

**FIORDLAND COLLEGE  
SCHOOL BOARD**

**BOARD MINUTES**

**9 March 2022**

# FIORLAND COLLEGE SCHOOL BOARD

## MINUTES OF A MEETING OF THE FIORLAND COLLEGE SCHOOL BOARD, HELD IN THE FIORLAND COLLEGE LIBRARY, ON WEDNESDAY 9 MARCH 2022, COMMENCING AT 7.00 PM

### 1. ADMINISTRATIVE MATTERS

#### 1.1 Present

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

In attendance was Mrs S Walker (Secretary).

Mr Mustor opened the meeting with a whakataukī. He would investigate a waiata and a karakia for the Board.

#### 1.2 Apologies for Absence

*Resolved: That an apology for absence be received from Mrs K Wright. (Humphries/Peacock)*

#### 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 26/1/2022, be signed as a true and correct record. (Humphries/Wallace)*

#### 1.5 Confirmation of Agenda

The following change to the agenda was noted:

- Item 3.3 Initial Analysis of Academic Achievement in 2021 – to be taken at the start of the meeting.

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

*Resolved: That the meeting move out of committee and that matters taken in committee be ratified by open Board. (Humphries/Wallace)*

#### 1.6 Correspondence (Refer Agenda P1)

Reference was made to the schedule of correspondence which had been circulated with the agenda.

Supplementary Correspondence:

- NZ School Trustees' Assn – Southland Regional Newsletter – copy to Board members

Matters Arising:

Refreshment Leave

*Resolved: That the request from Mrs Aileen Moon to reduce the period of her refreshment leave to 3 weeks (20/6 – 8/7/2022), be approved. (Humphries/Ruddenklau)*

Submission on trail extension for Fiordland Trails Trust Project

Mr Humphries noted that the Ministry of Education had put in a submission around the trail extension on behalf of schools in the area, despite him assuring the Ministry that Fiordland College had no concerns.

*Resolved: That the Inwards Correspondence be received and the Outwards Correspondence endorsed. (Peacock/Willans)*

## **2. FINANCIAL REPORTS**

### **2.1 Report of Meeting of Finance Committee**

Reference was made to minutes of the Finance Committee meeting held on 8/3/2022, copies of which had been previously circulated. Reference was also made to the financial report to 31/1/2022, copies of which had been circulated with the agenda.

#### **2.1.1 Financial Position** (NB All figures GST exclusive)

Mrs Wallace noted that there was no exception report, given there had been so few transactions to date.

The current financial position at 31/1/2022 showed a surplus of \$22,500 and working capital was a healthy \$784,000.

#### **2.1.2 Review of Operations Manual**

The Finance Committee had reviewed sections 4.7 Travel, 4.8 Entertainment and 4.9 Gifts and had made some recommended wording changes.

*Resolved: That Sections 4.7, 4.8 and 4.9 of the Operations Manual be recorded as reviewed and changes made as recommended by the Finance Committee. (Humphries/Willans)*

It was noted that, as part of this, the current travel allowance reimbursement rates for staff are due for review and this would be a priority for the Board Secretary.

#### **2.1.3 Capital Expenditure**

The Finance Committee had recommended that a further \$70,000 from reserves be approved to cover double glazing for two school houses and garage recladding of the Caretaker's house.

*Resolved: That a further capital release of \$70,000 be approved around the 20 Howden St garage cladding and aluminium joinery work for 94 Matai St and 32 Howden St. (Willans/Peacock)*

#### **2.1.4 Donation from Otago and Southland Baptist Assn**

Following the closure of the Te Anau Baptist Church, a share of the remaining funds (\$33,000) would be donated to Fiordland College. The Secretary would send a letter of thanks.

*Resolved: That the \$33,000 donation be specifically tagged pending a Board decision as to how the funds should be spent. (Humphries/Willans)*

#### **2.1.5 Cyclical Maintenance**

It was noted that the Cyclical Maintenance plan provides \$55,000 for painting of the B Block exterior in 2022. Part of this will occur as part of the B Block upgrade and Mr Mustor has quotes for the remaining areas (approx. \$20,000). The Finance Committee recommended that Mr Mustor be given approval to make a final decision.

*Resolved: That approval be given to Mr Mustor to make a final decision around the B Block exterior painting quote. (Ruddenklau/Wallace)*

*Resolved: That the Finance Committee Report and Financial Report to 31/1/2022 be approved. (Ruddenklau/Mustor)*

## **3. CURRICULUM, STUDENT ACHIEVEMENT, SUPPORT AND ASSESSMENT REPORTS**

### **3.1 Triennial Review (as per Review Cycle)**

In view of the imminent change from NAGs/NEGs to NELPs, Mr Mustor would discuss how curriculum is reported in future with Mr Wilson and update the Board at the next meeting.

### **3.2 Student Report**

Mr Ruddenklau reported on the following:

- Students were eager to return for a new year at school.
- There has been a good turnout for the Athletics Championships and Lucy Blakely broke a long-standing High Jump record.
- Mask wearing is required indoors with some students occasionally needing reminding.
- The Swimming Championships had been postponed due to Covid-19 factors.

### **3.3 Teaching & Learning Report** - This item was taken prior to Item 2 (Refer Agenda P3)

#### **3.3.1 2021 Academic Achievement**

Assistant Principal Mr Nigel Wilson was welcomed to the meeting to present and comment on his reports on the 2021 NCEA results and other academic achievement data. Copies of his "Initial Analysis of Academic Achievement in 2021" document had been previously circulated to the Board.

Years 7, 8, 9 and 10

- Year 7 had a high proportion in the lower quartile of developed ability, which was likely influenced by Covid-19. This was similar for Years 8, 9 and 10.
- The externally assessed CEM (Canterbury Education Monitoring) MidYIS test (which has been used at Fiordland College over the past 20 years as an external reference, indicated that English and Maths value-added results were lower than usual, although MidYIS did not factor Covid-19 into its calculations.
- Special Covid-19 funding for additional Teacher Aides in 2021 proved a very valuable resource

Year 11

- Pass rates were difficult to calculate as the cohort included some transitional students; others who left school and others who were at school partially. In line with one of the the school's strategic aims, it was pleasing to see the results were above the decile average. Although excellences were below this, merit endorsements were especially high.

Year 12

- Pass rates were above the decile average. Their MidYIS data indicated lower value added at the start but good progress whilst at Fiordland College. The level of excellence and merit endorsements was disappointing but not unexpected.

Year 13

- Pass rates were below the decile average but one result is yet to be added to the data. The overall percentage of endorsements had also gone down but there were several students who returned to school in Year 13 who may otherwise have left for work/training in previous years.

Overall

- There is now a fully populated set of longitudinal data from 2015 which highlights student progression and helps HoDs triangulate their data. Detailed assessment data is also available which provides rich data for HoDs to use for planning and shows where extra support is needed.
- Given the "Developed Ability" profile of the cohorts at Fiordland College, the students are performing extremely well.
- Mrs Perry, in the new role of Academic Engagement Co-Ordinator, is looking at students who should be doing better.
- Board members appreciated the fact that the data generated is thoroughly analysed, enabling students requiring help to be identified for follow-up.
- Mr Mustor was impressed that the school knows exactly where each student is "at" and programmes are tailored for individuals rather than taking a "one size fits all" approach.

The Board thanked Mr Wilson for his presentation and he left the meeting at this stage.

### **3.4 Student Support** (Refer Agenda P3)

- #### **3.4.1**
- Mr Mustor noted that Year 7 students and new staff had been welcomed with an impressive mihi whakatau, albeit scaled down due to Covid-19 restrictions.

**3.5 ICT Report** (Refer Agenda P3)

**3.5.1** Mr Mustor advised that he has had several discussions with staff and parents since starting about the need to better use IT systems to improve communication as a staff and as a school with the community. He is exploring options around the school's website and social media presence in the first instance and will report back to the Board. Ideally he would like to see information stored in one place (like the website) and automatically pushed out to other services such as Facebook.

**3.6 Student Achievement/Assessment Report** (Refer Agenda P4)

**3.7 Professional Development (PD) Report** (Refer Agenda P4)

**3.7.1 FiNSCoL**

Mr Mustor had met with the FiNSCoL principals to discuss various things including Covid-19 strategies, cultural responsive practice, wellbeing and leadership of the Kahui Ako as Mr Excell has stepped down from the co-leadership role.

He noted that successful operation of FiNSCoL is difficult given the distance between schools and lack of commonality between the larger vs smaller schools. It was noted that there are considerable staffing and funding resources tied up in FiNSCoL. Fiordland College has invested a lot into it over the years but Dr Zink queried the extent that it has actually added value for education.

Mr Mustor noted that Fiordland College, Te Anau School and Mararoa School have decided to work together as much as possible using FiNSCoL resources and have successfully applied for a small amount of additional funding for students in this region (\$7,000).

*Resolved: That the Curriculum, Student Achievement, Support and Assessment Reports be accepted. (Humphries/Peacock)*

## **4. STRATEGY REPORTS**

**4.1 Position Analysis** (Refer Agenda P5)

**4.1.1 Roll**

It was noted that the Ministry of Education's guaranteed staffing roll is 259 plus 6 STP students and the actual roll on 15/2/2022 was 260 plus 6 STP students. At the same stage in 2021 the roll was approximately 240.

Despite an expected decline in the roll due to Covid-19 factors, the opposite appears to have occurred. A few students had left around vaccine mandates.

**4.2 Annual Targets** (Refer Agenda P5)

**4.3 Whitiki te Huarere Project** (Refer Agenda P5)

**4.3.1** Mr Mustor had met with Project Manager Mr Nick Key to be briefed on the project and he is keen to see the project progress.

**4.3.2** The Board had been provided with the project proposal prepared by Delia Bellaby at Design & Make Architects. Board members expressed concern around the potential for a financial blow-out on the building, especially given design costs. This could potentially leave little funding for the energy generation initiatives, which were the initial focus.

**4.3.3** Mr Willans also queried whether Community Trust South (CTS), which had approved a grant of \$148,000 but was still waiting for an updated budget proposal, would be comfortable with the focus on a building. It was noted, however, that CTS had also said it would be guided by expert opinion around how best to proceed with the project.

**4.3.4** It was suggested that perhaps the Baptist Church donation of \$33,000 could be used to help bolster funding.

- 4.3.5** It was hoped there would be a simple way to make a start and to then build on that in subsequent phases as funds become available. Mr Willans had already spoken to Mr Key along these lines, and Mr Key agreed that a building that would be of use to the school would be a good starting point, as long as the initial funding is sufficient to construct something tangible. Mr Mustor noted that, ultimately, it needs to suit the school's long term vision.
- 4.3.6** It was agreed that Mr Mustor would convey the Board's views to Mr Key and also liaise around providing the updated budget update to CTS.
- 4.3.7** It was noted that Meridian Energy had earlier agreed to provide expert advice around energy generation rather than provide funds as such. It was agreed that Mr Mustor would ask Mr Key to follow this up with them and perhaps invite them to join the working group. Making another application for funding to Meridian was also suggested.
- 4.3.8** It was noted that the initial contract with Mr Key is due to conclude in a couple of months.

#### **4.4 Strategic Plan Consultation – Defer until 2023**

*Resolved: That the Strategy Reports be accepted. (Peacock/Mustor)*

### **5. EXTERNAL COMMUNICATION / MARKETING**

#### **5.1 Reporting to Parents** (Refer Agenda P6)

#### **5.2 Reporting to Community** (Refer Agenda P6)

- 5.2.1** Mr Mustor had met with the school's new senior adviser at the Ministry of Education. The school's decile status of 9 (highest is 10) was discussed. He would look at making an application to have this reviewed downwards, particularly given the recent Well South survey results which provide compelling evidence around the situation facing this tourism-dependent community.

#### **5.3 Marketing Report** (Refer Agenda P6)

##### **5.3.1 Future of Fiordland College International Student Programme**

Mr Mustor noted that the International Student Co-Ordinator (Ms Cassie Thomson) has been receiving requests around future placements and he sought the Board's guidance on the future direction of the programme.

It was noted that, in its inception, the programme generated significant funding but student numbers had dwindled in the years leading up to Covid-19 and there is currently just one student.

Mr Humphries highlighted the extra income generated within the community by the programme.

Dr Zink highlighted the fact that exchange students tend to be inspirational and of great value educationally as they genuinely want to be here and make the most of their experience whereas some of the international, fee-paying students do not always make an effort and more staff time is required as a result.

Mr Ruddenklau found it beneficial having international students at school as they come from backgrounds other students have no experience of.

It was noted that there are significant compliance aspects to the programme and it is an area that ERO (Education Review Office) audits.

It was agreed that the Board's view is that the programme is beneficial in terms of the value to the school community, not as a money-making venture as such. The programme would continue to operate but without expensive marketing. Mr Mustor would come back to the Board if it becomes burdensome.

##### **5.3.2 Set International Student Fees for 2023**

It was agreed that the fees for 2023 remain unchanged from the 2022 fees

*Resolved: That the External Communication/Marketing Reports be accepted. (Willans/Humphries)*

## **6. AUDIT / COMPLIANCE REPORTS**

### **6.1 Health and Safety Report**

#### **6.1.1 Student Health and Safety (Refer Agenda P7)**

#### **6.1.2 Health and Safety Committee (Refer Agenda P10)** Reference was made to minutes of the Health & Safety Committee meeting held on 25/2/2022, copies of which had been circulated with the agenda.

It was noted that Mrs Suzanne Carruthers had been re-elected as the staff Health & Safety Representative.

### **6.2 Personnel Reports**

#### **6.2.1 Staffing (Refer Agenda P7)**

Mr Mustor advised that he has met with all the teachers and support staff at the school, whom he found to be passionate about working at the school and connected to the community.

He confirmed that all teachers hold a current teacher registration (including those on long term leave).

#### **6.2.2 Professional Growth Cycle (PGC) (Refer Agenda P7)**

Mr Mustor will commence work on the PGC shortly and will report back at the next meeting.

### **6.3 Property Report**

#### **6.3.1 Property Report (Refer Agenda P7)**

Despite initial indications that the B Block redevelopment would meet deadlines for access to classrooms, there had been issues and delays around project management and consents which were beyond the contractors' control. There had also been a lack of reporting from SSL (project manager). A meeting would be organised on site next week to discuss this and Mr Humphries would arrange to make a site visit.

It was likely that other options would be explored when the current project management contract expires.

#### **6.3.2 Resolution re B Block Carpet Expenditure**

It was noted that a formal resolution is required by the Ministry of Education around the possible lack of funding within the B Block project to cover the cost of carpet replacement and the Board's undertaking to meet this cost. The Board must also specify whether it would be a donation to the Ministry of whether the carpet would become a Board asset, with associated ongoing insurance and maintenance responsibilities. The donation option was preferred.

*Resolved: That, should insufficient project funds remain, the Board will fund the cost of carpet replacement as part of the current B Block upgrade works at a cost of up to approximately \$90,000, which would be treated as a donation to the Ministry of Education. (Mustor/Humphries)*

#### **6.3.3 Cyclical Maintenance Review**

Copies of the Cyclical Maintenance Programme were circulated and the programme was reviewed and confirmed.

### **6.4 Other Compliance Issues**

#### **6.4.1 Covid -19 (Refer Agenda P8)**

Mr Mustor highlighted the need to pivot the school's Covid-19 Response Plan, given rapidly changing regulations. Currently there is no need to contact trace as a school with household contacts of cases now only being required to isolate. To date there have been five student and one support staff cases.

The school was working on obtaining a supply of RAT (Rapid Antigen Tests) for staff to use. Although the Ministry of Education had provided free masks for staff use, Mr Mustor advised that the decision had been made to purchase a supply of better quality masks for staff (\$500-\$1,000).

Board members agreed that anything that can be done to help avoid staff becoming ill is worthwhile.

Mr Mustor noted that around 15-20 students have mask exemptions, mostly in Year 10, which is challenging for staff and fellow students. He noted that efforts to mitigate the effects through physical distance, ventilation and seating arrangements, have been made.

#### **6.4.2 Other Compliance Issues (Refer Agenda P8)**

Mr Mustor noted that the 1 March roll return has been submitted to the Ministry of Education, along with the 2022 Charter and 2021 Analysis of Variance.

An evacuation drill was held on 11 February 2022. It highlighted a fault with the alarms but the buildings were still evacuated quickly. The fault is being rectified.

The Ministry of Education requires an Asbestos Management Plan. Whilst the school has an Asbestos Report, there is no Plan as such, so Mr Mustor will use the Ministry's templates to create one for consideration at the next meeting.

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

## **7. SPECIAL TOPICS AND PROJECTS**

### **7.1 Significant Events / Achievements**

### **7.2 Treaty of Waitangi/Cultural Responsiveness**

**7.2.1** It was agreed that responsibility to lead this area should sit with the Principal. Ms Peacock would arrange to meet Mr Mustor to apprise him of work the Board has done to date.

### **7.3 Teacher Study Grants**

**7.3.1** Mr Humphries suggested the Board consider making available a study grant fund that staff could apply to. Teachers can already apply for study grants through the Teaching Council and staff may also apply for professional development training etc, but he envisaged that this could be more targeted at individual personal development, eg a te reo course or outdoor education training which would also be of benefit to the school.

**7.3.2** Perhaps the grant could be a set figure or a set percentage of the study fee.

**7.3.3** It was agreed that Dr Zink would prepare some criteria and canvass interest amongst staff and report back to the Board, along with a suggested dollar value/percentage.

### **7.4 Board Training**

**7.4.1** Reference was made to NZSTA Webinars on Governance Essentials scheduled for 4 May and 25 May. There is also likely to be some te tiriti o Waitangi training run by NZSTA. Information has been sent to Board members.

**7.4.2** NZSTA Board Scenario Cards were used to facilitate discussion around the quorum for a board meeting (more than half the number of trustees in office including the Principal) and holding board meetings without the Principal being present.

### **7.5 Review Board Policies/Procedures**

**7.5.1** Copies of the following sections of the Governance Manual were reviewed:

- Board Roles and Responsibilities
- Board Members' Code of Behaviour
- Presiding Member's Role
- Meeting Process
- Meeting Procedures

The sections were confirmed, subject to changing the Board meeting time to 7.00 pm and making some wording changes in line with the Education Training Act 2020.

**7.6 Time Spent by Board Members**

7.6.1 The schedule to confirm hours spent on Board matters during February 2022 was updated.

**7.7 Board Triennial Elections – Sept 2022**

7.7.1 Mr Humphries reminded members to consider potential candidates.

**7.8 Updated Governance Manual for Distribution**

7.8.1 The Secretary would circulate the updated Governance Manual.

**8. IN COMMITTEE SESSION**

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

*Resolved: That the meeting move out of committee and that matters taken in committee be ratified by open Board. (Humphries/Peacock)*

**9. CLOSURE**

**9.1 Next Meeting**

9.1.1 The next meeting is scheduled for Wednesday 6 April 2022 at 7.00 pm.

**9.2 Closure**

9.2.1 The meeting concluded at 9.45 pm.

Confirmed: ..... Date: .....  
(Presiding Member)