

**FIORDLAND COLLEGE
SCHOOL BOARD**

BOARD MINUTES

26 January 2022

FIORLAND COLLEGE SCHOOL BOARD

MINUTES OF A MEETING OF THE FIORLAND COLLEGE SCHOOL BOARD, HELD IN THE FIORLAND COLLEGE BOARDROOM, ON WEDNESDAY 26 JANUARY 2022, COMMENCING AT 7.30 PM

1. ADMINISTRATIVE MATTERS

1.1 Present

Mr N Humphries (Presiding Member), Mr S Mustor, Mrs K Wright, Ms M Peacock, Mr J Ruddenklau, Dr C Zink and Mrs C Wallace.

In attendance was Mrs S Walker (Secretary).

Mr Humphries extended a welcome to newly appointed Principal/Tumuaki Mr Steven Mustor.

1.2 Apologies for Absence

Resolved: That an apology for absence be received from Mr M Willans. (Humphries)

1.3 Declaration of Interests

Mr Humphries declared his interest in relation to his wife being a paid member of staff and Dr Zink noted his interest in relation to his wife being a paid member of staff during 2022 as well as being the Co-Ordinator of KRTK (Kids Restore the Kepler).

1.4 Confirmation of Minutes

Resolved: That Minutes of the Board meeting held on 24/11/2021, including minutes of the Special Board meeting held prior to that Board meeting, be signed as a true and correct record. (Wright/Humphries)

Resolved: That Minutes of the Special Board meeting held on 8/12/2021 be signed as a true and correct record. (Humphries/Ruddenklau)

1.5 Confirmation of Agenda

The following change to the agenda was noted:

- Item 4.3 Whitiki te Huarere Project Update – to be taken prior to Item 1.6

1.6 Correspondence (Refer Agenda P1)

Reference was made to the schedule of correspondence which had been circulated with the agenda. Matters arising were as follows:

- Letter from Kate Norris regarding gender inequality in leadership roles - referred to Mr Mustor for reply.
- Education Review Office (ERO) – noted that the ERO evaluation partner will make contact in Feb/Mar 2022. It would be hoped to defer the process until 2023 with a new Principal in place.

Resolved: That the Inwards Correspondence be received and the Outwards Correspondence endorsed. (Humphries/Zink)

2. FINANCIAL REPORTS

2.1 Report of Meeting of Finance Committee

Reference was made to minutes of the Finance Committee meeting held on 25/1/2022, copies of which had been previously circulated. Reference was also made to the financial report to 30/11/2021 and the interim report to 31/12/2021, copies of which had been circulated with the agenda.

2.1.1 Financial Position (NB All figures GST exclusive)

Mrs Wallace noted that the interim financial position at 31/12/2021 remained healthy with a small deficit of -\$18,770 compared to the budgeted deficit of -\$109,752. Major factors contributing to this continued to be around:

- Operations Grant running \$21,000 ahead of budget
- Discretionary Fund balance of \$23,000 includes a large carry over from previous years
- Teacher Salaries running \$67,000 ahead of budget.

It was noted that other financial markers at 31/12/2021 (comparative financial position, working capital, funds at bank etc) are all sound.

It was noted that \$23,000 had been paid to CH Faults around repairs to a leak in the pipework, which, despite some debate as to where it should be funded from, ultimately was included in the boiler project.

2.2 Draft 2022 Operating Budget

2.2.1 Reference was made to the Draft 2022 Operating Budget, copies of which had been circulated with the agenda.

2.2.2 Key aspects highlighted included:

- Operating budget provided for a deficit of -\$88,997 based on a conservative roll estimate of 241 plus 7 STP students. Given that depreciation was set at \$74,500, it was essentially a cash-neutral budget.
- Curriculum budget requests had been largely met in full.
- Curriculum capital requests had yet to be summarised for Mr Mustor's consideration.
- Teacher Aide expenditure would again exceed income.
- There were some increases in property and grounds budgets due to one-off projects.
- The budget would need to be reviewed again once the final roll is known and possible impacts of Covid-19 are clearer.

2.2.3 It was noted that outgoing Principal Ms Smith had approved the budget and it had also been endorsed by the Finance Committee.

Resolved: That the Draft 2022 Operating Budget be adopted. (Wallace/Ruddenklau)

Resolved: That an initial capital release of \$30,000 be approved for allocation by Mr Mustor. (Peacock/Wallace)

2.3 Rental Properties

2.3.1 At the Finance Committee meeting Mr Humphries had noted the issue of potential friction between staff who enjoyed the benefit of subsidised school house rentals and those who didn't and had raised the possibility of whether it would be possible to limit the period of their subsidised rental.

2.3.2 Subsequent investigation indicated that if tenanted by a teacher or principal, it is stipulated that school house rentals must provide 25% off the current market rental. It was agreed, however, to review the appropriate market rental when the rentals are next up for review and put forward an argument to increase these if appropriate. It was also noted that staff have a maximum period of 2 years to rent a school property but this can be extended for further periods if the property is not required for other staff.

Resolved: That the Finance Committee Report and Financial Report to 30/11/2021 and Interim Financial Report to 31/12/2021 be approved. (Peacock/Wright)

3. CURRICULUM, STUDENT ACHIEVEMENT, SUPPORT AND ASSESSMENT REPORTS

Note: In view of the fact that Mr Mustor had only just commenced in the role, it had not been expected that he would provide a specific report for the meeting. The meeting instead focused specifically on urgent matters that required attention.

3.1 Triennial Review (as per Review Cycle)

3.2 Student Report

3.3 Teaching & Learning Report

3.4 Student Support

3.5 ICT Report

3.6 Student Achievement/Assessment Report

3.7 Professional Development (PD) Report

4. STRATEGY REPORTS

4.1 Position Analysis

4.2 Strategic Planning

4.2.1 2022 Annual Targets

Reference was made to a slightly amended version of the 2022 Annual Targets which had been circulated with the agenda. Action 4 of Target 2 had been changed to read:
“A further Te Reo vocabulary list will be put together for staff to be using in their daily routine. All staff are confidently using this vocabulary.”

It was also agreed at the meeting to reword Strategic Aim 5 to read:
“Fiordland College aspires to be a world renowned centre of environmental excellence where we lead best practice in environmental education.”

It was agreed to amend Action 4 of Target 4 to read:

Actions	Led by	Resourcing	Timeframe
1. To review and define the environmental plan.	Principal		Terms 1-4

Resolved: That the 2022 Annual Targets, as amended, be adopted. (Peacock/Zink)

4.2.2 2021 Analysis of Variance

Reference was made to the 2021 Analysis of Variance, which had been circulated with the agenda. This document is required to be submitted with the 2021 Annual Report. It was noted that a slight wording change had been made to the outcome of Action 3 of Target 1 to read “Some work put on hold due to personal staff matters”.

Mr Mustor expressed appreciation to Ms Smith for taking the time and trouble during the holidays to complete the document before the handover. The Secretary would convey this to Ms Smith.

Resolved: That the 2021 Analysis of Variance, as amended, be adopted. (Humphries/Peacock)

4.2.3 2022 Charter

It was noted that the 2022 Charter needs to be completed and lodged with the Ministry of Education by 1 March 2022. It includes the 2022 Annual Targets.

Resolved: That authority be delegated to Mr Mustor to prepare the draft 2022 Charter, refer it to the Board for feedback and submit the final 2022 Charter. (Humphries/Ruddenklau)

4.3 Whītiki te Huarere Project (This item was taken prior to Item 1.6)

Mr Nick Key, Whītiki te Huarere Project Manager, joined the meeting to speak to his December 2021 Report. This, along with site concept plans prepared by Ms Delia Bellaby (Design and Make Architects), had been previously circulated to the Board. Ms Bellaby joined the meeting remotely. Her schedule of fees (significantly discounted), would be circulated later to the Board.

- 4.3.1** Mr Key and Ms Bellaby highlighted key aspects of the concept plan, as follows:
- Initial funding is limited so the first installation would be a small building located adjacent to the College grounds which would be usable by the school and also provide a focal point to attract future funding. (It would require some access protocols.)
 - The master plan will readily enable future installations, some hopefully obtained relatively cheaply with help from local contractors and funders.
 - The style of architecture of building has been carefully considered around elevation, north/west facing for solar panels, using water run off etc.
 - Straw bale construction is favoured (inexpensive, good thermal performance, passive moisture control, sourced locally, locks carbon into building and students are able to have input and learning experiences).
 - The solar tree and support post concept will both create shade/shelter and the means to charge devices. This could be replicated in the College too and become an identifier for the project. This (and other solar trees possibly added later) could be used to heat the building.
 - Discussions are underway with Meridian Energy re a possible wind turbine, Dr Zink suggested the use of QR codes for students to learn about energy.

4.3.2 Ms Peacock noted the importance of ensuring that the runaka are involved in the process. Ms Bellaby noted that there is the opportunity for story-telling within the building construction which is essentially like a wharenui. Des Cooper (Manapouri) has experience in this area and may be keen to be involved.

4.3.3 In terms of budget, it was noted that Community Trust South (CTS) has committed \$148,000 towards the project. Mr Key noted that the aim is to use this initial funding to create a base, from which to expand on. CTS has already indicated that they are amenable to the initial funding plan being adapted as the plan develops and are reliant on the expertise of those involved to arrive at the best plan. Mr Key will liaise with CTS around the amended plans/budget.

4.3.4 Siting the initial building adjacent to the school, effectively as a separate classroom, avoids issues around the need for toilets, parking and other regulations at this stage of the project. The aim is to keep it dynamic, interesting and reasonably inexpensive at the start.

4.3.5 Board members congratulated Mr Key, Ms Bellaby and the working group on their efforts to date to come up with such a well-considered plan.

- 4.3.6** The agreed next steps were:
- Mr Key would arrange to brief Mr Mustor on progress to date.
 - Mr Key will work with Ms Bellaby to come up with a budget for indicative pricing which will be required for budget feasibility and funders. This will incorporate discussions with Meridian around power generation to make the classroom self-sufficient and will include architectural costings and costings for input from a structural engineer.
 - Mr Key would approach the iwi (via Rangimaria Suddaby in the first instance) to seek feedback. (The Secretary would provide Mr Key with her contact details).
 - Mr Key would then present the Board with the proposed budget and once finalised, would continue with more detailed design work.

Resolved: That the Board supports the concept plan as presented and is agreeable to proceed as outlined, subject to Mr Mustor's approval following his briefing. (Humphries/Peacock)

4.4 Environmental Plan - deferred

4.5 School Community Consultation

4.5.1 It was agreed that the passage of time meant that the last round of community consultation was no longer current so would not be shared widely. Mr Humphries noted that the consultation process had not resulted in any matters of particular concern. The results would, however, be referred to Mr Mustor for his information.

- 4.5.2 In terms of the next round of community consultation, it was agreed that, with a new Principal just having started and in view of Covid-19 factors currently in play, it would be more appropriate to defer this until next year.

Resolved: That the Strategy Reports be accepted. (Wright/Wallace)

5. EXTERNAL COMMUNICATION / MARKETING

5.1 Reporting to Parents

5.2 Reporting to Community

5.3 Marketing Report

6. AUDIT / COMPLIANCE REPORTS

6.1 Health and Safety Report

6.1.1 Health and Safety Report

6.1.2 Health and Safety Committee

The Secretary would convene a meeting of the Health & Safety Committee on a Friday in the next few weeks.

6.2 Personnel Reports

6.2.1 Staffing

Mr Mustor noted that a Maths vacancy had been advertised and was being covered in various ways in the meantime.

6.2.2 Employee Professional Growth Cycle (PGC)

6.3 Property Report

6.3.1 Property Report

Mr Humphries reported as follows:

B Block

Work was proceeding well and is expected to be completed in mid-March. The builders had to work around solutions to some structural issues which did not cause as much delay as initially expected.

As previously agreed by the Board, replacing the carpet was an add-on and, depending on the contingency available, the Board may have to fund some or all of the cost which now appeared to be approximately \$90,000. There is a \$35k threshold for Board contributions and approval will be sought from the Ministry of Education to exceed this if necessary.

Art Room Floor/Tapware

Repairs to the Art Room floor and tapware have been completed.

Learning Support Co-Ordinator (LSC) Office

The foundations for this office, which adjoins the Music Suite, have been laid.

Tree Removal

A large mountain beech tree had been removed from outside the Admin Block and the site left tidy. Its roots had been causing issues with concrete and drains. The silver beech situated nearby would also be removed in due course for similar reasons. Replacement trees would be planted and it was noted this could potentially be a good site for a solar tree.

32 Howden St School House

Roof painting of this school house has been completed.

6.4 **Other Compliance Issues**

6.4.1 **EOTC Sign-Off**

6.4.2 **Covid-19 Compliance**

Mrs Wright provided Mr Mustor with some resources from a recent community meeting held to discuss the implications of the Omicron Covid-19 strain reaching the Fiordland community.

Dr Zink noted that Covid-19 vaccination requirements would make it very difficult to run co-curricular week activities. Mr Mustor noted that a Senior Leadership Team (SLT) meeting would be held on 28 January and this would be discussed, with any decisions being provided to staff and families as soon as possible.

With mask-wearing by staff and students (unless exempted) now being mandated for Years 4 and above, Dr Zink queried whether the Board would support providing N95 masks for staff members. It was agreed that the Board supported the purchase of masks of suitable quality for staff and it was noted that Mr Mustor would bring this matter to the SLT meeting for further discussion.

Resolved: That the Audit/Compliance Reports be accepted. (Wallace/Ruddenklau)

7. **SPECIAL TOPICS AND PROJECTS**

7.1 **Significant Events / Achievements**

7.2 **Treaty of Waitangi/Cultural Responsiveness**

7.3 **Board Training**

7.4 **Review Board Policies/Procedures**

7.5 **Time Spent by Board Members**

7.5.1 The schedule to confirm hours spent on Board matters during December 2021 and January 2022 was updated.

7.6 **Confirm Board Meeting Schedule for 2022**

7.6.1 It was agreed to slightly amend the Board meeting schedule for 2022 as follows:

- Wed 9 March (changed from previous schedule)
- Wed 6 April (“)
- Wed 25 May
- Wed 27 July
- Wed 24 Aug
- Wed 28 Sept
- Wed 26 Oct
- Wed 23 Nov

7.6.2 It was also agreed to try starting the meetings earlier at 7.00 pm instead of 7.30 pm.

7.7 **Update Signatories and Trustee Register/Occupations and Possible Conflicts of Interest**

7.7.1 **Signatories**

Resolved: That Ms Lynlee Smith be removed as a signatory and Mr Steven Mustor be added as a signatory to all bank accounts held at Westpac and BNZ. (Humphries/Wallace)

7.7.2 **Trustee Register and Possible Conflicts of Interest**

Board members updated the Trustee Register and noted any possible conflicts of interest.

7.8 Annual Delegations

7.8.1 The annually-approved sections of the Governance Manual were circulated at the meeting. Some wording changes had been made to change references to the new Education and Training Act 2020 and to change references from the "Board Chair" to the "Presiding Member".

Resolved: That the following sections of the Governance Manual, as amended, be approved:

Roles and Responsibilities of the Principal Policy

- 2.2 Delegations to the Principal
 - 2.3 Delegations to the Deputy Principal
 - 2.4 Directions to the Principal
 - 2.5 Monitoring Principal Performance
 - 2.6 Disciplinary Process
 - 2.7 Professional Expenses
- (Ruddenklau/Wright)*

7.8.2 Mr Mustor noted that he was very happy with the delegations.

7.9 Board Triennial Elections – 7 Sept 2022

7.9.1 Mr Humphries urged Board members to start thinking of potential candidates who could be encouraged to stand for election.

7.9.2 Mr Humphries, Ms Peacock and Mrs Wright all indicated they were uncertain about whether they would re-stand.

8. IN COMMITTEE SESSION

*Resolved: That the meeting move into committee to discuss matters relating to individuals.
(Humphries/Zink)*

9. CLOSURE

9.1 Next Meeting

9.1.1 The next monthly meeting is scheduled for Wednesday 9 March 2022 at 7.00 pm.

9.2 Closure

9.2.1 The meeting concluded at 9.15 pm.

Confirmed: Date:
(Chairperson)