

WAIRARAPA COLLEGE BOARD OF TRUSTEES

Minutes of the meeting of

April 2011

Minutes for the meeting of the Wairarapa College Board of trustees held in the Board Meeting Room – Wednesday 27 April 2011 at 6.45pm.

Present: Geoff Copps (Chair); Catherine Bates; Paul Jordan; Leah MacKenzie; Mike Schwass (Principal); Gavin McEwen (Staff Representative); George Littlejohn (Student Representative); Tony Browne (Hostel Manager);

Apologies: Maxine Bird; Toni O'Hagan; Matrons

1. HOD REPORT

English Department Annual Report, presented by Pam Grant.

- The Board were very pleased with the clarity of the report.
- Pam made it clear that the English curriculum was in a state of change.
- E-Asstle was being gradually introduced in the Department and while it requires significant IT resources, the results are looking promising

2. HOSTEL REPORTS

Hostel Finances

The Hostel Financial Reports for the period ended 31 March 2011 were reviewed

- Tony to look into whether costs/expenses are being categorized into the correct areas
- Geoff asked whether the "buildings exterior" figure of \$11,835 was correct

Managers Report

The Manager presented his written report.

- Tony to get quotes for security bars on bottom floor windows
- Tony needs to purchase a new laptop

RESOLVED: That the Manager's report be received

T.Browne/P. Jordan
Carried

Matrons Report

The matron's report was tabled.

RESOLVED: That the Matron's report be received

T. Browne/G. Copps
Carried

3. CONFIRMATION OF BOARD MINUTES

RESOLVED: That the minutes of the Board meeting as circulated be confirmed as a true and accurate record of the meeting held 23 March 2011.

C. Bates/ P. Jordan
Carried

4. MATTERS ARISING

Nil

5. **ITEMS FOR CONSIDERATION UNDER SECTION 48 OF THE “LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETING ACT 1987”**

Nil

6. **CORRESPONDENCE**

As per list provided.

Geoff read a resignation letter from Terry Carew. Terry had been promoted to a new job which made it difficult for him to meet Board obligations. It was with regret that the BOT accepted Terry's resignation.

Discussed letter from Logan Gold Walsh re William Guildford. To follow up regarding the painting in College House.

RESOLVED: To agree to William Guildford's ashes to be scattered on the Guildford Field
G. McEwen/L. MacKenzie
Carried

RESOLVED: That the correspondence inwards be received and outwards be endorsed.
G. McEwen/L. MacKenzie
Carried

7. **FINANCE REPORT**

The Financial Reports for the period ended 31 March 2011 were reviewed.

Board were happy with the new format, but still questions over whether all amounts are entered in the right category.

RESOLVED: That the Financial Report of the College for the period ended 31 March 2011 be approved.

G. McEwen/G. Copps
Carried

The School accounts for payment for January 2011 were reviewed.

RESOLVED: That the School Accounts Paid and for Payment totaling \$516,686.54 be approved

G. McEwen/G. Copps
Carried

8. **PRINCIPALS REPORT**

The Principal's written report was tabled

All Board members to review policies and respond back to Mike in due course.

RESOLVED: That the Principals report be received.

M. Schwass/G. Copps
Carried

9. **EOTC**

The Board would like to see the Sports Coordinator must take more responsibility in terms of organising the different codes and forecasting issues/dates, e.g. where knockout competitions lead to a national event.

Gavin to table EOTC dates and send to BOT

10. **PTA**

Minutes of 28 March were tabled.

11. STUDENT REPORT

- Winter sports season underway
- Student Council raised money for the Japanese Tsunami victims
- Wairarapa College Prefects attended the ANZAC dawn service, followed by breakfast at the Principal's
- Prefect heads, George and Mrs Littlejohn attended a dinner with guest speaker Sir Ray Avery, New Zealand of the year 2010.

12. PROPERTY

Custodian Report

Ray Thomson's report on bookings for the school facilities was tabled

RESOLVED: That the Custodian's report be received.

G. McEwen/G. Copps
Carried

13. GENERAL BUSINESS

Cashing up 4th week.

New legislation through this month, gives the option for employees to ask to cash up their fourth week's holiday. STA has recommended that the BOT as employer, if they do not wish to do this, make a resolution to that end. Given our cash flow situation, it was agreed this is something we would not want to do.

RESOLVED: That the Board of Wairarapa College will not consider any requests to cash-up annual holidays under the provisions of the Holidays Act 2003

G. Copps/P. Jordan
Carried

Board Profiles

A reminder to Board members to get their profiles done for the website. Two examples on there already.

Enrolment Scheme

The annual letter from MOE regarding our enrolment scheme was read. Geoff's research regarding future numbers was discussed. The Board discussed and agreed to carry on with the current zone

RESOLVED: That the school did have a need to carry on with the current enrolment zone

C. Bates/L. MacKenzie
Carried

Discipline Meeting structure

The discipline meeting structure was discussed, and the differences between school and hostel procedures. Looked at the possibility of a more streamlined approach to Hostel discipline issues and processes. Geoff to talk to the Hostel Committee.

Hostel BOT representation

Terry Carew as the parent rep with Hostel responsibility, has resigned from the Board. Geoff to attend the next Hostel Parents committee meeting to gauge willingness to join the board.

Grant Applications

Grant applications from Tracy Walker were presented.

RESOLVED: To endorse the following grant applications:

Netball A Tournament	MTLT	\$900
Netball A Tournament	Pelorus	700
Netball A Tournament	Prime Community Trust	1500

G. Copps/G. McEwen
Carried

14. **THE MEETING CLOSED 8.45pm**

Confirmed this Day of