

1. ADMINISTRATION:

1.1 PRESENT: Norman Johnston (in the Chair), David McGeorge, Nasili Vaka'uta (5.15pm), David Denny, Rose Tapuvae Papuni, Imraz Sahib, Unise Smythe, Gillian Laird (5.10pm) and Steven Hargreaves.

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

1.3 APOLOGIES:

Apologies were received from Sepa Tala'imanu and Jeff Johansson, and from Imraz Sahib who will leave the meeting early.

1.4 IN-ATTENDANCE: Barbara Ngataki Minutes Secretary

1.5 ACKNOWLEDGMENTS

- Mrs Sepa and Mr Wes Tala'imanu on the safe delivery of a daughter.
- Mrs Janet Wheatley: The Board accepted with regret Mrs Wheatley's resignation acknowledging her commitment and many years of service to the College.
- Jeff and Michelle Johansson: the Board acknowledged the passing of Mr Johansson's grandmother. Mr Johansson's grandmother was 90 years old.

1.6 Declaration of Interest: Declared at Point of Interest

1.7 Election of Chairperson, Deputy and Secretary

Mrs Ngataki assumed the Chair for the Election of Chairperson and called for nominations.

Chairperson: Norman Johnston **HARGREAVES/MCGEORGE**

Mrs Ngataki called for further nominations for Chairperson.

There being no further nominations Mrs Ngataki declared Mr Johnston elected as Chairperson for the ensuing year.

Mr Johnston assumed the Chair.

Mr Johnston thanked the members of the Board for their confidence and advised that he will require the support of the Board to fulfil his role as the Chairperson.

Deputy Chairperson: David McGeorge **JOHNSTON/DENNY**

There being no further nominations the Chairperson declared Mr McGeorge elected as Deputy Chairperson for the ensuing year.

Secretary: Steven Hargreaves (Principal) **JOHNSTON/DENNY**

There being no further nominations the Chairperson declared Mr Hargreaves elected as Secretary for the ensuing year.

1.8 Confirmation of Sub-committees

Mr Johnston advised that it is important to confirm the conveners of the sub-committees and for board members to give an indication to those conveners as to which sub-committee they are interested in, noting that members can amend their selections.

| COMMITTEE | 2017 |
|--|--|
| EMERGENCY COMMITTEE | Chairperson Board of Trustees Deputy Chairperson Board of Trustees Secretary (Principal) |
| DISCIPLINE COMMITTEE Sections 16 and 17 Education Act 1989 [and such other members who may be required to ensure gender and ethnic balance for each hearing] The Chairperson to review procedure followed by the Committee in the event of an appeal. The Principal attends the meeting but leaves the meeting when the Committee meets to consider its decision. | (c) Jeff Johansson Patisepa Tala'imanu Unise Smythe Imraz Sahib Gillian Laird Substitute list: Rod Gabb – Co-opted Other Board members can be co-opted |
| COMPLIANCE SUB-COMMITTEE Self-review Policy Legislative Compliance Strategic Plan | (c) Patisepa Tala'imanu Unise Smythe Jeff Johansson Rosa Tapuvae Papuni Principal |
| HUMAN RESOURCES SUB-COMMITTEE Senior Appointments Emotional Safety Harassment Prevention EEO Employment Agreements (including complaints) | (c) Principal David McGeorge Jeff Johansson Gillian Laird David Denny Unise Smythe Note: Other Board members can be co-opted |
| PROPERTY AND FINANCE SUB-COMMITTEE Property Management Physical Safety Finance | (c) David McGeorge Gillian Laird David Denny Imraz Sahib Principal Denise Bellette |

It was **AGREED** to confirm the 2017 Committees and Sub-Committees.

**HARGREAVES/DENNY
AGREED**

2017 Discipline Committee Co-Option

It was **AGREED** to reaffirm the co-option of Mr Rod Gabb to the Discipline Committee.

**DENNY/MCGEORGE
AGREED**

1.9 Confirmation of Delegations

It was **AGREED** to confirm the 2017-2018 Delegations.

**JOHNSTON/TAPUVAE PAPUNI
AGREED**

CHAIRPERSONS COMMENT:

Mr Johnston advised that:

- the development is progressing ahead quickly.
- he has received a letter from the Minister of Education congratulating the school on being a part of the COL initiative.

- he would like to apply, with the assistance of the Principal, for the Prime Minister's Award for academic achievement following last year's results.

It was **AGREED** that Mr Johnston apply for the Prime Ministers Award for academic achievement. **SH**

2.0 STRATEGIC DECISIONS/DISCUSSIONS

2.1 2017 Charter

The Principal reported on the 2017 Charter as included in the Board Information Pack.

It was **AGREED** to adopt the 2017 Charter.

**SMYTHE/LAIRD
AGREED**

2.2 2017 Annual Plan

The Principal reported on the 2017 Annual Plan as included in the Board Information Pack.

NAG 1: Community of Learning (COL)

Mr Johnston enquired how does Community of Learning (COL) work?

The Principal advised the COL initiative is a grouping of teaching staff from a number of different schools gaining professional skills to assist teachers to improve their teaching practice in the classroom.

Wesley College currently has four staff members registered. The Principal believes it will be several months of professional development, coaching and visiting other schools before those staff will be able to deliver to the classroom teacher. It can be a career pathway for some of those involved.

The contract with COL is for two years and is reviewable by the Board if we wish to continue or opt out.

NAG 2: Mrs Smythe enquired about Reporting to Parents.

Mrs Smythe advised previously a lot of work had been done to improve reporting to parents focussing on where a student was at and what steps are next. Mrs Smythe advised that she was disappointed and concerned on receipt of her own daughter's report.

Mr Sahib enquired if a teacher's guideline was appropriate.

Mrs Smythe was also concerned that the internal results did not align with the external results. Mrs Smythe enquired how is moderation completed and whether it is externally.

The Principal advised that moderation is external and it is not unusual for an internal result to differ from an external result. The Principal advised that NZQA takes a sample across subjects to moderate and the agreement rate is very good.

The Principal advised that he is meeting with NZQA on Tuesday.

Mr Johnston noted the continued option of a vocational pathway for students from Life and Faith classes to Trinity College.

It was **AGREED** to adopt the 2017 Annual Plan.

**SMYTHE/LAIRD
AGREED**

2.3 2016-2018 Strategic Plan

Following discussion's it was **AGREED** to reaffirm the 2016-2018 Strategic Plan.

SMYTHE/LAIRD
AGREED

Mr Sahib left the meeting at 6pm

MEETING ADJOURNED FOR DINNER 6pm

MEETING RECOMMENCED AT 6.30pm

3.0 MONITORING

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

- **Receive the Principal's Report**

The Principal advised it was an excellent start to the year with our Service of Beginnings, prefect training, swimming sports and getting classes, sports practices and Polyfest preparations well underway.

The Year 9 students had a two-day induction with the prefects and teachers which has improved their transition into school.

The school roll sits at 331, with a number of enrolment interviews still to take place. Year 9 enrolments are particularly strong. Boarding numbers are also up (Taina and Te Paea are full). These factors (a large year 9 and boarding at capacity) have serious implications for roll growth moving forward.

| Year Level | Male | Female | Total |
|--------------|------|--------|-------|
| 9 | 79 | 14 | 93 |
| 10 | 46 | 18 | 64 |
| 11 | 52 | 11 | 63 |
| 12 | 45 | 18 | 63 |
| 13 | 43 | 5 | 48 |
| TOTAL | 265 | 66 | 331 |

In a continued attempt to provide subjects that meet the preferences and needs of our students we have introduced Drama, Media Studies and Financial Literacy into the timetable. We are also trialling an integrated learning programme in the junior school where English, Maths, PE and Social Studies share the teaching of topics and skills to coordinate the students learning.

The NCEA results from 2016 were very pleasing with sizeable improvements in the pass rates at all levels of NCEA and University Entrance. Please see the attached sheet.

Of note;

The school-wide pass rates at all three levels have risen significantly and are above the national pass rates

- the pass rates for Maori are above the national pass rates at all three levels
- the pass rates for Pasifika are above the national pass rates at all three levels
- the UE pass rate is above the Decile 1 – 3 pass rate
- the number of subject and certificate endorsements is up.

NCEA pass rates – provisional

| Year | Level 1 | Level 2 | Level 3 | UE |
|------|---------|---------|---------|----|
| 2012 | 22 | 61 | 67 | 38 |
| 2013 | 26 | 50 | 54 | 28 |
| 2014 | 59 | 50 | 37 | 10 |
| 2015 | 72 | 63 | 33 | 15 |
| 2016 | 84 | 87 | 74 | 30 |

Endorsements

Year 11

| | | 2014 | 2015 | 2016 |
|-------------|------------|------|------|------|
| Certificate | Excellence | 0 | 1 | 8 |
| | Merit | 11 | 5 | 10 |
| Subject | Excellence | 3 | 6 | 14 |
| | Merit | 27 | 13 | 28 |

Year 12

| | | 2014 | 2015 | 2016 |
|-------------|------------|------|------|------|
| Certificate | Excellence | 0 | 1 | 3 |
| | Merit | 1 | 6 | 4 |
| Subject | Excellence | 2 | 6 | 8 |
| | Merit | 8 | 18 | 14 |

Year 13

| | | 2014 | 2015 | 2016 |
|-------------|------------|------|------|------|
| Certificate | Excellence | 0 | 0 | 1 |
| | Merit | 2 | 1 | 4 |
| Subject | Excellence | 2 | 1 | 0 |
| | Merit | 5 | 3 | 17 |

- **Academic Celebration Dinner, 24 February at 7pm - reminder**

3.2 NAG 2: Self-Review

The Principal advised that review of teaching practice remains a key goal under NAG 2. The quality of classroom teaching is a key driver in the success of our students. Professional learning groups that support teachers with an inquiry into their classroom practice will again be in place. We have been successful in gaining a professional development contract that will see Auckland University / Team Solutions staff supporting our professional learning groups.

A second key area of self-review this year will be in how we handle our NCEA moderation. This was a focus last year and the NZQA report indicates that we have more work to do. Our 'agreement rates' are not satisfactory. NZQA are returning on February 28 and a more detailed plan will be developed following that meeting.

Principal also advised that the draft new Charter, strategic and annual plans are available (and have been circulated to Trustees).

3.3 NAG 3: Personnel

- **2017 New Appointments**

The Principal advised the following new appointments had been made; Ms Ngatia Vaike as HOD Science, Mr Tim Fisher teaching Drama and English, Mr Divnesh Singh teaching Science and mathematics, Ms Ana Clarke teaching Science, Mrs Rita Fatialofa TIC Transition and Careers, Mr Gavin Sheppard TIC Hard materials technology. Mr Fale Uaine joins us full-time as Guidance Counsellor after completing his practicum at Wesley.

It was **AGREED** to confirm the decision of the Principal in appointing Ms Ngatia Vaike - HOD Science, Mr Tim Fisher - Drama and English, Mr Divnesh Singh - Science and mathematics, Ms Ana Clarke - Science, Mrs Rita Fatialofa - TIC Transition and Careers, Mr Gavin Sheppard - TIC Hard materials technology and Mr Fale Uaine – Careers.

**JOHNSTON/LAIRD
AGREED**

The school is staffed slightly above our MOE predicted GMFS however the current student numbers are higher than forecast. This will see our GMFS rise after March 1 roll return

3.4 NAG 4: Property and Infrastructure

- **New School Planning**

Principal advised that the design of the new campus, and move, remains a key priority. If the large intake of Year 9 students is to be an indication of future growth, the school is going to come under increasing pressure on this campus and the move to new premises becomes increasingly urgent. Hostel accommodation, in particular, will be under real pressure.

- **Hostel Council Minutes, 26 January 2017**

Mr Denny reported on the Hostel Council minutes dated 26 January 2017.

Mr Denny advised that space in the hostels remain a concern with the increasing roll numbers.

Mr Mc George advised that the Trust Board has agreed to locate a building beside Te Paea and to invest in upgrading Denton to make more space available for 2018. Work will commence during year.

Mrs Tapuvae-Papuni advised that although she has made the Hostel Council Secretary aware that she is a representative on the Council she is yet to receive any information regarding meeting dates or agendas.

The Principal advised that he will talk with Mrs Bellette to ensure she receives information.

SH

It was **AGREED** to receive the Minutes of the Hostel Council dated 26 January 2017.

- **Finance Report – P&F Sub-Committee**

Mr Mc George tabled the draft budget advising it has been written to anticipate a slightly higher Ops Grant with the student numbers being above MOE forecast.

It was **AGREED** to adopt the Draft Budget as tabled.

**MCGEORGE/SMYTHE
AGREED**

Mr McGeorge advised that the final accounts will be available to the Board for the March meeting.

The IT network is now supported by a new contractor, New Era. New Era have been busy over the holiday installing a new server and reconfiguring the network. We have purchased a stock of new computers and these will be rolled out into classrooms and hostels over the next few weeks.

A new Drama space has been commissioned to accommodate the Year 12 and 13 Drama classes (a new subject this year).

- **Charity Applications**

It was **AGREED** to reaffirm the following Charity Applications.

**JOHNSTON/LAIRD
AGREED**

| TO | Amount | For |
|------------------------|----------|---|
| Pelorus Trust | \$11,700 | Health and Safety Essentials Course for students |
| Lion Foundation | \$20,400 | Health and Safety Essentials Course for Students and a Forklift Operation training course |
| Trillian Trust | \$10,876 | 1 st XV Rugby travel outside of the Auckland Area |

3.5 NAG 5: Health and Safety

- **OSH Committee Minutes**

Principal advised that the physical and emotional safety of staff, students and visitors to school are critical.

Having a safe emotional environment for students is a key focus of ours this year. The PB4L (Kairangi) initiative moves into the implementation phase this year. Raising expectations and teaching students how to behave with specific lessons will see a more settled and productive campus that is a more pleasant environment for staff and students.

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

3.6 NAG 6: Administration and Compliance

Principal advised that as mentioned earlier in the meeting under self-review, the school have a return visit from NZQA this year regarding moderation processes for NCEA.

Other regulatory and compliance issues will be dealt with as a matter of course.

- **Community / Māori Consultation Scheduled for Term 1, 30 April 2017**

It was **AGREED** to confirm the Maori Community Consultation meeting for Term 1, 30 April 2017 at 2pm, to be held in te whare Runanga.

- **Community / Pasifika Consultation**

Rev Vaka'uta advised that it would be better for the Board to travel to the community instead of asking the community to come to the College. Rev. Vaka'uta advised that the Vahe Fonua Synod have a Wesley College day and there may an opportunity for the Board to consult at that time. The Board could also consider a promotional video which could be played prior to a Church service commencing. **NV/RT**

It was **AGREED** that Rev Vaka'uta and Mrs Tapuvae Papuni lead the Pasifika community consultation.

- **Compliance Sub-Committee**

Policies and Procedures

There were no items for this meeting of the Board.

Policy Review Schedule – for information only

4.0 ADMINISTRATION

4.1 Confirmation of Minutes, 15 December 2016

It was **AGREED** to confirm the minutes of the meeting held 15 December 2016, as a correct record.

JOHNSTON/MCGEORGE
AGREED

4.2 Correspondence

| DATE | OUTWARD | REGARDING |
|------|---------|-----------|
| | Nil | |

| DATE | INWARD | REGARDING | SUGGESTED ACTION |
|----------|--------------------|-------------|------------------|
| Dec 2016 | STAnews | Issue 269 | Information |
| 27.01 | Mrs Janet Wheatley | Resignation | Accept |

Matters Arising:

Mr Johnston noted the STAnews.

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

**HARGREAVES/JOHNSTON
AGREED**

5.0 MEETING CLOSURE

5.1 Identify agenda items for next meeting

- Pasifika Consultation Dates

IN-COMMITTEE

It was **AGREED** at 7.17pm 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/VAKA'UTA
AGREED**

It was **AGREED** that the Board of Trustees return to open meeting at 7.50pm after discussing student discipline and staff matters.

**JOHNSTON/VAKA'UTA
AGREED**

GENERAL BUSINESS

Touchstone

It was **AGREED** that the Principal contact Touchstone to discuss the 2016 NCEA successes and the opportunity for a Wesley page to be established.

NZSTA Internal Evaluation Tool Survey

The Principal and Mr Johnston met with Mr Chris France from NZSTA. Mr France advised that the Principal and five others had responded. Mr France also advised that generally responses were consistent and positive.

The Principal advised that there was one response indicating they did not know what the SUE and Leave Balance Reports were. The Principal advised that both reports are generated from NOVOPay, the Board payroll provider.

The SUE (Staff Usage Expenditure) is monitored to ensure that the Board does not overdraw its allocated allowance for teaching staff; the Leave Balance is also monitored to ensure staff entitlement is correct.

Mr Johnston encouraged Board members to take the opportunity for Professional Development and to participate when a survey is available to the Board. The survey is a useful tool and is completely confidential.

CLOSURE:

The meeting closed at 8.05pm with members sharing the Grace with each other.

Signed as a correct record this 23rd day of March 2017

Norman Johnston
CHAIRPERSON