

MINUTES OF THE MEETING OF THE WESLEY COLLEGE BOARD OF TRUSTEES held in via Zoom on Thursday 3 December 2020 commencing at 5pm

1.0 ADMINISTRATION

CONSTITUTION OF MEETING: Mr Johnston constituted the meeting with prayer.

PRESENT: Norman Johnston (in the Chair), David McGeorge, Sifa Pole, Nashua Morrison, Jeff Johansson and Brian Evans

APOLOGIES: Troy Wigley and Jean-Paul Eason

IN-ATTENDANCE: Barbara Ngataki, Board Secretary

ACKNOWLEDGEMENTS:

- Mr Johnston acknowledged Mr Ernie and Mrs Ngaire Lepper who were Fellows of Wesley College
- Mr Johansson acknowledged the appointment of past student Mr Edwin Talakai [1989], as Vice President of the Methodist Church.

2.0 STRATEGIC DECISIONS/DISCUSSIONS

2.1 2021 Annual Plan and Charter Draft

The Principal reported on the Annual plan.

Mr Johnston acknowledged the work of staff during term 4, and the continued commitment to student achievement.

Mr Pole enquired if the 2021 Theme has been confirmed.

The Principal advised the theme was confirmed this week and continues to build on the theme of Service

Tōku manaaki tōku toiora
Tōku toiora tōku manaaki
‘When service is my well-being, my well-being is served.’

It was **AGREED** to approve the 2021 Annual Plan.

**EVANS/JOHNSTON
AGREED**

It was **AGREED**, as the Board did not have a quorum that the Secretary seek concurrence via email from the absent members of the Board.

2.2 Education Review Office (ERO) 2021 Timeline: Still to be confirmed.

3.0 MONITORING

3.1 NAG 1: Student Learning, engagement, process and achievement

Principal's Report

Term 4 has gone very well to date.

There was an extended period of school time prior to exams this year as exams had been pushed out later due to Covid. The focus this term has been NCEA and getting our senior students over the line. A clear process was established to enable decisions around which senior students could go on study leave and which students needed to stay back to complete assessments. This has proved very successful with a settled and engaged school.

With senior exams well underway, we have also been able to put more focus on our Year 9 and 10s as they come to the end of their year. Junior exams were held this week giving students an insight to what is required when they too will sit their NCEA exams.

Many sports are underway with a key focus being on the National Condor 7s for our U15 and Senior girls' and boys' teams.

We recently held our induction day for next year's Year 9. There was an excellent turnout and it was a great opportunity to meet some new parents as well as showing the students around the campus and gathering some academic and learning data for 2021.

- **2021 Roll**

2021	Full Roll		Day		Boarding	
	Male	Female	Male	Female	Male	Female
Year 9	63	25	7	9	56	16
Year 10	64	23	25	12	39	11
Year 11	68	21	25	12	43	9
Year 12	48	23	17	6	31	17
Year 13	51	10	16	4	35	6
Sub Total	294	102	90	43	204	59
Total	396		133		263	
International	5		Applications Pending		1	
Domestic	391		Places Available		-3	

Mrs Morrison enquired if the Board should consider an enrolment Policy.

The Principal advised that a Policy could be useful as there are some students who are not accepted due to behaviours and reports not reflecting well.

Mrs Ngataki advised the Board needs to be aware of the number of Year 13 students leaving in 2021, a total of 61. This determines how many Year 9 students can be enrolled for 2022 which will still bring the roll to 400.

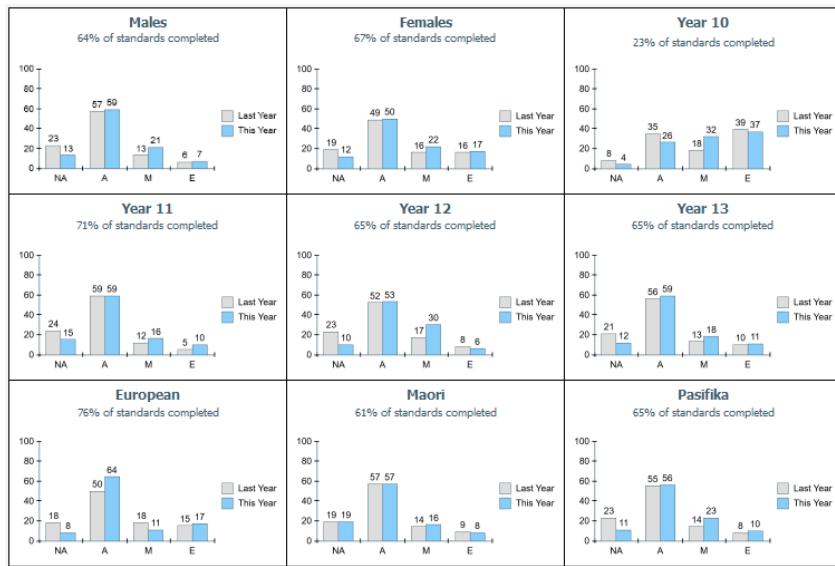
Mrs Ngataki felt there could be some value in an Enrolment Policy as the Board must decide if we fill any vacancy that occurs during the year or we leave the spaces to increase the number of Year 9 students for 2022.

If the Ministry of Education grants an increase to the roll cap to 600 the Board still has the issue of infrastructure, classrooms and hostels etc. It does not make sense to immediately increase past 400 students at this stage.

The Principal advised that over the past few years there has been discussions and a plan put in place however, next year the Boards will need to make some more concrete decisions.

Mr Johansson advised infrastructure is a much bigger issue as we are running out of space. Mr Johansson felt the Board may need to have a discussion with the Trust Board around a Transition Policy for the next few years.

- **NCEA internal assessment progress**



The Principal advised that results are likely to be:

L1 70-75%
L2 80-85%
L3 85-90%
UE 42-65%

- **Stand down's, suspension, exclusion data from Hostel and School 2020**

Hostel Kairangi data
Stand down's, Suspensions and Exclusion from hostel

	3 Day SD	5 Day SD	Suspension (5+ Days)	Exclusion (from hostel)	Total
2015	24	6	0	0	30
2016	25	35	0	4	64
2017	8	19	0	9	36
2018	11	35	0	4	50
2019	4	12	4	2	22
2020	1	0	9	1	11

School Kairangi data
Stand down and suspensions from school

Year	Stand Downs	Suspensions	Total
2015	66	18	82
2016	45	5	50
2017	44	8	52
2018	9	2	11
2019	8	4	12
2020	4	3	7

The Principal advised the data is showing really good results.
Hostel parents are working well and are a lot more focussed.

3.2 NAG 2: Self-Review – see Principal's Report

The Principal advised that staff have begun presenting their Teacher Inquiry projects in staff meetings. SLT are working through end of year reviews with Heads of Departments and Unit Holders.

Jan Hill Review

Based on the staff feedback to date, there are four key messages for SLT

1. There are many positives already
 2. Do less and do it well
 3. Forward plan
 4. Make sure there are clear, detailed and consistent messages around roles, procedures and initiatives.
-
- Focus on the positives
 - Focus on fewer development areas and to do them well
 - PLD needs to be very focused and sustained – one, maybe two development areas across the year
 - Put a strong and deliberate focus on the Kairangi values – make them very visible (display, use art, inside and outside), talk about them, live them
 - Work on small steps to tweak the other positives to make them even better e.g. Academic Mentoring, the Committees
 - Make sure everyone in the organisation has a clear job description – include the Kairangi values, working towards the school's vision and strategic goals (make roles clear to everyone)
 - More forward planning – make sure there is enough detail, in writing, around procedures and development areas - a clear purpose/outcome, clear and consistent 'how to' messages; make sure there is a written brief for every committee

A full review is likely to be ready early 2021.

It was **AGREED** to receive the report of the Principal.

3.3 NAG 3: Personnel - see Principal's Report

The Principal advised that Phillip Ma'aelopa has been reappointed LTR Geo for 2021. No other staffing requirements at this stage.

- **Principal's Sabbatical Coding Notice 27/09/2021 – 19/12/2021**

It was **AGREED** to approve the Principal's Sabbatical Leave for term 4, 2020. **JOHNSTON/JOHNASSON AGREED**

It was **AGREED**, that as the Board did not have a quorum that the Secretary seek concurrence via email from the absent members of the Board.

3.4 NAG 4: Property and Infrastructure

Hostel Council: Has not met since the last meeting of the Board.

Finance Report – P&F Sub-Committee:

Mr McGeorge advised the school is in a good financial position following a Covid year.

Government School Lunch Funding/School Donation Scheme:

Mr McGeorge advised that the Trust Board will use the funds to cover costs to day students following receipt of the school lunch programme funding and the school donation scheme.

2021 Budget:

It was **AGREED** to confirm the 2021 Budget.

MCGEORGE/JOHNSTON AGREED

It was **AGREED**, as the Board did not have a quorum that the Secretary seek concurrence via email from the absent members of the Board.

Charity Applications: There were no applications for this meeting of the Board.

3.5 NAG 5: Health and Safety- See Principal's Report

The Principal noted the Health and Safety minutes contained in the Principal's report.

3.6 NAG 6: Administration and Compliance

The Principal advised that moderation of assessments continues so that we are able to meet the expectations of NZQA.

Community Consultation: To be held Student Led Conferences end of term 1, 2021. To remain on the Agenda.

Compliance Sub-Committee:

- **Finance Policy**
- **Credit Card Procedure, Role of the Chaplain Procedure**

It was **AGREED** to adopt the Finance Policy and to receive the Credit Card and Role of the Chaplain Procedure

**JOHANSSON/POLE
AGREED**

It was **AGREED**, as the Board did not have a quorum that the Secretary seek concurrence via email from the absent members of the Board.

2021 Meeting Dates

Mrs Ngataki advised the schedule is slightly different from the norm in that it is a meeting once a term instead of every month. It is only a suggestion.

Mrs Morrison asked if Board PD could be held on the alternate months.

Mrs Ngataki advised she would require what PD the Board is seeking so a facilitator could be sourced. Mrs Ngataki also suggested the Board take up the opportunity to attend the Start Up PD held for staff at the beginning of the year.

The Principal advised the Start Up PD will be 29 January 2021.

Mrs Ngataki to forward the Agenda to the Board in January.

BN

Mr McGeorge advised PD on Governance at the beginning of the year would be helpful.

It was **AGREED** that PD on Governance be scheduled for the March meeting of the Board.

BN

It was **AGREED** to approve the 2021 meeting dates as scheduled.

**MCGEORGE/JOHNSTON
AGREED**

It was **AGREED**, as the Board did not have a quorum that the Secretary seek concurrence via email from the absent members of the Board.

4.0 ADMINISTRATION

4.1 Approve Minutes, 24 September 2020

It was **AGREED** to confirm the minutes of the meeting held 24 September 2020, as a correct record.

**JOHNSTON/MCGEORGE
AGREED**

4.3 Correspondence

DATE	OUTWARD	REGARDING
	No correspondence	

DATE	INWARD	REGARDING	SUGGESTED ACTION
25.09	APIS	Application for maximum roll increase	Information
30.09	Aqualab	Drinking water results	Information
30.10	Aqualab	Drinking water results	Information

It was **AGREED** to receive the inward correspondence.

MORRISON/POLE

AGREED

5.0 GENERAL BUSINESS

6.0 Identify agenda items for the February board meeting: 25 February 2021, at 5pm

- Election of Chair, D/Chair, Secretary / Confirm Delegations/Subcommittees
- School Infrastructure

7.0 IN-COMMITTEE

It was **AGREED** at 5.50pm that in terms of Section 48 of the Local Government and Official Information Act 1987, the public be excluded from this part of the meeting, to discuss matters which, in public would infringe the privacy of a natural person under Section 9(a) of the Official Information Act 1989.

**JOHNSTON/JOHANSSON
AGREED**

It was **AGREED** that the Board of Trustees return to open meeting at 6.07pm after discussing student discipline and staff matters.

JOHNSTON/MCGEORGE

AGREED

Combined Board Meeting/Dinner

Mr Johnston acknowledged the Combined Board meeting and dinner.

Signed as a correct record this 21 February 2021

Norman Johnston
CHAIRPERSON