

WAIRARAPA COLLEGE BOARD OF TRUSTEES

Minutes of the meeting of

September 2010

Minutes for the meeting of the Wairarapa College Board of trustees held in the Board Meeting Room – Wednesday 22 September 2010 at 6.45pm.

Present: Geoff Copps (Chair); Catherine Bates; Percy McFadzean Terry Carew; Toni O'Hagan; Mike Schwass (Principal); Gavin McEwen (Staff Representative); George Littlejohn (Student Representative); Maxine Bird (Secretary); Tony Browne (Hostel Manager); Hostel Matrons; Marlee McDougall (Hostel Student Rep); Leah McKenzie

Apologies: Toni O'Hagan (late); Matrons; Terry Carew

G. Copps/G. McEwen
Accepted

1. HOSTEL REPORTS

Hostel Finances

The Hostel Financial Reports for the period ended 31 August 2010 were reviewed.

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

T. Browne/G. McEwen
Carried

The Hostel accounts for payment for September 2010 were reviewed.

RESOLVED: That the Hostel Accounts Paid and for Payment totalling \$112,587.74 be approved

T. Browne/G. McEwen
Carried

Managers Report

The Manager presented his written report.

RESOLVED: That the Manager's report be received

T. Browne/P. McFadzean
Carried

Matrons Report

The matron's report was tabled.

RESOLVED: That the Matron's report be received

C. Bates/P. McFadzean
Carried

Hostel Student report

All running very smoothly, looking forward to holidays and end of term dinner. Leavers dinner rehearsals underway. Gutted about the ski trip being cancelled. Tutors for prep up until exams being well utilised.

Tony and Marlee left.

2. **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 25 August 2010.

C. Bates/G. McEwen
Carried

3. **MATTERS ARISING**

MOU being redrafted, with Ray and Karen. Commercial price is established at \$3000 a day, any other price to be negotiated.

4. **ITEMS FOR CONSIDERATION UNDER SECTION 48 OF THE "LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETING ACT 1987"**
(3)

5. **CORRESPONDENCE**

As per list provided.

Discussed MOE letter re St Matthews increasing their roll. To feedback that it will have a financial effect on our roll, as all schools are facing declining rolls.

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

G. Copps/C. Bates
Carried

6. **FINANCE REPORT**

The Financial Reports for the period ended 31 August 2010 were reviewed.

Noted that the projected operating surplus does not reflect cash as the \$95,000 donation was spent on a capital item.

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

G. Copps/G. McEwen
Carried

The School accounts for payment for September 2010 were reviewed.

RESOLVED: That the School Accounts Paid and for Payment totalling \$325,281.08 be approved

G. McEwen/P. McFadzean
Carried

Operations Grant 2011

We have our Provisional Operations Grant notification for 2011. For most things a 4% increase has been applied. Our roll has been estimated at 1058, down from 1118 in 2010. This year our roll will be recalculated every quarter, as opposed to currently being calculated at 1 March and staying at that for the rest of the year. This will also have an effect on our income, as roll numbers in a secondary school always go down throughout the year.

Staffing at the reduced roll number is 3.3 full time teachers less than this year. Staffing will not be affected by the quarterly roll changes.

Budget 2011

The process for this is starting now. Board wanting more involvement in the process. Curriculum requests are due in 22 October, a week after that the Principal and EO will go through a line by line process and highlight areas. This draft will be emailed to the Board and a workshop will be held about a week after that.

7. PRINCIPALS REPORT

The Principal's written report was tabled

RESOLVED: That the Principals report be received.

M. Schwass/P. McFadzean
Carried

RESOLVED: To buy Marilyn Bouzaid a plaque for a mezzanine seat in the hall to commemorate her 40 years at the school

G. Copps/T. O'Hagan
Carried

Jane Ogilvie is planning a week of activities in the Wellington area while senior exams are on for International Students including exchange students, Board felt this was a good idea. RAMS will be presented at the next board meeting.

8. STAFF REPORT

Gavin tabled his Staff report.

Discussed a function for Board and staff to get together and introduce themselves. The call back day at the beginning of the year was a suggestion.

Morning tea to be organized, thanks to staff for Wiz and ERO.

RESOLVED: That the Staff Representative report be received.

G. McEwen/G. Copps
Carried

9. PTA

Minutes from 6 September 2010.

Hall -Lock on cupboard in kitchen. More rubbish bins needed.

10. STUDENT REPORT

George presented his written report.

Congratulations on the reelection of the student rep for the fourth year in a row.

RESOLVED: That the Student Representative report be received.

G. Littlejohn/P. McFadzean
Carried

11. ADULT AND COMMUNITY EDUCATION

Report tabled.

The Board wanted the focus to be on both TEC and user pay courses.

RESOLVED: That the Community Education report be received.

G. Littlejohn/P. McFadzean
Carried

12. PROPERTY

Special Projects Report

Board requested copies of the minutes of the Trust and WCOSA and constitution, especially in regard to trustees.

7 YP Capital Projects

The Board were presented with project proposals for the Sports Storage Shed, Soundproofing Music Practice Rooms and further Music Practice Rooms, Science Workroom, PE Workroom.

Discussed storage shed and the materials to be used.

Maxine to get plans and further quotes on plans put forward.

Start next month's meeting at Hostel at 5.30pm with dinner, hostel meeting over there, then property walkaround.

Tenders have been called for the replacement of the Main Block Roof. We are not committed to anything until we chose a tenderer. We will need to see if the contingency funds will be sufficient to cover this cost. This project will be one of the ones targeted as maintenance, so if not done in this 7 YP it will be required to be done at the beginning of our next 5YP.

13. GENERAL BUSINESS

Board Recruitment

Our visitor Leah McKenzie showed a positive indication of wanting to join the Board. She will write a letter of her intent.

Spotless Contract

Our cleaning contractor advised us in March of a review in our contract rate starting April. At the time they also advised that we could pay extra in order to enforce them to pay their cleaners a minimum rate of \$14.62, which is the rate that we would have to pay cleaners if we employed them directly. Our Operations Grant had included a sum to account for this extra amount. At the time we decided that our contract was with Spotless and that it was not our place to dictate what they paid their staff. We now have the SWFU wanting to visit us in regard to this contract. I have surveyed other schools in the Wairarapa in regard to this and they have also chosen to pay the lesser amount. I have also taken advice from EMA who say that our stance is correct but it depends if we are willing for bad publicity should it go that far. She advised talking to the other schools as well.

Financial Software

The EO has been investigating a change in Financial Software. The current package is old fashioned cumbersome, inefficient and costly, and requires us to have another software package to link everything. Three packages are being looked at, with the last to visit tomorrow. It would be ideal if this could be implemented in time to start the new year, but that would require action very soon. Permission was asked for authority for the decision for this to be made by the Principal once he has all the information to hand. The Board agreed to this.

14. AT THIS POINT (9.25pm) 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/C. Bates
Carried

15. AT THIS POINT (9.50pm) THE MEETING RESUMED IN OPEN MEETING. TO CONFIRM IN OPEN MEETING

G. Copps/C. Bates
Carried

16. THE MEETING CLOSED 9.50PM

Confirmed this Day of