



**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON MONDAY 31 OCTOBER 2016 AT 5:00 PM
IN THE STAFFROOM**

Present: Paul Ferguson (Chairperson), Marriene Langton (Principal), Duane Major (left meeting at 7:00 pm), Sjaan Bowie, Tamara Kepa (Staff Representative)

In Attendance: Margaret Waller (Ministry of Education – Property and Delivery Manager), Danielle O’Halloran (Ministry of Education – Senior Adviser) and Marilou Crequer (Minute Secretary)

Karakia/Waiata: Board

M Langton introduced the members of the Board. P Ferguson welcomed all to the meeting particularly Margaret Waller and Danielle O’Halloran

Apologies: Rachael Ingram and Simon Cooper

Special Topics/Guests

Margaret Waller and Danielle O’Halloran spoke about property and enrolment scheme respectively.

Enrolment Scheme/School Zone

D O’Halloran spoke to the report (previously circulated) West Spreydon School (WSS) Enrolment Data. The Ministry of Education (MoE) mandate is ‘local children to local schools’. The MoE is here to help schools achieve this. D Major stated that WSS has been asking the Ministry to put in place a ‘zoning requirement’. There needs to be a conversation with other schools as WSS is nearing capacity and are unable to ‘turn away’ students who wish to come to WSS. The enrolment scheme discussion should be happening between the Southwest Cluster and WSS. D O’Halloran advised that the Ministry can facilitate this process which will include a consultation with the neighbouring school(s) affected, the community as well as the non-affected neighbouring school(s) in the community. It takes some time to get through this whole process. She will prepare a response to the concerns raised by the Board at the meeting and organise a round table discussion with the Southwest Cluster, WSS and other interested parties as soon as possible. She will also update the WSS enrolment school data report to reflect current rolls and have statistics on junior/senior split numbers as well as the areas where the children are coming from (for catchment discussion).

Property Update

M Waller spoke to this. An evaluation meeting was held with the masterplan designers as part of the horizontal bundle of Redwood, Hoon Hay and West Spreydon. WSS not coming into the program until 2018 but will still need to choose prior masterplan designer prior to rebuilding. No clear winner out of the four (4) groups. Still seeking further clarifications particularly about the level of engagement and additional costs they can anticipate. A request for tender sent out. The roll number will be an important aspect of the masterplan this as this generates the property guide for areas of teaching space for admin and resource etc. Construction budget currently at \$4.266M – there will be a reassessment of this amount in 2017. The construction budget is ‘roll dependent’. Any changes in

student numbers could potentially affect the overall budget – it could go either up or down. The budget tracks the roll. According to P Ferguson there is urgency to have the discussion about roll growth – as this will affect WSS moving forward.

The Board thanked Margaret and Danielle for coming along to the meeting tonight and for their reports.

M Waller and D O'Halloran left the meeting at 6:00 pm

The Board had a quick discussion on their thoughts about the enrolment scheme/school zones and property update. Some express confidence but others express a bit of scepticism. But all agreed that the conversation needs to happen with respect to the enrolment scheme to enable WSS to move forward confidently regarding rebuilding/building of new classrooms etc.

Administrative Matters:

A. Huntley Quinn

Motion: **Moved: D Major** **Seconded: S Bowie**

That Huntley Quinn be appointed as Project Manager for the pool project currently underway and going forward to 2017.

Carried

B. Principal's Appraisal

Draft report has been circulated but decision deferred until next meeting for further discussion. P Ferguson stated next steps would be how the Board can support M Langton achieve the goals/visions set down by the Board

ACTION: Board members to read the report, be prepared for discussion and decision at the next meeting
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C. Year 4 Camp Approval

. Proposal and documentation re: the camp was previously circulated. All the necessary paperwork has been done and M Langton supports this camp for approval. P Ferguson said the camp aligns in with our adventure and achievement kaupapa.

Motion: **Moved: Chairperson**

That the Board approve the proposed Year 4 Camp on the 24th of March 2017 (overnight at school site) delegating to M Langton, Principal, oversight of the Risk Assessment Management Strategies (RAMS) information.

Carried

D. Pool Update

D Major spoke to this.

- Still waiting on Christchurch City Council (CCC) consent – unfortunately costs \$1500 more than budgeted for
- Have replied to Peter Fenwick – MoE - regarding release of money for the pool
- Next step is to order pool from Natara – pivotal milestone and should be celebrated
- Pool charter – D Major suggests that we ask R Ingram for assistance. P Ferguson agreed. Key action is that this charter should be completed. Board to ask R Ingram if she would be keen to lead the discussion on the pool charter.
- Funding – can collect \$200k from SKY/CEAT Still awaiting response from other applications. Our \$700k will be enough to get us past stage 3 and very close to stage 4
- Communication will be sent out after we obtain consent and sign-off

- Decision on insurance cover will have to be made – recommendation is to insure the pool for repair costs

E. Letter from Cath Pratten

Seeking permission to organise a small BYO picnic for our school families. She will be meeting with some other people regarding Health & Safety issues. If she gets permission, she will organise a roster of parents/volunteers who will be helping on the day.

Motion: **Moved: M Langton**

Seconded: D Major

*That Cath Pratten's proposal for a picnic on Friday 16 December 2016 be approved conditional on receiving a written copy of the RAMs, the proposed roster and responsibility for locking up etc.**

Carried

*P Ferguson happy to be here to ensure that any building used (for power source) for the event is securely locked up.

Curriculum

Reports previously circulated. P Ferguson spoke to this and sought feedback from the Board. Good discussion on the various reports. He asked T Kepa to pass on to staff the Board's thanks for the great work and for their reports.

Principal's Report:

Report previously circulated. D Major liked the new format as easy to read and states what we are all about. Question asked about 'agile leadership' – a business model – major tasks have a story underneath. Every element of the task is broken down and people assigned a task takes responsibility for it until it's completed. Distributed leadership – much more efficient use of time and better way of delegation as everyone knows what needs to be done. M Langton also quickly discussed Nicky's new team and what brought about this change(s).

The Board keen to have an external provider to do the appraisal. P Ferguson will contact two (2) suggested persons from the Leadership Lab who may be able to do this (Chris Mene and Dr Chris Jansen). Marianne's next option would be to go to our Kahukura Cluster and see if anyone would be willing to do it.

Motion: **Moved: Chairperson**

That resolutions regarding school accounts/whanau money as detailed in the Principal's report be approved

Carried

Financial Report(s)

Previously circulated. Approval of August and September Financial Statement of Accounts deferred until next meeting.

Motion: **Moved: Chairperson**

That August and September accounts for payment as circulated to the Board be approved.

Carried

Personnel – Appointment Committee

Motion: **Moved: Chairperson**

That the Board ratify the appointment of Aimee Salter for a fixed term 1 year position beginning start of January 2017.

Carried

