

# WAIRARAPA COLLEGE BOARD OF TRUSTEES

## Minutes of the meeting of

May 2011

**Minutes for the meeting of the Wairarapa College Board of trustees held in the Board Meeting Room – Wednesday 25 May 2011 at 6.45pm.**

**Present:** Geoff Copps (Chair); Catherine Bates; Toni O'Hagan; Mike Schwass (Principal); Gavin McEwen (Staff Representative); George Littlejohn (Student Representative); Maxine Bird (Secretary); Tony Browne (Hostel Manager); Marlee MacDougall (Hostel Student Rep)

**Apologies:** Paul Jordan; Leah MacKenzie; Matrons;

### 1. HOSTEL REPORTS

#### **Hostel Finances**

The Hostel Financial Reports for the period ended 30 April 2011. The budget figures have been reviewed, bringing about a slightly higher surplus.

G. Copps/T. O'Hagan  
Carried

#### **Managers Report**

The Manager presented his written report.

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

T.Browne/G. McEwen  
Carried

#### **Matrons Report**

The matron's report was tabled.

#### **Hostel Student report**

The Student rep presented her written report

Marlee asked if formal black hostel shirt could be worn to town, and to and from school.

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

M. McDougal/C. Bates  
Carried

#### **Hostel Fee Review**

Discussed a review of the hostel fees. Decided needed to adjust for the GST increase as last year it was agreed to look at the hostel fee on a GST inclusive basis. Also factored in some inflation. Agreed on a figure of \$8200 GST incl.

G. Copps/T. Browne  
Carried

### 2. HOD REPORT

Science Department Annual Report, presented by Hansel Wiramanaden, Liz Brown and Deb Owen.

Science junior results show a long tail with the average getting better but it often takes two years to improve the knowledge and exam results. There are also some very high end students.

Results are circulated at Department meetings and strategies discussed on how to present the new curriculum or solve learning difficulties. Evolving lesson plans are based on results and cohorts and literacy issues. They use graphs and other ways of teaching to get results. The assessments run through the year

Hansel showed examples of how the exam formats for seniors, especially in Chemistry had changed dramatically requiring more literacy skills from students both in reading the question and essay-style answers.

Liz explained that Chemistry tends to end up self selecting the top academic students. She focuses on first assessments only with no reassessments opportunities. The result graphs are all going the right way.

Deb described the Biology results as a mixed bag. While there is entry criteria for Y12 Biology she was generally fairly lenient on this, which may affect Biology results. Again the literacy of students is an issue, with masses of new vocabulary in Biology. She also voiced her frustration at the amount of time students were out of class for other things.

Physics. Self selection of some standards. Teaching algebra for 3 weeks at Y12 level. Also felt they might be too soft on criteria selection to academic subjects. The numeracy skills required at Y12 don't align with maths skills learnt at the same level. By Y13 relatively stable, more committed.

Overall – this is clear evidence of the linkages between literacy/numeracy and specific subjects and the need to share information and collaborate between departments is vital. This is beginning to happen.

### 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 27 April 2011.

G. McEwen/ C. Bates  
Carried

### 4. **MATTERS ARISING**

Painting is in College House, and will be labeled.  
EOTC dates still coming.  
Profiles on website.  
Geoff going to hostel parents meeting this Sunday.

### 5. **ITEMS FOR CONSIDERATION UNDER SECTION 48 OF THE “LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETING ACT 1987”** (1)

### 6. **CORRESPONDENCE**

As per list provided.

Letter from Jennifer Ward re exemption for her daughter to play hockey for a club team, discussed. Student plays in 4<sup>th</sup> XI hockey, doesn't come under the criteria of exceptional. Dispensation given to same student to play rugby, as we didn't provide a team. Agreed with Principal's decision not allow dispensation.

Discussed Maryanne Stuart leave request. Agreed to, but Maryanne to be told to get approval before booking in future.

**RESOLVED:** To grant LWOP to Maryanne Stuart 4 – 11 July for Netball Worlds

T. O'Hagan/C. Bates  
Carried

**RESOLVED:** To grant LWP for one week and LWOP for the balance to Kath Wilkie from 5 – 25 June to attend an Outward Bound Course

T. O'Hagan/C. Bates  
Carried

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

G. Copps/G. McEwen  
Carried

**7. FINANCE REPORT**

**Audited 2010 Annual Report**

Maxine presented the 2010 Annual Report and Management letter from the Auditors. She also presented a cashflow for the 2010 year, to clarify where the funds received by the college were funded and where they were spent.

**RESOLVED:** To adopt the 2010 Annual Report as tabled

G. Copps/C. Bates  
Carried

The Financial Reports for the period ended 30 April 2011 were reviewed.

**RESOLVED:** That the Financial Report of the College for the period ended 30 April 2011 be approved.

G. McEwen/T. O'Hagan  
Carried

The School accounts for payment for May 2011 were reviewed.

**RESOLVED:** That the School Accounts Paid and for Payment totaling \$437,816.53 be approved

C. Bates/G. Copps  
Carried

**8. PRINCIPALS REPORT**

The Principal's written report was tabled

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

M. Schwass/G. McEwen  
Carried

**9. EOTC**

Questioned whether Slum City event, should have presented a RAMS report to the Board. Organisers have outlined potential risks, but need to put into our format.

**10. STAFF REPORT**

Gavin spoke to his report.

Discussion re trips away from school. Some students need to make choices. Form classes may be able to focus on time management. Principal said they are looking at "no go" weeks, where no one goes anywhere, especially with more internal assessment standards.

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

G. McEwen/G. Copps  
Carried

**11. STUDENT REPORT**

Last mufti day money kept by Student Council. The previous two went to Christchurch and Japanese quake victims, and funds were matched by Paperplus. Gave \$100 to the Starship Foundation.

Keen to investigate further helping fund an improvement to the Cornwall Street entrance.

Student Council keen to improve the standard of uniform by setting a good example.

A student had approached them about the idea of having year level photos taken. This was thought to be too difficult.

## 12. **PROPERTY**

### **Security Cameras**

Maxine is meeting with Ian Rattray to work out the specifications for Security cameras on Tuesday next week. Will also chase up the plans for the PE mezzanine changes, Science Workroom changes and roading plan.

### **Hall**

In order to protect the hall walls, there will be a wire system installed below the picture rail of the two lengths of the hall, this will enable us to hang and suspend things without damaging the wall. This is a need highlighted by the Ball. The Ball committee are also keen to put up Calico curtaining on the walls.

JNL thank you letter for ply to section off hall.

## 13. **GENERAL BUSINESS**

Grant applications were presented.

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

### **Grant Applications**

Girls 1 <sup>st</sup> XI Soccer	Trust House	\$2000
Girls 1 <sup>st</sup> XI Soccer	Pelorus	2000
Girls 1 <sup>st</sup> XI Soccer	Prime Community Trust	1150
Girls 1 <sup>st</sup> XI Hockey	Trust House	1000
Girls 1 <sup>st</sup> XI Hockey	Pelorus	1500
Girls 1 <sup>st</sup> XI Hockey	Prime Community Trust	1500
Boys 1 <sup>st</sup> XI Hockey	Trust House	1000
Boys 1 <sup>st</sup> XI Hockey	Pelorus	2000
Boys 1 <sup>st</sup> XI Hockey	Prime Community Trust	1500
Boys & Girls 1 <sup>st</sup> XI Hockey	Rural Communities Trust	3000
Boys 1 <sup>st</sup> XI Soccer	Pelorus	2000
Boys 1 <sup>st</sup> XI Soccer	Prime Community Trust	780
1 <sup>st</sup> XV Rugby	Prime Community Trust	1697.40

G. Copps/G. McEwen  
Carried

### **Elaine Beck Farewell**

Board are happy to fund the food.

### **Spirit of Adventure**

Board to fund teacher's travel.

### **Black Hostel Shirts**

Board did not approve of the Hostel Students' request to wear the formal black shirts instead of the white uniform shirts for town visits or to and from school.

**14. AT THIS POINT (9.42pm) 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.

C. Bates/ T. O'Hagan  
Carried

**15. AT THIS POINT (9.55pm) THE MEETING RESUMED IN OPEN MEETING.  
TO CONFIRM IN OPEN MEETING**

G. Copps/C. Bates  
Carried

**16. THE MEETING CLOSED 9.55pm**

Confirmed this ..... Day of