

MINUTES OF THE MEETING OF THE WESLEY COLLEGE BOARD OF TRUSTEES held in the meeting room adjoining the Dining Room on Thursday 25 October 2018 commencing at 5pm.

1.0 ADMINISTRATION

1.1 PRESENT: Norman Johnston (in the Chair), Jeff Johansson, Sepa Tala’imanu, David McGeorge, and Brian Evans

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

1.3 APOLOGIES: Gillian Laird, Uinise Smythe, Rose Tapuvae Papuni, Imraz Sahib, David Denny and Rhys Gabriel

1.4 IN-ATTENDANCE: Mr Vince Hapi - HOD Māori, Mr JP Eason - HOD Social Sciences, Miss Elisa Tufala – HOD Life and Faith and Barbara Ngataki, Minutes Secretary

WELCOME

Mr Johnston welcomed Mr Vince Hapi, Mr JP Eason and Miss Elisa Tufala to the meeting.

ACKNOWLEDGEMENTS

There were no acknowledgements

CHAIRPERSONS COMMENT

Mr Johnston noted that the:

- combined Boards meeting/Christmas dinner is Thursday, 29 November 2018 at 5pm.
- WCOSA day is Sunday, 29 October 2018.
- formal opening of Paerata Rise is Saturday, 1 December at 9.45am. All Board members are invited to attend.
- Leaver’s Chapel, Senior Prize Giving, Leaver’s Dinner is Friday, 9 November 2018 at 3pm. All Boards members invited to attend.
- 175th Celebrations: important that the old student database is up-to-date as much as practical.

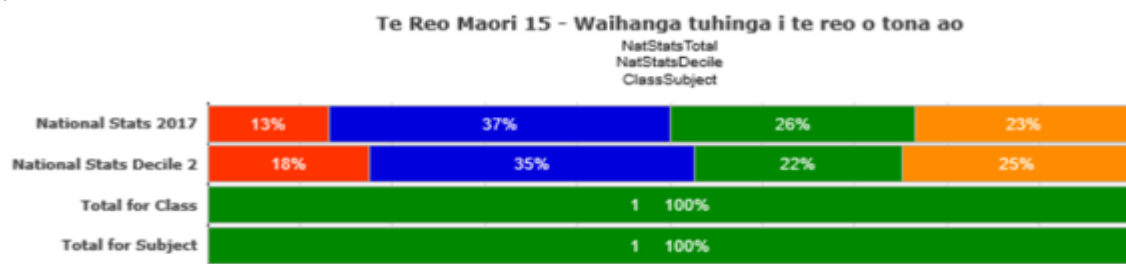
Mr Vince Hapi - HOD Māori

Mr Hapi reported on his tabled discussion notes:

The te Reo Māori Department is a sole teaching position. It is desirable to explore the potential for another teacher or an assistant to collaborate with in developing strategies and approaches to improve student outcomes. Mr Hapi advised that he is very passionate about his job and will continue to ignite and nurture this passion. Some key areas for improvement are:

- Growing the potential and capacity for an assistant teacher
- Professional learning – strategies
- Course design – are we responding to the expectations of the NZC in all our courses at all levels? Are we using NCEA assessments to best cater to the needs of our students?
- Raising achievement - pass rate but especially of Merit and Excellence
- Retention and succession planning

YEAR 9



9SCMAO, 9SIMAO, 9WIMAO, 9STAMAO topics are and two Unit Standards

1. Pepeha
2. Karakia and Waiata
3. Whaikōrero
4. Kīngitanga
5. Mihimihi and Poroporoaki
6. Whakapapa US27106 Level 1
7. Pōwhiri US27108 Level 1

Generally, at Y9MAO students are progressing and engaging reasonably well. However, at the highest level the student achievement numbers are low. This would be an area to grow and develop in moving forward in 2018. A highlight factor is to acknowledge the one Y9MAO student who has successfully achieved Te Reo Māori 1.5: Waihanga tuhinga i te reo o tōna ao with Merit as shown in the graph above.

YEAR 10

10MAO1 topics are:

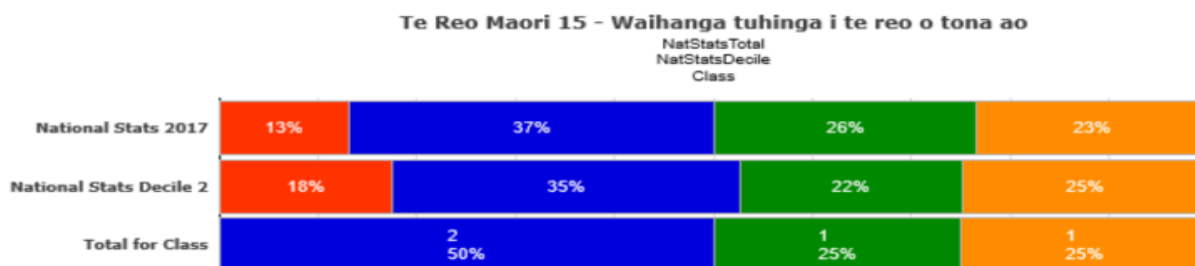
1. Pepeha
2. Karakia and Waiata
3. Whaikōrero
4. Kīngitanga
5. Mihimihi and Poroporoaki

10MAO2 topics are as above and the following Unit Standards:

1. Ranginui and Papatūānuku US27105 Level 2
2. Tangata Rongonui US16054 Level 2

Generally at Y10MAO students are progressing and engaging reasonably well. There are no students at the lowest level of achievement which is pleasing. However, at the highest level of achievement, disappointingly, is only one student. This would be an area to grow and develop in moving forward in 2017.

YEAR 11



11MAO topics are:

1. Service of Beginnings
2. History of Wesley College
3. Kīngitanga
4. Hui Marae

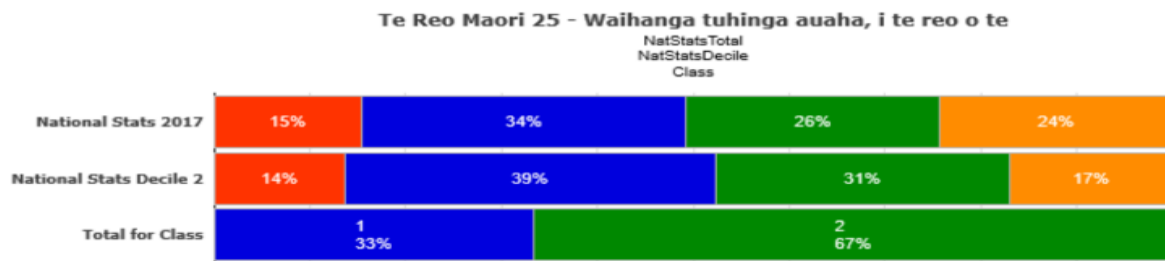
Y11MAO offers a maximum of 18 credits

There is a steady increase in student numbers from 2017 to 2018. Pass rates are good.

To note:

- Higher success is found in internal standards than external standards in 2017
- Disparity between Creative Writing and Formal Writing success. Creative writing achievements are better.

YEAR 12



12MAO topics are:

1. Service of Beginnings
2. History of Wesley College
3. Kīngitanga
4. Hui Marae

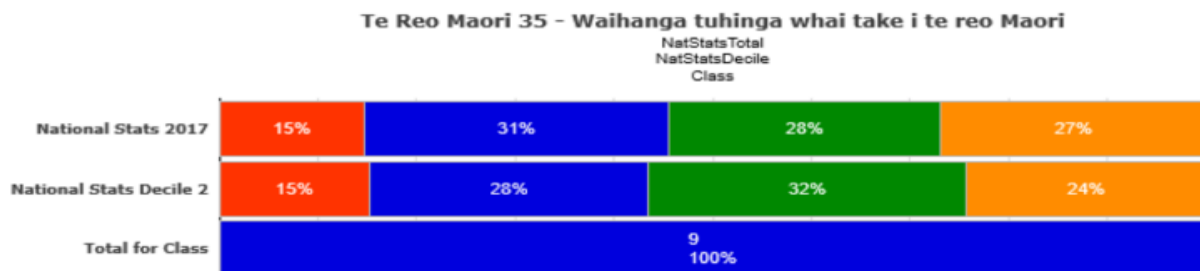
Y12MAO offers a maximum of 18 credits

There is a definite increase in student numbers from 2017. Pass rates are fair.

To note:

- Higher success is found in internal standards than external standards in 2016
- Disparity between Creative Writing and Formal Writing success. Creative Writing achievement is better.

YEAR 13



13MAO topics are:

1. Service of Beginnings
2. History of Wesley College
3. Kīngitanga
4. Hui Marae

Y13MAO offers a maximum of 18 credits

There is an increase in student numbers from 2017. Pass rates show some improvement.

To note:

- Higher success is found in internal standards than external standards in 2017
- Disparity between Creative Writing and Formal Writing success. Creative Writing is better.

Numbers are generally low at this level of NCEA for this course.

Mr Johnston enquired if numbers are maintaining in Year 9 and would making it compulsory have an effect.

Mr Hapi advised that numbers in Year 9 are consistent. Mr Hapi also advised that he would strongly encourage that Māori remain as an option.

Mr McGeorge enquired what is in place to extend and retain students who are coming from Kura Kaupapa.

Mr Hapi advised that students are placed in a higher level to extend their knowledge and ability.

Mr McGeorge enquired why creative writing was easier than formal writing.

Mr Hapi advised that writing creatively could give students the freedom of language, which is different from the formal writing of research, statistics and data compilation.

Mr McGeorge enquired as to how many students attend events like Poukai and how many attend from other schools.

Mr Hapi advised that approximately six students attend alongside of other schools like Waiuku College.

Mr Johnston enquired about resources for the department.

Mr Hapi advised that although there are COWs available they are usually booked therefore, ideally would like to have 10 more computers in the classroom.

Mr Johansson advised with the implementation of BYOD in Y9 – 11 next year how would that effect the department.

Mr Hapi advised that it would provide the opportunity to have work completed digitally.

Mr Johnston and the Principal acknowledged and thanked Mr Hapi for his presentation to the Board.

Mr JP Eason - HOD Social Sciences

Mr Eason reported on his tabled discussion notes.

2017 SENIOR SOCIAL SCIENCES RESULTS Summary HISTORY/ ECONOMICS/GEOGRAPHY-DATA PERCENTAGE AVERAGES/ PASS RATES

(External (EXAMS) - and internal Achievement Standards)

11 History- External =75% / Internal =92%

12 History- External= 90% / Internal =89%

13 History – External= 38% / Internal = 51%

11 Economics- External= 66% / Internal= 75%

12 Economics- External= 50% / Internal =67%

13 Economics- External= 0% / Internal =30%

11 Geography- External= 16% / Internal= 85%

12 Geography= External= 60% / Internal = 65%

13 Geography= External= 15% / Internal= 65%

History = 9 Endorsements overall. 7 Merit/ 1 Excellence.
11 History 61% 14+ 4 Merit Endorsements
12 History 67% 14+ 3 Merit Endorsements/ 1 Excellence
13 History 36% 14+ 1 Merit Endorsement.

Geography = 3 Merit Endorsements.
11 Geo 24% 14+ 1 Merit Endorsement
12 Geo 24% 14+ 1 Merit
13 Geo 20% 14+ 1 Merit

Economics = 2 Endorsements. 1 Merit / 1 Excellence
11 Eco 44% 14+ 1 Excellence Endorsement
12 Eco 28% 14+ 1 Merit
13 Eco 0% 14+

Mr Eason advised that all 9 Social Science classes gained at least one Endorsement- except 13 Economics

The department goals for 2017 were the same as last year's 2016 goal of 100% Submission of all course work and improving both internal and external results and striving towards gaining 14plus credits in all of the senior subjects.

Departmental Smart Goal of a 100% Submission rate of students NCEA assessment standards.
Improving Achievement rates in Geography and Economics in particular and gaining more endorsements in History.

Improving the students External/examination results across the board, and their attendance to the external examinations.

- 50% Pass externals.
- 100% Attendance to the externals.
- 90% Attendance to classes.
- 14plus credits in every subject at every level

History

Mr Eason advised that the department reached the 14plus credits in all of the History classes, with the exception of Y13, who still averaged 8 credits.

There has been a huge improvement in endorsements in History since the one gained in 2015 to the 13 in 2016 and 9 in 2017, of which one was an Excellence.

The department again did not reach its goal of 100% submission of student's assessments and the 100% attendance to the external examinations. Nor the 14 plus credits in every level in Geography and Economics.

2017-Geography

The 11 Geography internal pass rates between the 65% and 85% and the 60% pass rate in the Y12 external, still wanting a huge improvement on the Y11 and Y13 external pass rate of 16%.

In Economics the Y12 50% pass rates in the external and the internal result average of 67%.

The Y11 internal results averaged 75% -two external standards averaging 66% two endorsements received an improvement on the one in 2016.

Travel and Tourism. 100% pass rate, which is the same as last year and up from 2014 80-90% pass rate. There is the opportunity for vocational Unit Standards to be offered to our less academically able students.

Resources required

History JP

- 5 more workstations in room 24. To add to the 5 currently there.
- With a printer.

Geography RW

- Text books
- AIR CON absolute must
- Laptops

Mr McGeorge advised that Air con is on the work programme.

Economics IS

- 10 new laptops (cows). There is roughly 10 students per class, 10 laptops would suffice.

Mr Eason advised that letting students go home before the externals may not be in their best interest. It only takes a late bus, train or parent due to traffic etc for the student to turn up late and miss the beginning of the examination.

Mr McGeorge enquired if all external exams are on site.

Mr Eason advised that exams are onsite but it is not helpful if a student goes home prior to an exam as it is unlikely that they return.

The Principal advised the Deans are working on student leave lists. Some students have already attained their credits and do not have externals and others will sit their exam two or so weeks into the exam period.

Mr Eason suggested a criterion to attend external examinations is compulsory and that non-attendance may mean a student may not take that subject the following year.

Mr Eason felt that the priority for T4 is the exams and that there should be no trips scheduled.

Mr Johnston and the Principal acknowledged and thanked Mr Eason for his presentation to the Board.

Mr Eason left the meeting at 6.11pm

MEETING ADJOURNED FOR DINNER 6.11pm

MEETING RECOMMENCED AT 6.39pm

Miss Elisa Tufala – HOD Life and Faith

Miss Tufala reported on her tabled discussion notes.

Miss Tufala acknowledged Tuvalu Language week.

2017 Highlights:

- **Year 13:**
 1. three received a Merit endorsement
 2. one student received an Excellent endorsement.

This was of great success, as an endorsement in Year 13 has never been achieved in Life and Faith prior to 2017.

Level 2:

1. A rotation occurs throughout the year. Three Rotations between Life and Faith, Transition and Financial Capability. However, I have given two students the opportunity to do two Achievement standards in Year 12 as they came and asked me privately in the beginning of term 3 and classes took place during my free periods, lunchtime and after school.
2. No endorsement in Year 12 because we do not have enough time to teach more than one standard- we are lucky to even get though two. (Note: Each Achievement Standard is worth six credits, to achieve an endorsement in life and Faith you need to pass at least three Religious studies Achievement Standards and achieve 18 credits or more at Merit or Excellence level.)
3. I offer prep classes, afterschool and lunchtime to help students with their Life and Faith work.

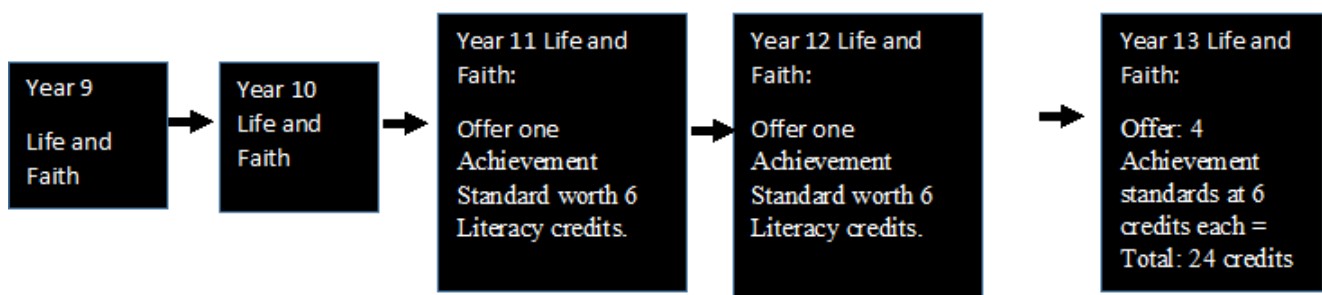
Level 1 (YEAR 11)

1. Life and Faith offers one Achievement standard at level 1 (AS90817-Describe a significant development in a religious tradition) which is based on the history of the Methodist church (Methodist movement). In Year 9 and 10, students will learn about John Wesley, the school traditions, Methodist ethos etc. As a result, In Year 11, when I teach the Methodist movement, students are prepared, as they already know a little bit about the history of the Methodist church.
2. 1 AS90817 (Describe a significant development in a religious tradition) also prepares YEAR 13 STUDENTS FOR AS90825-Analyse a religious traditions(s) in Aotearoa New Zealand . AS90825 is about comparing the Methodist church in the past (Methodist movement) and the existence of the Methodist church today.

Note: S.E.X.Y writing is taught in Year 11 and is similar to S.E.X.Y writing taught in Year 12 and 13. When it comes to the assessments, at Year 12 and 13 students are aware of essay writing because it has taken place the year before.

Students provided feedback that they have used the Life and Faith S.E.X.Y format to help them in other subjects - this shows that integrated learning is evident.

Current Life and Faith Structure in 2018



Departmental Goals

- School wide initiative of using SEXY paragraph writing
- E-Learning – This use is not only as a teaching, facilitating and learning tool but also as an assessment tool.
- 75% of students in each senior Science course to achieve 14+ credits in that subject (Goggle classroom can help achieve this)
- 80% submission rate for each assessment (Goggle classroom can help achieve this)
- Continue with an increase in endorsement in Year 13 Life and Faith (increase from previous year)

Moving Forward

Junior Life and Faith

- At year 11 and 13, one main Achievement Standard on the history of the Methodist church. (Refer to notes above) Preparing students for these standards in Year 9 and 10 will help them in senior school.
- Now, I relate junior assessments to the Senior Life and Faith Achievement standards but modify the Achievement criteria to meet the needs of the students.
- S.E.X.Y essay writing is utilised a lot in the senior Life and Faith classes. I need to incorporate more essay writing using the same Achievement criteria for senior classes but modified so students understand what is expected in year 11 and 12.
- With a new department and other teachers teaching in the Life and Faith department, I can work with them to create and reflect on the Junior school. Before 2018, It was my own reflection as I was teaching them on my own. This time I have a department that has experience one year of teaching Life and Faith, so it gives them the opportunity to help me create a new focus for the Junior school.

Senior Life and Faith

- Focus at Year 13 and 12 and courses is placed on achievement with the goal of an endorsement. Also preparation for tertiary courses, which students may decide to undertake through mentoring, guidance. In year 12, there will be no rotation so this will benefit me as students
- Slowly

How can this be done?

- Teacher availability – offering of after school tutorial sessions
- Implementing best practice in the classroom with teaching and scaffolding to students how to answer exam questions
- Providing feedback and feedforward to students

Other factors to consider - Increase in resourcing

- Increase resources for the Life and Faith department (as we do not have any resources – I am out looking for resources as each year goes by).
- Finding more support from teachers, Methodist church outside of Wesley College.

Mr Johnston advised that Wesley College has a strong connection with Trinity College especially with the Principal, Dr Vaka'uta being a board member. There has long been a wish to see more Wesley College students take up Vocational Studies.

Mr McGeorge also advised that the Library at St Johns is fully resourced and available.

E-Learning has increased which captures this generation. Readily available electronic devices that will cover a large number in the class.

Resource Request:

- New desks and chairs, a modern classroom will benefit the students.
- Air Con

Mr McGeorge advised that Air Con is on the work programme.

Mr Johansson advised with the 175th coming up next year it would be good to see work in the classroom.

Mr Johnston and the Principal acknowledged and thanked Miss Tufala for her presentation to the Board.

Miss Tufala and Mr Hapi left the meeting 7pm

2.0 STRATEGIC DECISIONS/DISCUSSIONS

2.1 2019-2021 Charter/Strategic Plan

The Principal reported on the draft 2019-2021 Strategic Plan / Charter as contained in the Board Information pack.

Mr McGeorge advised that he is involved with Camp Morely, Epworth Retreat and another Northland camp where Wesley College could hire at very reasonable rates.

Mr McGeorge also advised that the Methodist Church have funds available to support students from low decile schools to attend camps.

Following discussion the Board acknowledged the work of the Principal and staff on a very comprehensive 2019-2021 Strategic Plan and Charter document.

It was **AGREED** to approve in principle the draft 2019-2021 Strategic Plan/Charter subject to email approval by Board members.

**JOHNSTON/MCGEORGE
AGREED**

2.3 2019 Annual Plan

The Principal advised that now the Strategic Plan/Charter has been approved work on the Annual Plan will commence.

3.0 MONITORING

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

- **Receive the Principal's Report**

The Principal advised that Term 4 has begun well. The work around getting boarders back on time is improving our overall attendance but it is a long-term project embedding good practice with our families. The main focus this term is on NCEA and a process is being worked out to decide which students go on study leave and who stays back to complete assessments etc. Many sports are underway with a key focus being on the National Condor 7s for our U15 and Senior girls and boys teams. Old boy Malcolm Edwards spoke to the school at Chapel recently and pushed the students to achieve the best possible credits they could. We also had a very successful Police recruitment presentation with over 20 police officers attending including a display from the dog squad.

Stand-downs and Suspensions

No stand-downs or suspensions since the last meeting of the board.

3.2 NAG 2: Self-Review

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

3.3 NAG 3: Personnel

The Principal advised that Mr Robert Short has been appointed to the HOD Health and Physical Education position.

It was **AGREED** to reaffirm the decision of the Principal to appoint Mr Short HOD Health and Physical Education.

**JOHNSTON/MCGEORGE
AGREED**

3.4 NAG 4: Property and Infrastructure

- **Hostel Council Minutes** – not met since the last meeting of the Board.
- **Finance Report**

Mr McGeorge reported on the tabled Finance Report.

Payments of \$89,218.56 were approved.

**JOHNSTON/MCGEORGE
AGREED**

The Principal declared his conflict of interest and abstained from discussions.

Principal's Visa

Mr McGeorge advised that the Principal's Visa card expenditure for the month has been reviewed and confirmed.

2019 Budget Applications:

Department applications are due 28 October.

2018 Order Books:

Order books get recalled 31 October.

Air New Zealand Airpoints programme:

The College would like to register for the Airpoints for schools for the Argentina Trip. If the College wins the 20,000 points available we would need to agree to photos of the school and trip being used on the Air New Zealand airpoints website.

It was **AGREED** to approve in principle that the College register for the Air New Zealand Airpoints programme subject to email approval by Board members.

**MCGEORGE/JOHANSSON
AGREED**

Charity Applications – no applications since the last meeting of the Board.

3.5 NAG 5: Health and Safety

- **OSH Committee Minutes** – has not since the last meeting of the Board.

3.6 NAG 6: Administration and Compliance

- **Combined Community** / Māori and Pasifika Consultation - Term 1, 2019 meeting still tbc
- **Compliance Sub-Committee**

Policy Procedures:

It was **AGREED** to receive the Firearms, Alcohol and Other Substance Use, Pastoral Committee, Student Attendance, Animal Welfare, School Records Retention and Disposal, Copyright procedures

**TALA'IMANU/JOHANSSON
AGREED**

- **NZQA Moderation**

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

4.0 ADMINISTRATION

4.1 Confirmation of Minutes, 27 September 2018

It was **AGREED** to receive the minutes of the meeting held 27 September 2018, as a correct record.

**JOHNSTON/MCGEORGE
AGREED**

4.2 Correspondence

DATE	OUTWARD	REGARDING
15.10	Mr Ben Hancock	Acknowledgement

DATE	INWARD	REGARDING	SUGGESTED ACTION
Sept	STAnews	Issue 286	Information
28.09	Aqualab	Results for Drinking Water	Information

Matter's Arising

STAnews: Mr Johnston noted items from the STAnews.

Tabled Correspondence:

PPTA Union Meeting 7 November 2018: the Principal advised that the school will remain open for instruction.

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

**EVANS/JOHNSTON
AGREED**

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING

- 2019 Draft Budget
- 2019 Meeting Schedule

6.0 IN-COMMITTEE

It was **AGREED** at 7.25pm 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 7.45pm after discussing student discipline and staff matters.

**JOHNSTON/JOHANSSON
AGREED**

GENERAL BUSINESS

The meeting closed at 7.48pm with members sharing the Grace with each other.

Signed as a correct record this 28 February 2019

Norman Johnston
CHAIRPERSON