

# WAIRARAPA COLLEGE BOARD OF TRUSTEES

## Minutes of the meeting of

February 2011

Minutes for the meeting of the Wairarapa College Board of trustees held in the Board Meeting Room – Wednesday 23 February 2011 at 6.45pm.

**Present:** Geoff Cops (Chair); Toni O'Hagan; Paul Jordan; Mike Schwass (Principal); George Littlejohn (Student Representative); Maxine Bird (Secretary); Tony Browne (Hostel Manager); Marlee MacDougall (Hostel Student Rep)

**Apologies:** Catherine Bates; Leah MacKenzie; Gavin McEwen; Terry Carew; Matrons

### 1. HOSTEL REPORTS Matters Arising

#### Hostel Finances

The Hostel Financial Reports for the period ended 31 December 2010 were reviewed. The end of year result was a \$5313 surplus slightly better than the budgeted surplus. Of note were good figures for lettings, and Tony reported that he already had some bookings for this year. Tony was congratulated.

#### Managers Report

The Manager presented his written report. Student and Parent survey discussed, felt it was a good way of maybe getting responses that might not get by coming directly to staff. Will feedback to each dorm.

**RESOLVED:** That the Manager's report be received

T.Browne/G. Cops  
Carried

#### Matrons Report

The matron's report was tabled.

**RESOLVED:** That the Matron's report be received

T. Browne/G. Cops  
Carried

#### Hostel Student report

The Student rep presented her written report

**RESOLVED:** That the Student's report be received.

M. McDougal/P. Jordan  
Carried

Marlee and George left

### 2. AT THIS POINT (7.08pm) THE PUBLIC ARE EXCLUDED FROM THE MEETING, WITH THE AGENDA TO BE DEALT WITH UNDER SECTION 48 OF THE LGOIMA 1987 ATTACHED.

**RESOLVED:** That the meeting move into Committee.

G. Cops/T. O'Hagan  
Carried

**3. AT THIS POINT (7.11pm) THE MEETING RESUMED IN OPEN MEETING.  
TO CONFIRM IN OPEN MEETING**

G. Copps/T. O'Hagan  
Carried

Tony left, George returned

**4. 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 26 January 2010.

P. Jordan/T. O'Hagan  
Carried

**5. MATTERS ARISING**

Maxine had had no luck with Telecom splitting the telephone bill. Geoff suggested asking Waicom.

**6. ITEMS FOR CONSIDERATION UNDER SECTION 48 OF THE "LOCAL  
GOVERNMENT OFFICIAL INFORMATION AND MEETING ACT 1987"**

(1)

**7. CORRESPONDENCE**

As per list provided.

Discussed the ballet letter. Geoff to reply, noting that we are more than a school hall, the economics of fitting in more people and negotiating for community usage.

Request for leave of absence received from Mike van Woerkom for 5 days from 9 – 13 May 2011.

**RESOLVED:** To approve LWOP to Mike van Woerkom from 9-13 May 2011.

G Copps/T O'Hagan  
Carried

It was decided to add the Groundsman and Caretaker to the list of thank you budget letters.

**RESOLVED:** That the correspondence inwards be received and outwards be endorsed.

T. O'Hagan/P. Jordan  
Carried

**8. FINANCE REPORT**

The Financial Reports for the period ended 31 December 2010 were reviewed. Maxine presented her report of the end of year results for the 2010 year. These are the figures that will be inputted into the annual report. The Chairman noted that the negative working capital was likely to be commented on by the MOE and auditors.

**RESOLVED:** That the Financial Report of the College for the period ended 31 December 2010 be approved.

P. Jordan/G. Copps  
Carried

The School accounts for payment for January 2011 were reviewed.

**RESOLVED:** That the School Accounts Paid and for Payment totaling \$314,743.35 be approved

T. O'Hagan/P. Jordan  
Carried

### **Budget 2011**

The Board agreed that they would meet to discuss a review of the 2011 budget, midday on 16 March. Mike and Maxine to draft some changes, and propose some ideas.

### **9. PRINCIPALS REPORT**

The Principal's written report was tabled

**RESOLVED:** That the Board adopt the 2011 Annual Plan as tabled.

G. Copps/P. Jordan  
Carried

**RESOLVED:** That the Principals report be received.

M. Schwass/P. Jordan  
Carried

### **10. EOTC**

The Whanganui River Trip RAMS were presented. This would be held from 11 – 14 April 2011.

**RESOLVED:** To approve the RAMS for The Whanganui River Trip

T. O'Hagan/P. Jordan  
Carried

RAMS from Kath Wilkie were tabled at the Board meeting for Outdoor Education tramps held last weekend and for the next weekend. The RAMS were received outside of the required time frame, one had already been completed. It was decided to formally note this serious breach and this to be passed on by the Principal. Also to be stated that the next trip needs to be received in the time frame or it will be cancelled.

**RESOLVED:** To approve the RAMS for The Tramps in the Tararua 20-22 February and 27 Feb – 1 March 2011

G. Copps/T. O'Hagan  
Carried

Tabled proposal from Diver Supplies. Board comfortable with the concept. Got to be happy with the quality of his standards. Paul was able to independently vouch for this.

Cathy Mabey's request to go ahead with the planning of the Wakamatsu Japanese trip tabled. The Board preferred the December date, which was after exams. Agreed with the trip, but looked forward to some more detail.

### **11. PTA**

Minutes from February meeting

Can Board members contribute to the gala, goods and time. Fliers on their way out. The Principal asked the Board to be aware that should the ban on after 5 activities by the PPTA still be in place by the time of the gala, we would need to be able to call on more parents to run the class run stalls.

### **12. STUDENT REPORT**

George presented his written report.

**RESOLVED:** That the Student Representative report be received.

G. Littlejohn/T. O'Hagan  
Carried

### **13. PROPERTY**

#### **Property**

The reroof of the main block is still being completed.

Last year cricket families fundraised to replace the turf on the cricket nets. Part way through they had a boost to their funds, when they received a grant from the National Bank. The upgrade has now been done.

14. **GENERAL BUSINESS**

**Grant Applications**

Maxine presented grant applications.

**RESOLVED:** To endorse the following grant applications:

SPARC Rural Travel Fund	1 <sup>st</sup> XI Hockey	\$2,500
SPARC Rural Travel Fund	1 <sup>st</sup> XV and Under 15 Rugby	\$1,300

G. Copps/T. O'Hagan

**Canteen**

The canteen manager has asked that the Board set a ruling on what food can be sold outside of the canteen. It was decided that all food sales within school time and grounds, should meet the same health standards as the canteen and should not directly compete with current canteen sales items.

15. **AT THIS POINT (9.10pm) THE PUBLIC ARE EXCLUDED FROM THE MEETING, WITH THE AGENDA TO BE DEALT WITH UNDER SECTION 48 OF THE LGOIMA 1987 ATTACHED.**

**RESOLVED:** That the meeting move into Committee.

G. Copps/T. O'Hagan  
Carried

16. **AT THIS POINT (9.15pm) THE MEETING RESUMED IN OPEN MEETING. TO CONFIRM IN OPEN MEETING**

G. Copps/T. O'Hagan  
Carried

17. **THE MEETING CLOSED 9.15PM**

Confirmed this ..... Day of