

**MINUTES OF THE MEETING OF THE WESLEY COLLEGE BOARD OF TRUSTEES** held in the meeting room adjoining the Dining Room on Thursday 25 July 2019 commencing at 5pm.

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## **1.0 ADMINISTRATION**

**1.1 PRESENT:** Norman Johnston (in the Chair), David McGeorge, Jeff Johansson (6.25pm), Gillian Laird, Sepa Tala'imanu, Nasili Vaka'uta, Nashua Morrison (5.29pm), Sifa Pole, Joeli Bogitini, Jean Paul Eason and Brian Evans

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

**1.3 APOLOGIES:** Rhys Gabriel, Jeff Johansson (for lateness)

**1.4 IN-ATTENDANCE:** Barbara Ngataki, Board Secretary

## **WELCOME**

Mr Johnston welcomed the new members of the Board.

## **ACKNOWLEDGEMENTS**

1. Rev. William Chessum: Mr Johnston advised of the passing of Rev. William Chessum. Mr Johnston acknowledged the life and service of Rev. Chessum to Wesley College and Methodism. Mr McGeorge also fully supported the acknowledgement Rev. Chessum, he was a true Christian.
2. Mr William (Bill) Nathan: Ms Laird advised that Mr Nathan is not well at the moment. It was **AGREED** that a greeting be sent to Mr and Mrs Nathan. **BN**

## **CHAIRPERSONS COMMENT**

Mr Johnston advised that:

- Declarations of Conflict of Interest: an item may arise where individual trustees may have a personal interest in discussions during a meeting. Board members should declare a conflict of interest at this point and abstain from discussions.
- In-Committee Matters: while in-committee all matters discussed are confidential to the Board.
- Distinction between Governance and Management: the Board of Trustees is Governance. The Board sets policy and the strategic direction of the school. Management applies procedure under policy while implementing strategic direction through the daily management of the school.
- Combined Board Meetings: the Board of the Trustees and the Trust Board meet together twice yearly, to discuss items of combined interest. These meetings are useful in updating each other about relevant matters relating to both Boards while working together with forward planning for the new school.
- Special Character: Wesley College is a special character school under the Methodist Church of New Zealand. The Special Character is the reason for the school's existence.
- Trinity College: Mr Johnston advised that he, the Chairman of the Trust Board, the General Secretary and Ms Gillian Laird have been meeting with members of Trinity College to discuss the possibility of bringing both Colleges closer together, to work collaboratively with a view to relocating to Paerata. Mr Johnston advised that there are substantial possibilities.
- Policy Manuals/NZSTA Trainings: members of the Board have Policy folders. Policies updated when required. There are also regular NZSTA trainings available and would encourage new members of the

Board to take advantage of the trainings. Most are free however if there are any that require payment the Board has a budget to pay for costs.

## **2.0 STRATEGIC DECISIONS/DISCUSSIONS**

### **2.1 2019 Election of Offices – Chairperson, Deputy, Secretary**

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

**Chairperson:** Norman Johnston **TALA’IMANU/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 **TALA’IMANU/VAKA’UTA**

The Chairperson called for further nominations for Deputy Chairperson.

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

Mr McGeorge noted that the Chairperson and Deputy Chairperson are both proprietors’ representatives. Mr McGeorge assured the parent elected representatives that they are fully committed to listening to their views.

#### **Secretary:**

Mr Johnston advised with the resignation of the Principal as Secretary he would like to appoint Mrs Ngataki as the Secretary to the Board.

Mrs Ngataki advised that the Secretary is an elected position and enquired if there were any members of the Board interested in being nominated for the position.

There being no nominations for Secretary it was **AGREED** to Appoint Mrs Ngataki as the Secretary to the Board.

**JOHNSTON/EVANS  
AGREED**

The Principal recommended that Mrs Ngataki be remunerated appropriately for the role of Secretary to the Board as it was outside of her normal employed role of Principal’s PA.

It was **AGREED** that Mrs Ngataki be remunerated appropriately.

**MCGEORGE/EVANS  
AGREED**

### **2.2 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 as to which sub-committee they are interested in, noting that members can amend their selections.

Mrs Ngataki advised that as it was halfway through the year it is appropriate that the current conveners remain in place until 2020.

It was **AGREED** that the conveners remain in place until 2020.

<b>COMMITTEE</b>	<b>2019</b>
<b>EMERGENCY COMMITTEE</b>	Chairperson Board of Trustees Deputy Chairperson Board of Trustees Secretary (Principal)
<b>DISCIPLINE COMMITTEE</b> 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.	<b>(c) Jeff Johansson</b> Patisepa Tala'imanu Jean-Paul Eason Gillian Laird Sifa Pole Nashua Morrison  Substitute list: Rod Gabb – Co-opted  Other Board members can be co-opted
<b>COMPLIANCE SUB-COMMITTEE</b> Self-review Policy Legislative Compliance Strategic Plan	<b>(c) Patisepa Tala'imanu</b> Jeff Johansson Joeli Bogitini Sifa Pole Principal
<b>HUMAN RESOURCES SUB-COMMITTEE</b> Senior Appointments Emotional Safety Harassment Prevention EEO Employment Agreements (including complaints)	<b>(c) Principal</b> David McGeorge Jeff Johansson Gillian Laird Joeli Bogitini Nashua Morrison Nasili Vaka'uta  <b>Note:</b> Other Board members can be co-opted
<b>PROPERTY AND FINANCE SUB-COMMITTEE</b> Property Management Physical Safety Finance	<b>(c) David McGeorge</b> Gillian Laird Sifa Pole Principal Denise Bellette
<b>HOSTEL COUNCIL REPRESENTATIVES</b> Combined Council of the Trust Board and Board of Trustees. Invited representatives. Discusses matters of interest in the Hostels Meets twice termly	Jeff Johansson Sifa Pole Nasili Vaka'uta

Mrs Ngataki to write to the Chairperson of the Hostel Council to confirm the Board representatives. **BN**

Mrs Ngataki will email a copy of the sub-committees to the Board. **BN**

It was **AGREED** to confirm the 2019 Committees and Sub-Committees.

**MCGEORGE/POLE**  
**AGREED**

- **2019 Discipline Committee Co-Option**

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

**LAIRD/TALAI'MANU**  
**AGREED**

### 2.3 Confirmation of Delegations

It was **AGREED** to confirm the 2019-2020 Delegations.

**JOHNSTON/MORRISON**  
**AGREED**

- **Board Meeting Attendance Dues**

Mr Johnston advised that the Board is remunerated for its attendance to meetings.

Mrs Ngataki advised that Mrs Letticia Jones the Accounts Administrator would monitor attendance through the year and makes one payment in December. She will require your bank account details to make this payment.

Mrs Ngataki will email details of the current payments per meeting and include the email address for Mrs Jones to enable members to forward their bank account details. **BN**

## 3.0 MONITORING

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

- **Receive the Principal's Report**

#### General Comment

The Principal advised that term two concluded well with the focus for students being clearly on academic attainment and the completion of assessments. The girl's rugby team won the Counties Manukau Girls 1<sup>st</sup> XV title comprehensively. Senior Basketball, Soccer and Netball teams are doing very. Alongside which the school held the Choral competition, had a band win in Pasifika Beats (Tribe 101) and had a large number of students in the Head Held High production, with several of them having lead roles.

#### NAG 1: Student learning, engagement, progress and achievement

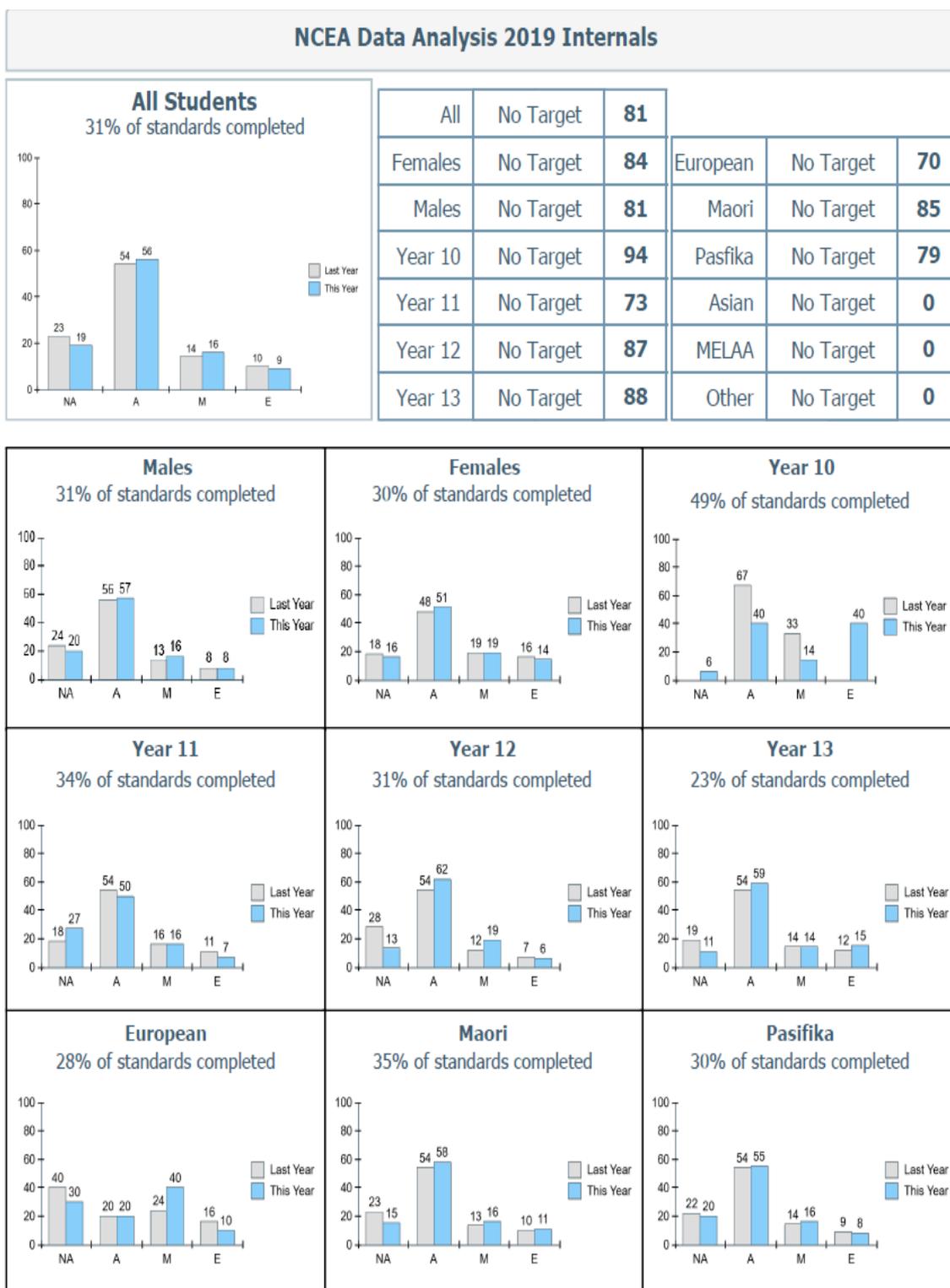
#### School Roll

2019	Full Roll		Day		Boarding	
	Male	Female	Male	Female	Male	Female
Year 9	64	22	26	11	38	11
Year 10	54	22	22	7	32	15
Year 11	55	11	15	4	40	7
Year 12	40	15	10	7	30	8
Year 13	50	11	11	4	39	7
<b>Sub Total</b>	<b>263</b>	<b>81</b>	<b>84</b>	<b>33</b>	<b>179</b>	<b>48</b>
<b>Total</b>	<b>344</b>		<b>117</b>		<b>227</b>	

**International**                    **5**  
**Domestic**                         **339**

## Stand downs and Suspensions

There have been no stand-downs or suspensions since the May meeting of the Board.



Mr Eason advised that Y13 students are being tracked better now than in previous years with constant communication across the school every effort is being made to get students over the line. Prep however is a concern.

Mrs Morrison enquired if students are taught time management.

The Principal advised that individual study plans have been implemented but Prep requires a complete overhaul.

Mr Johnston enquired if the Principal was optimistic that UE results would lift.

The Principal advised that he expects a 50% pass rate; and is pushing for 70%.

## **2019 Curriculum consideration: SECONDARY SCHOOL POLICE PROGRAMME**

### **Course Aim:**

This course aims to provide students with a common base (foundational) level understanding of the knowledge, skills, attributes and attitudes associated with the Police and Policing, and potentially other agencies, in Aotearoa New Zealand. In addition to this, the course will provide an opportunity for students to explore the physical and leadership requirements of a police officer.

### **Topics/Content**

Topics include, but not limited to:

- The role of Police in contributing to better public services and societal outcomes
- History of police within the community
- Diversity of policing in the community
- Mātauranga Maori and police
- Communication
- Formal and informal interview strategies
- Physical appraisal training and testing
- Leadership in Police
- Emotional Intelligence and policing
- Community work- based experiences

### **Current Year 13 Police Programme Curriculum**

Below is an example of the Secondary School Police Programme which has been delivered in 2019 by all Schools across the country. **Please note changes will be made to the curriculum for 2020 delivery.**

### **Learning outcomes:**

<b>Unit Standard</b>	<b>NZQA Learning Outcomes</b>	<b>NZQA Credits</b>
4251	Plan a career pathway	3
26971	Describe factors that contribute to mental health wellbeing and mental health problems	3
1304	Communicate across cultures	2
1296	Interview in informal situations	3
1297	Conduct an interview in a formal situation	5
91501	Demonstrate quality performance of a physical activity in an applied setting	4
9681	Contribute within a team or group which has an objective	3
11097	Listen actively to gain information in an active setting	3
<b>Total</b>		<b>26</b>

### **Assessment**

Students will be advised of all matters relating to summative assessment at the outset of the course. Overall course grades will represent a balanced assessment of achievement in relation to all stated learning outcomes. Please note, changes will be made to the assessments of the programme for 2020 delivery.

<b>Assessment</b>	<b>Description</b>	<b>Unit Standard/s</b>
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1	Complete an Individual develop plan aligned with the Career progression framework from NZ Police	4251
2	Online activities describing factors that contribute to mental health well-being and mental health problems.	26971
3	Develop a presentation demonstrating knowledge of communication with people from other cultures	1304
4	Plan, conduct and review an informal interview within a police setting.	1296
5	Complete an investigative interview within policing scenario, including note taking, written summary and reflection of the process.	1297 and 11097
6	Complete the Physical appraisal test and Physical competency test delivered by the New Zealand Police recruitment.	91501
7	Within a group, plan, organise and manage a sporting event within a community setting.	9681

### Additional Information

The programme is a partnership between Royal NZ Police College and Unitec Institute of Technology.

1. What qualifications do the students receive at the end of the programme?
  - At the end of the programme, if successful students will receive up to 26 NCEA Level 3 credits.
2. What is the cost for the schools to be involved?
  - The current cost of the Secondary School course for 2019 is \$600 + GST per student. This cost is currently being revised for 2020.
3. What resources do the schools receive from Unitec Institute of Technology?
  - A package of all course material which includes course assessments and classroom activities
  - Professional development sessions with teachers in support with NZ Police before the beginning of the course.
4. What support do schools receive from both Unitec Institute of Technology and New Zealand Police?
  - Unitec Institute of Technology to oversee course moderation of the programme, conducting course evaluations and review of the course material and resources
  - New Zealand Police to provide contextualize support for schools. This could include; mentor support for students, developing practical scenario to further students understanding of policing within New Zealand, and visits to local Police Stations and operational groups
5. What platform is the course taught from?
  - The schools have the option of using Unitec Institute of Technology's Moodle learning management system. However, schools can embed areas of programme within their respective learning management system.
6. Does this guarantee entry into the NZ Police?
  - No, all students will be required to complete the New Zealand police recruitment process

Mr McGeorge enquired if there were any other schools doing the programme.

The Principal advised that Rotorua Boys and Papakura High were doing the programme.

The Principal also advised that the information provided was only for information to the Board and he is considering a more diverse programme with other elements so it is not one pathway focused. A specialist teacher will be required for the programme, which will have budget implications for the Board.

Mrs Morrison enquired if there have been any outcomes from the programme where students have continued into the service.

The Principal advised that information has indicated some students did progress to the service.

The Principal also advised that there has been high interest expressed by students for a Services Academy unfortunately there is no funding left through the Ministry to implement a programme.

The Principal will table a costing for the programme at the August meeting of the Board.

**BE**

### **MOE 2019 E3, June 1 and J3, July Roll Return**

It was **AGREED** to receive the MOE June 1 and July 1 Roll Returns.

**JOHNSTON/VAKA'UTA  
AGREED**

### **NAG 2. Self-review**

#### **Full staff hui/PLD day**

The last day of Term 2 saw our second full staff PLD hui which included every aspect of personnel in the school - teachers, admin, hostel, kitchen, etc. The focus on the day was more inclined to people working in their specialist areas but continuing the theme of staff working together and creating a sense of 'team' and ownership. Workshops were led by members of SLT and other staff which included Well-being, communication, NCEA review, future education mapping at Wesley and a specialist HoD PLD, which is outlined below.

#### **Ongoing Middle Leadership PLD Friday 6<sup>th</sup> July (led by Nicky Glasgow – MOE)**

The main themes for the session were;

- Building and sustaining collective leadership and professional community
- Strategically thinking and planning
- Evaluating practices in relation to planning

Main ideas located around their practice as a leadership team including individual accountability.

1. Whakawhanaungatanga with 3 questions about self.
2. Mapping leadership (middle leadership). This included looking at their roles and responsibilities as curriculum leaders, and leadership connected to a more school wide strategic function. In both areas we looked at the Skills and Attributes, Purpose and Drivers for success and the key stakeholders for each middle leadership role
3. Defining Educational Success for Wesley college students (now and in to future) – linked to other stakeholders

Backward mapping from educational success in to role and activities related to leadership  
Evaluative Capability – evaluative thinking as a core competency of leadership at individual/people and system levels.

### **3.3 NAG 3: Personnel**

The Principal advised that there are no items for this meeting of the Board.

### **3.4 NAG 4: Property and Infrastructure**

- **Hostel Council**

Mr Johnston advised there were no items for this meeting of the Board.

- **Combined Boards**

Mr Johnston advised that discussions focused on the future development of the College, building project update and presentation. The Paerata Rise website is updated regularly with information.

Mr Johnston advised that it is important that the two Boards work together collaboratively sharing information.

**MEETING ADJOURNED FOR DINNER 6pm**  
**MEETING RECOMMENCED AT 6.25pm**

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

Mr McGeorge reported on the tabled Finance report.

The June reports were tabled with a deficit of \$9,253.00, \$1,341.00 for the same period 2018. The budget is very tight this year.

There were payments totalling \$102,171.12. Mr McGeorge recommended for approval.

It was **AGREED** to approve payments totalling \$102,171.12.

**MCGEORGE/JOHANSSON**  
**AGREED**

### **Teacher Payment**

The one off \$1,500 payment for teachers will be charged to the fund they are paid from as at 13 June 2019 which means an additional \$3000 unbudgeted expense for us.

It was **AGREED** to approve the one off payments of \$1500 for the teachers funded by the Board.

**MCGEORGE/JOHANSSON**  
**AGREED**

### **Principal's Credit Card**

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

The Principals credit card expenditure was checked and approved.

It was **AGREED** to receive the report of Mr McGeorge.

- **Charity Applications**

It was **AGREED** to approve the following applications on block.

**JOHANSSON/LAIRD**  
**AGREED**

<b>TO</b>	<b>Amount</b>	<b>For</b>
<b>Trillian Trust</b>	\$1717.39	Netball Tournament Accommodation
<b>Grassroots Foundation</b>	\$15,032.25	Athletic National Training Programme
<b>NZCT Community Trust</b>	\$15,032.25	Athletic National Training Programme
<b>Four Winds Trust</b>	\$10,831.80	Class 1 Driver Programme

### **3.5 NAG 5: Health and Safety- Refer Principal's Report**

It was **AGREED** to receive the OSH Committee Minutes dated 20 March 2019.

### 3.6 NAG 6: Administration and Compliance

- **Combined Community / Māori and Pasifika Consultation - Term 2**

It was **AGREED** to schedule the Maori and Pasifika consultations for 26 September at 12noon.

**JOHNASSON/VAKA'UTA  
AGREED**

The Pasifika community to meet in the Chapel, the Maori community to meet in the Runanga. Then combining in the dining room for lunch. Discussion topics, Polyfest, UE, Results, Pathways.

Mrs Ngataki to advertise to families.

**BN**

Mr Pole and Dr. Vaka'uta tabled their apologies, as they will both be overseas.

- **2019 Parent and Staff Representative 2019 Election Results**

- It was **AGREED** to receive the results of the 2019 Parent and Staff Trustee Election

**MCGEORGE/JOHANSSON  
AGREED**

- **Student Representative Election Returning Officer/Timeline**

It was **AGREED** to appoint Mrs Ngataki as the returning officer for the student election.

**LAIRD/JOHANSSON  
AGREED**

It was **AGREED** to approve Polling day Friday, 13 September 2019 as per the tabled timeline.

**LAIRD/JOHANSSON  
AGREED**

- **Compliance Sub-Committee**

#### **Policy and Procedure:**

It was **AGREED** to adopt on block the following Policies.

**TALA'IMANU/POLE  
AGREED**

- ICT Digital Cyber Safety
- International Student Discipline
- Public Statement

It was **AGREED** to receive on block the following Procedures.

- ICT Responsible Use Agreement
- International Stand-down and Suspension
- International Student Safe Transfer

- **NZQA Liaison**

The Principal advised that the NZQA liaison visited recently to check progress with our moderation processes for NCEA as prescribed by the NZQA. The report indicated no significant issues, next audit will take place in 3 years.

### 4.0 ADMINISTRATION

#### 4.1 Approve Minutes, 23 May 2019

It was **AGREED** to confirm the minutes of the meeting held 23 May 2019, as a correct record.

**JOHANSSON/MCGEORGE  
AGREED**

#### 4.2 Correspondence

DATE	OUTWARD	REGARDING
	No correspondence	

DATE	INWARD	REGARDING	SUGGESTED ACTION
May /June 09	STAnews	Issue 292/293	Information
Jul 09	STAnews	Issue 294	Information
04.06	Aqualab	Office Kitchen	Information
28.06	Aqualab	Staffroom	Information

#### Matters Arising

- STAnews, Issue 294: Mr McGeorge noted the article on “what the law currently says about religious instruction (RI) in schools.

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

**EVANS/MCGEORGE  
AGREED**

#### 5.0 Identify agenda items for next meeting

- Police Programme Costing
- HODs Mrs Elisa Kilifi – Life and Faith and Ms Ngatia Vaike - Science

#### 6.0 IN-COMMITTEE

It was **AGREED** at 7.07pm 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 7.17pm after discussing student discipline and staff matters.

**JOHNSTON/POLE  
AGREED**

#### GENERAL BUSINESS

- **175<sup>th</sup> Update:**

Mr Johansson advised that:

- WCOSA is close to launching the new website.
- registrations will be online.
- he will forward the guest lists to Dr. Vaka’uta and Ms Laird.
- WCOSA is asking the respective Boards to pay for their own guests to attend the dinner.
- there will be 2 rugby games and there are discussions about games for the girls ie netball or sevens

Mr Johnston thanked Mr Johansson for the update.

The meeting closed at 7.19pm with members sharing the Grace with each other.

Signed as a correct record this 23rd August 2019

*Norman Johnston*  
**CHAIRPERSON**