits.

Resolved: That the Inwards Correspondence be received and the Outwards Correspondence endorsed. (Cahill/Ralley)

2. FINANCIAL REPORTS

2.1 Report of Meeting of Finance Committee (Refer Agenda P3)

Reference was made to minutes of the Finance Committee meeting held on 30/10/2018, copies of which were previously circulated. Reference was also made to the financial reports to 31/8/2018 and 30/9/2018, copies of which had been circulated with the agenda. Ms Cahill highlighted the following:

2.1.1 Update on Changes

Ms Cahill noted that the change from Westpac to BNZ was well underway, but the main Westpac account would be kept active for some time to avoid problems with people not using the correct account.

The school's financial management system would transfer from Musac to Xero as from 1 November. The Secretary would attend a training session on 7 November.

2.1.2 Asset Register Review

Ms Cahill noted that work on reviewing and photographing all assets that still have a book value was progressing well, with just a few days' work remaining. An insurance check would also be made, especially of major items including properties.

2.1.3 Financial Position

There is a surplus at 30/9/2018 of \$29,900 compared to a surplus of \$103,000 at the same period in 2017. Factors contributing to the difference included having a sum of \$30,000 budgeted for environmental initiatives in 2017, which was not drawn upon. There were also some one-off substantial costs in 2018 especially in Repairs and Maintenance.

Student debt is tracking at around \$14,000 compared to \$17,000 in 2017. Banked staffing debt in 2018 is currently \$15,900 compared to a surplus of \$12,200 in 2017, due largely to high relief costs. The debt is expected to decrease somewhat once the seniors leave.

2.1.4 Finance Leases

Ms Cahill highlighted the need to be cautious around entering into finance leases. Schools may not exceed leases with an annual cost to the Board of greater than 10% of the operating grant (ie around \$60,000).

2.1.5 2019 Budget

Ms Cahill advised that work is underway to prepare the draft 2019 budget.

Resolved: That the Finance Committee Report and Financial Reports to 31/8/2018 and 30/9/2018 be adopted. (Peacock/Ralley)

3. **CURRICULUM, STUDENT ACHIEVEMENT, SUPPORT AND ASSESSMENT REPORTS**

3.1 **Triennial Review (as per Review Cycle)** (Taken prior to Item 1.4)

Languages Department

Mrs R Wilson (HoD Languages) and one of the reviewers, Mr D Waldie, were welcomed to the meeting. Reference was made to the Languages Triennial Review, copies of which had been previously circulated.

Mr Waldie summarised the review as follows:

- Students felt their teachers are knowledgeable and capable and they appeared to enjoy their lessons.
- Plans and schemes had a specific focus on learning for enjoyment and students are experiencing success, including the ones needing additional support.
- Native speakers were challenged in other ways and are also used to help other students.
- There are no nationally referenced assessment tools so the department works closely with other schools. The department also works very well collegially.
- There is a clear careers focus for students to understand the benefits of learning three languages, although some parents may question this.
- It is a new department but has already established excellent systems and programmes.

He noted the recommendations as follows:

- Investigate the possibility of extending Te Reo into Years 9 and 10.
- Continue to use exemplars to ensure consistency from year to year and extend the use of electronic recording of spoken language in Te Reo and German
- Look for the potential for cross-curricular links with other departments, eg English. This will help avoid any duplication (eg two departments focusing on careers at the same time) and help reinforce complementary skills.
- Continue to make use of the available external advisors.

Points noted in discussion included:

- Ms Smith noted that if Te Reo were to be extended to Years 9 and 10, it would likely be at the expense of something else in the timetable.
- It is rare in a school of Fiordland College's size to be able to offer three languages – an Asian language, a European language and Te Reo. Japanese was chosen originally around tourism and has a long history at the school. The choice of other languages taught is influenced by the skills brought by staff. Mrs Wilson noted that once students have learnt one language, they develop skills to pick up other languages, as well as the associated cultural competencies.
- Japanese is offered to Level 1 at this stage and students may pursue it further via Distance Learning.

Mr Humphries congratulated Mrs Wilson and Mr Waldie on the report and noted that the school was very fortunate to be able to offer three languages. They then left the meeting.

3.2 Student Report

Outgoing Student Trustee Miss L Robertson reported on the following:

- Netball Tournament – The team performed well and retained their place in B Grade.
- Māori Language Week – the week culminated in a House haka and waiata competition.
- 2019 Head Students – 7 Year 12 students have applied for the 2019 head student positions and will speak at assembly this week.

3.3 Teaching & Learning Report (Refer Agenda P15)

3.3.1 FiNSCoL (Fiordland Northern Southland Community of Learning)

Ms Smith noted that it had not been permitted to share one of the WST (Within School Teacher) positions and it had been necessary to negotiate a settlement with the two teachers who had been appointed. This means there are currently 2 WST positions not filled, with a third one becoming vacant when the incumbent leaves Te Anau School. The CoL Leadership Team will consider the options available at its next meeting.

3.4 Student Support (Refer Agenda P15)

3.4.1 Youthmark Award

Ms Smith noted that this year's recipient of the Youthmark Award is Bradley Carruthers.

3.5 ICT Report (Refer Agenda P16)

3.6 Student Achievement/Assessment Report (Refer Agenda P16)

3.6.1 Progress Report for Years 11-13 students

Ms Smith noted that the progress report data is not as encouraging as in past years. This is due in part to a change in analysis at national level, with all students on the roll at any point during the year being included in the results. Ultimately this will make for a better comparison with other schools as this new requirement is for all schools.

3.6.2 Derived Grade Exams

There was some discussion around whether students fully appreciated the importance of the derived grade examinations as some did not appear to make a lot of effort to study prior to the exams and others did not attempt all the questions, especially if they had already attained sufficient credits. It was clarified that this attitude was not replicated with their other work, just with the derived grade exams. Miss Robertson noted that this year there had been more emphasis placed on the importance of the exams by teachers.

It was also queried whether students have sufficient revision and study skills. Miss Wilson noted that the students do have the tools to study but some may choose not to take advantage of this.

3.7 Professional Development (PD) Report (Refer Agenda P17)

3.7.1 Study Tour Report – Finnish Education System

Ms Smith provided a Powerpoint presentation on her attendance at the Finnish Education Tour to Tampere in Finland during the school holidays. It involved visiting five schools and a university. A full report is available on request.

Key aspects highlighted included:

- Education is highly valued and taken very seriously in all parts of Finnish society as the culture of the country is to support teachers and education. A lot of money is invested in young people. This culture helps ensure such good results in PISA (Programme for International Student Assessment).
- There is no equivalent of the Education Review Office as teachers are highly qualified, respected, trusted and well-trained professionals. Teachers feel less stressed due to no external intervention into their work.
- There is no subject hierarchy, with academic and vocational pathways valued equally, so that there are no “dead ends” for students. There is a much wider compulsory core group of subjects and a strong expectation by students that they are there to learn.
- There is high store set on learning languages; with all students learning a minimum of four languages. The Finns acknowledge that language learning increases student intelligence and provides a competitive edge in career choices as well as boosting student ability to do well in problem-solving tasks. This has a big impact on success in PISA, which tests mathematics, reading and problem-solving.
- Although Ms Smith considers the teaching at Fiordland College to be on par with or better than the teaching observed in Finland, the fundamental difference is that education is highly valued and this vision is accepted by all in Finland irrespective of political persuasion.
- The following summed up Ms Smith’s impressions
 - Position of teachers in the Finnish system: Respect, trust and autonomy.
 - Position of the student in the Finnish system: No dead ends.
 - Integral to all that Finnish society stands for: Equity and trust

Ms Smith thanked the Board for the opportunity to attend what had been an inspiring experience.

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

4. STRATEGY REPORTS

4.1 Position Analysis (Refer Agenda P18)

4.2 Annual Targets (Refer Agenda P18)

4.2.1 2018 Annual Targets

Ms Smith referred to a summary of progress against the nine 2018 annual targets, contained in the agenda. It was noted that it may be possible to achieve all the actions identified under each target without necessarily achieving the target itself. Although some of the targets have already been achieved or substantially achieved, especially Targets 1 and 2, several others cannot be assessed until the end of year examination data is available.

Ms Smith noted that the progress to date will give useful guidance on the 2019 targets. It is likely the number of targets will be reduced to around 3-4 in 2019.

4.3 Environmental Excellence

4.3.1 Green-Gold Enviro Status

Ms Smith noted that the school received Green-Gold Enviro status on 13 September 2018, the first secondary school in Southland to have this status. A letter of congratulations had been received from Hamish Walker, MP for Clutha-Southland.

4.3.2 Zayed Global Energy Prize

Regarding the Zayed Global Energy prize application, Ms Smith noted that there has been a 78% increase in applications received, with a record number of 2,100 submissions for the 2019 awards.

4.3.3 Environmental Audit Timeline

Ms Smith is still waiting for the Real Journeys audit person to meet with her. The Secretary would remind Mr Thomas to set this up.

4.3.4 Environmental School Council Project (on hold pending Zayed application result)

4.4 School Community Feedback

4.4.1 Board Phone Tree Survey

Ms Cahill noted some constant themes during her phone calls: communication, environmental, sports opportunities and camps. Mr Humphries would prepare a summary of the comments once he has received all the feedback from Board members.

It was agreed that the Secretary would organise an item in the newsletter inviting any parents who may not have been contacted during the process to contact the office and a Board member will be in touch to gather their feedback. Those who have already participated would be thanked.

Mr Humphries thanked Board members for undertaking the phone calls, which is time-consuming.

4.4.2 Staff Survey

The Secretary noted that a Google Form had been set up for staff to provide feedback to the Board, based on the same questions posed to parents. Ms Smith and the Secretary would liaise to provide a summary.

4.4.3 Student Survey

Ms Smith had arranged for students to provide feedback via the School Council.

Resolved: That the Strategy Reports be accepted. (Smith/Ralley)

5. EXTERNAL COMMUNICATION / MARKETING

5.1 Reporting to Parents (Refer Agenda P20)

5.2 Reporting to Community (Refer Agenda P20)

5.2.1 Opening Ceremony

Board members congratulated Ms Smith on the ceremony to open the refurbished Administration Block and Community Turf on 20 September 2018. The students had conducted themselves extremely well and performed the haka and waiata with pride.

5.3 Marketing Report (Refer Agenda P20)

5.3.1 Global Youth Ambassador Project

Ms Smith noted that several other schools in Southland have also been approached to be part of the Global Youth Ambassador project in China in 2019. Her questions around the project had been satisfactorily answered but Ms Smith still had reservations about involvement with China at this stage as she feels the best fit is with European schools, although there has been limited interest to date from this region.

It was agreed that the decision whether or not to proceed would be delegated to Ms Smith.

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

6. AUDIT / COMPLIANCE REPORTS

6.1 Health and Safety Report

6.1.1 Health and Safety Report (Refer Agenda P21)

6.1.2 Health & Safety Committee Meeting (Refer Agenda P27)

Reference was made to minutes of the Health and Safety Committee meeting held on 26 September 2018, copies of which were circulated with the agenda.

6.2 Personnel Reports (Refer Agenda P21)

6.2.1 Staffing

Ms Smith noted that John and Jude Cresswell have tendered their resignations as Caretaker and Teacher Aide respectively, effective from 16 November 2018. The Caretaker position has been advertised and Ms Smith is looking at ways of covering the Caretaker position pending a new appointment, especially around the chlorine handling for the swimming pool. The Teacher Aide position would be considered once the 2019 requirements are clear.

Mrs Humphries' Study Leave dates have been finalised as 24/3/2019 to 15/12/2019.

Mrs Marg Jones has indicated she will take a further 12 months of maternity leave (ie until the start of the 2020 school year).

6.2.2 Employee Appraisals (Refer Agenda P21)

6.3 Property Report

6.3.1 Property Report (Refer Agenda P21)

The 10 Year Property Plan has been signed off and returned to School Support Ltd for the next stage.

It was noted that School Support Ltd have been confirmed as the Project Managers for the next round of 5YA projects.

Ms Smith noted that the Caretaker is arranging insulation under the Cleddau St flat to ensure all the rental properties are insulation compliant. In response to a query from Ms Peacock, Ms Smith advised that the Caretaker is aware of the health and safety rules when working offsite alone.

Ms Smith noted that Hut 5 has now been removed from the school site.

A quote for double-glazing windows in the Admin Block will be obtained shortly.

6.4 Other Compliance Issues (Refer Agenda P22)

6.4.1 EOTC Sign-Off

Date	Students Involved	Destination	Staff in Charge
2-6 Sept	10 Year 9-13 Netballers	Dunedin SISS Netball Tournament	Jackie McDuff
7 Sept	9 Y9-13 Students	Southland Squash Champs – Invercargill	Suzanne Carruthers
8 Sept	16 Y7-13 Students	Southland Rock Climbing Champs – Invercargill	Vaughn Filmer, Suzanne Carruthers
9 Sept	Te Anau Nav-O	Te Anau	Nigel Wilson
14 Sept	24 Year 7/8 Students	Southland Primary Netball, Invercargill	Suzanne Carruthers, Shelley Wilson
15-16 Sept	Tear 12 Rec	Rail Trail	Vaughn Filmer
16/17 Sept	Get2Go (16 Y9/10)	Dunedin	Shaun Cantwell, Bob Perry
19-25 Sept	Makenzie Wilson	Treble Cone (Distance Learning)	Tina Perry
12-14 Oct	20 Year 7-13	SISS MTB Dunedin	Nigel Wilson

17 Oct	Y8 Debating Team	Tapanui	Marie Galland
23 Oct	4 7/8 students Northern Golf	Mossburn	Suzanne Carruthers/Aileen Moon
24 Oct	5 7/8 students Northern Tennis	Balfour/Riversdale	Tina Perry
30 Oct	20 Year 7-10 students	Tour of Southland	Nigel Wilson/Colin Roy
31 Oct	6 Y7/8 Table Tennis	Invercargill	Suzanne Carruthers
31 October	7 Y12 Re Skills	Lake Marian	Vaughn Filmer

6.4.2 Paid Union Meeting (PUM)

The PUM will be held on site in Te Anau on 21 November, rather than Fiordland College union members having to travel to Invercargill on 20 November. It was hoped that, in future, attendance/voting via Skype may become an option.

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

7. SPECIAL TOPICS AND PROJECTS

7.1 Significant Events / Achievements (Refer Agenda P23)

7.2 Time Spent by Board Members

7.2.1 Board members completed the schedule to confirm hours spent on Board matters during August, September and October 2018.

7.3 Prizegiving – Tuesday 11 December 2018

7.3.1 Mr Humphries reminded Board members that it is customary for Board members (excluding the student representative) to contribute \$20 each towards the Year 12 academic prize.

7.3.2 Neither Mr Humphries nor Ms Cahill would be able to attend the prizegiving. It was agreed that Mr Humphries would write the Board Report and Ms Peacock would read this at prizegiving and make any Board presentations required.

7.4 2019 School Dates

7.4.1 The term dates for 2019 were confirmed as:

- Term 1 - From Tues 29 Jan to Fri 12 April
- Term 2 - From Mon 29 April to Fri 5 July
- Term 3 - From Mon 22 July to Fri 27 Sept
- Term 4 - From Mon 14 Oct to Fri 6 Dec

7.5 Board Meeting Software - deferred

7.6 Updated Board List

7.6.1 An updated Board list was circulated. Changes should be advised to the Secretary.

7.7 Farewell Outgoing Student Trustee

7.7.1 Mr Humphries thanked Miss Robertson for her service as Student Trustee and presented her with a certificate.

7.8 Uniform Information

7.8.1 Ms Smith noted that details of the new uniform options would be included in the student handbook which will go out towards the end of the year.

7.9 Bring Your Own Devices

7.9.1 Ms Cahill queried whether the school could provide some guidance to parents on suitable devices for their children, bearing in mind that Christmas is coming up.

7.9.2 Ms Smith noted that this is currently being worked on and advice would be provided in the newsletter shortly.

7.10 2019 Trustee Elections

7.10.1 It was agreed to put this item on successive agendas. Mr Humphries noted that it would be useful to know how many Board members would be re-standing.

8. IN COMMITTEE SESSION

Resolved: That the meeting move into committee to discuss matters relating to individuals and that Miss Robertson be invited to remain. (Humphries/Peacock)

Resolved: That the meeting move out of committee and that matters taken in committee be ratified by open Board. (Humphries/Peacock)

9. CLOSURE

9.1 Next Meeting

9.1.1 The next monthly meeting is scheduled for Wednesday 28 November 2018, commencing at 7.30 pm.

9.2 Closure

9.2.1 The meeting concluded at 9.50 pm.

Confirmed: Date:
(Chairperson)