

# FIORDLAND COLLEGE SCHOOL BOARD

**A MEETING OF THE FIORDLAND COLLEGE SCHOOL BOARD WILL BE HELD ON WEDNESDAY 27  
JULY 2022, FIORDLAND COLLEGE LIBRARY, COMMENCING AT 7.00 PM**  
*(Please note earlier start time and venue)*

## AGENDA

REF	ITEM	PERSON	REF.
<b>1. ADMINISTRATIVE MATTERS</b>			
	1.1 Present	N Humphries	
	1.2 Whakataukī and Waiata	S Mustor	<b>P 4</b>
	1.3 Apologies for Absence	N Humphries	
	1.4 Declaration of Interests	N Humphries	
	1.5 Confirmation of Minutes - Board Meeting (25/5/2022) <i>(circulated previously)</i> - Confirmation of Email Resolutions re Triennial Elections	N Humphries	
	1.6 Confirmation of Agenda - to be taken at start of meeting 7.00 pm Christoph Zink – Year 11 & 12 Dean Role 7.15 pm Rebecca Wilson – HOD Languages Role	N Humphries	
	1.7 Correspondence	N Humphries	<b>P 1</b>
<b>2. FINANCIAL REPORTS</b>			
	2.1 Report of Finance Committee Meeting held 26 July 2022	C Wallace	<b>To come</b>
	2.2 Approval of Financial Reports - Reports to 31/5/2022 and 30/6/2022	C Wallace	<b>Sep Doc</b>
	2.3 Adoption of 2022 Budget for Statement of Financial Position		<b>To come</b>
<b>3. CURRICULUM, STUDENT SUPPORT, ACHIEVEMENT &amp; ASSESSMENT REPORTS</b>			
	3.1 Reporting Cycle to Board	S Mustor	<b>P 5</b>
	3.2 Student Report	J Ruddenklau	
	3.3 Teaching and Learning	S Mustor	<b>P 5</b>
	3.4 Student Support	S Mustor	<b>P 6</b>
	3.5 ICT Report	S Mustor	<b>P 6</b>
	3.6 Student Achievement/Assessment Report	S Mustor	<b>P 6</b>
	3.7 Professional Learning and Development Report	S Mustor	<b>P 6</b>
<b>4. STRATEGY REPORTS</b>			
	4.1 Position Analysis	S Mustor	<b>P 7</b>
	4.2 Strategic Plan and Annual Targets Reporting	S Mustor	<b>P 8</b>
	4.3 Whitikī te Huarere Project Update	S Mustor	

<b>5. EXTERNAL COMMUNICATION / MARKETING REPORTS</b>			
	5.1 Reporting to Parents	S Mustor	<b>P 8</b>
	5.2 Reporting to Community	S Mustor	<b>P 8</b>
	5.3 Marketing Report	S Mustor	<b>P 8</b>
<b>6. AUDIT / COMPLIANCE REPORTS</b>			
	6.1 Student Health and Safety Report	S Mustor	<b>P 9</b>
	6.2 Personnel Reports		
	6.2.1 Teacher Aide Appointments	S Mustor	<b>P 9</b>
	6.2.2 Sports Co-Ordinator	S Mustor	<b>P 9</b>
	6.2.3 Endorsements	S Mustor	<b>P 9</b>
	6.2.4 Appraisal / Professional Growth Cycle	S Mustor	<b>P 9</b>
	6.3 Property Report	S Mustor	<b>P 10</b>
	6.4 Other Compliance Issues		
	6.4.1 ERO Review	S Mustor	<b>P 11</b>
	6.4.2 Covid (including consideration of C Zink's email)	S Mustor	<b>P 11</b>
	6.4.3 EOTC	S Mustor	<b>P 12</b>
<b>7. SPECIAL TOPICS AND PROJECTS</b>			
	7.1 Significant Events/Achievements	S Mustor	<b>P 12</b>
	7.2 Treaty of Waitangi/Cultural Responsiveness – update S Mustor on progress to date	M Peacock	
	7.3 Student Board Member Election – Date and Returning Officer	Secretary	
	7.4 Board Training	N Humphries	
	7.4.1 Board Training		
	7.4.2 Board Scenario Cards		
	7.5 Review Board Policies/Procedures – none this month	N Humphries	
	7.6 Time Spent by Board Members	Secretary	
	7.7 Board Triennial Elections – Promotion of Elections	N Humphries	
	7.8 2023 Term Dates	S Mustor	
	7.9 General		
<b>8. IN COMMITTEE SESSION</b>			
	8.1 Reporting	S Mustor	
	8.1 Principal's Annual Performance Agreement	N Humphries/ S Mustor	
<b>9. MEETING CLOSURE</b>			
	9.1 Wed 24 August 2022	N Humphries	
	9.1 Sept meeting scheduled for 28 Oct – perhaps have earlier as new Board takes office on 28 Oct?	N Humphries	
	9.2 Closure	N Humphries	

<b>FIORDLAND COLLEGE SCHOOL BOARD</b>				
<b>Board Meeting – 27 July 2022</b>				
<b>ROUTINE INWARDS/OUTWARDS CORRESPONDENCE</b>				
<b>REF</b>	<b>IN/OUT</b>	<b>TO/FROM</b>	<b>DATE</b>	<b>DETAILS</b>
1.7.1	In	Ministry of Education	June-July 2022	Enclosing issues of "NZ Education Gazette"
1.7.2	In	Ministry of Education	June-July 2022	Enclosing the Ministry's Bulletin for School Leaders – especially around Covid-19 matters (emailed to Board)
1.7.3	In	NZ School Trustees' Assn (NZSTA)	June-July 2022	Enclosing issues of "Board Matters" and "STA News" (emailed to Board)
1.7.4	In	Ministry of Education	19/7/2022	Regarding renewal of collective agreements for secondary and area school principals (emailed to Principal and N Humphries)
1.7.5	In	NZSTA	June-July 2022	Enclosing information around upcoming triennial board elections (emailed to Board)
1.7.6	In	Kate Malan	13/6/2022 4/7/2022	Tendering her resignation as Sports Co-Ordinator as from 8 July 2022 Letter of thanks sent to Kate on behalf of the Board
1.7.7	In	Ministry of Education	1/7/2022	Advising that, with the replacement of school deciles by an Equity Index from Jan 2023, the Fiordland College EQI number is 432 and this will determine the 2023 equity funding rate (emailed to N Humphries)
1.7.8	In	Ministry of Education	21/6/2022	Enclosing Operations Grant Entitlement Notice for Quarter 3 (copy to Finance Committee)
1.7.9	In	Tracy Couling	23/5/2022 22/6/2022	Tendering her resignation as Teacher Aide as from 24 June 2022 Letter of thanks sent to Tracy on behalf of the Board
1.7.10	Out	Stand-Downs	14/6/2022 1/6/2022	Regarding standing-down of a student for one day Regarding standing-down of a student for one day
1.7.11	In	NZ Defence Force	June 2022	Paperwork regarding approval for Air Force helicopter to land at the College.
1.7.12	In	Christoph Zink	12/6/2022	Requesting that mask mandates be revisited by the Board and enclosing a supporting document.
1.7.13	In	James Parry, SSL Consulting	8/6/2022	Advising that a Certificate for Public Use (CPU) until 7/12/2022 has been approved for Block B, pending completion of the Code Compliance Certificate (CCC)
1.7.14	In/Out	Ministry of Education	June 2022	Requesting authorisation for the Ministry to access information on the school's behalf as part of Carbon Neutral Government Programme reporting. Authorisation was duly provided.
1.7.15	In	Vaughn Filmer	6/6/2022	Providing a summary of the expected benefits in gaining the NZ Outdoor Instructors' Kayak Leader qualification – re application to Board's Staff Study Grant fund (emailed to Board)
1.7.16	In	Ministry of Education	June 2022	Regarding a visit by Grant Parker to provide a condition assessment report on the huts, to assist in supporting a case for new funding to either upgrade or replace the huts (emailed to Nigel Humphries)
1.7.17	In	Ministry of Education	June 2022	Regarding settlement of admin staff pay equity claim.
1.7.18	Out/In	Ministry of Education	26/5/2022	Confirmation that 2021 financial statements have been successfully lodged.
1.7.19	Out	Crowe	3/6/2022	Providing Board response to audit recommendations.

Fiordland College  
 Monthly Management Summary report  
 For the period ending: 31-May-2022  
 STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

<b>Income</b>							
	Header	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt	Prev YTD Actual
Government Grants		419,072.93	1,757,630.55	3,801,371.00	2,043,740.45	46	1,574,285.14
Locally Raised Funds Income		56,881.63	136,981.46	147,760.00	10,778.54	93	80,558.33
Interest Earned		(7,217.68)	(3,384.61)	10,000.00	13,384.61	(34)	1,731.90
<b>Total Income</b>		<b>468,736.88</b>	<b>1,891,227.40</b>	<b>3,959,131.00</b>	<b>2,067,903.60</b>	<b>48</b>	<b>1,656,575.37</b>

<b>Expenditure</b>							
	Header	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt	Prev YTD Actual
Locally Raised Funds Expense		9,623.89	24,284.33	110,070.00	85,785.67	22	51,304.44
Learning Resources		318,350.29	1,184,684.01	2,636,300.00	1,451,615.99	45	927,666.68
Administration		26,508.31	139,083.11	281,450.00	142,366.89	49	143,876.53
Property		81,347.18	408,798.39	945,808.00	537,009.61	43	492,292.64
Depreciation		6,208.33	31,041.65	74,500.00	43,458.35	42	31,874.95
<b>Total Expenditure</b>		<b>442,038.00</b>	<b>1,787,891.49</b>	<b>4,048,128.00</b>	<b>2,260,236.51</b>	<b>44</b>	<b>1,647,015.24</b>
Operating surplus / (deficit) year to d:		26,698.88	103,335.91	(88,997.00)			9,560.13

**STATEMENT OF FINANCIAL POSITION**

<b>Current Assets</b>				
	Group	This Year To Date	st Year to May	Last Year End
Cash & Deposits		271,894.13	231,912.57	392,737.37
Accounts Receivable		20,592.88	2,606.47	208,515.44
Prepayments		1,503.51	340.09	10,863.20
Inventories		7,826.98	7,233.70	7,826.98
Investments		649,314.84	779,314.84	699,314.84
Archived Current Asset Codes				
<b>Total Current Assets</b>		<b>951,132.34</b>	<b>1,021,407.67</b>	<b>1,319,257.83</b>

<b>less Current Liabilities</b>				
	Group	This Year To Date	st Year to May	Last Year End
Accounts Payable		219,019.30	50,293.71	194,925.45
GST Payable / (Due)		(39,079.41)	(20,861.45)	(8,735.79)
Borrowings - Due in One Year		20,142.92	12,119.68	20,142.92
Income in Advance - International St		1,357.01	11,113.34	
Income in Advance - Homestay		1,560.00	1,857.16	
Income in Advance - Other		121,168.15	108,186.87	90,613.90
Cyclical Maintenance - Current		217,343.00	131,660.00	217,343.00
MOE Property Projects		(341,127.48)	(42,868.58)	148,896.46
Other Current Liabilities		(38.03)	(145.43)	5.20
Archived Current Liability Codes				
<b>Total Current Liabilities</b>		<b>200,345.46</b>	<b>251,355.30</b>	<b>663,191.14</b>
<b>Net Working Capital</b>		<b>750,786.88</b>	<b>770,052.37</b>	<b>656,066.69</b>

<b>add Non Current Assets</b>				
	Group	This Year To Date	st Year to May	Last Year End
Long Term Investments				
Fixed Assets - Prev Year		1,062,830.89	1,135,809.66	1,062,830.89
Fixed Asset Additions		279,818.20	139,594.55	255,711.09
Depreciation Charged		(31,041.65)	(31,874.95)	
<b>Total Non Current Assets</b>		<b>1,311,607.44</b>	<b>1,243,529.26</b>	<b>1,318,541.98</b>

<b>less Non Current Liabilities</b>				
	Group	This Year To Date	st Year to May	Last Year End
Borrowings - Due Beyond One Year		27,061.20	24,714.26	27,061.20
Cyclical Maintenance - Term		45,181.74	129,853.00	60,732.00
Werner Bequest		10,000.00	10,000.00	10,000.00
Turf Project			(62,017.29)	
<b>Total Non Current Liabilities</b>		<b>82,242.94</b>	<b>102,549.97</b>	<b>97,793.20</b>
<b>Net Assets</b>		<b>1,980,151.38</b>	<b>1,911,031.66</b>	<b>1,876,815.47</b>

<b>Represented by</b>				
		This Year To Date	st Year to May	Last Year End
Opening Equity		1,867,104.47	1,480,949.48	1,901,471.53
MOE Addn to Equity (F&E Grant)		9,711.00	31,064.33	9,711.00
Operating surplus / (deficit)		103,335.91	399,017.85	(34,367.06)
<b>Public Equity</b>		<b>1,980,151.38</b>	<b>1,911,031.66</b>	<b>1,876,815.47</b>

Fiordland College  
 Monthly Management Summary report  
 For the period ending: 30-June-2022  
 STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

<b>Income</b>							
	Header	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt	Prev YTD Actual
Government Grants		336,750.03	2,094,380.58	3,801,371.00	1,706,990.42	55	2,003,338.18
Locally Raised Funds Income		21,949.63	158,931.09	147,760.00	(11,171.09)	108	91,895.98
Interest Earned		15.67	(3,368.94)	10,000.00	13,368.94	(34)	1,736.94
<b>Total Income</b>		<b>358,715.33</b>	<b>2,249,942.73</b>	<b>3,959,131.00</b>	<b>1,709,188.27</b>	<b>57</b>	<b>2,096,971.10</b>

<b>Expenditure</b>							
	Header	Net This Month	Actual YTD	Annual Budget	Ann Bgt Variance	% Ann Bgt	Prev YTD Actual
Locally Raised Funds Expense		9,449.51	33,733.84	110,070.00	76,336.16	31	57,839.42
Learning Resources		233,988.57	1,418,672.58	2,636,300.00	1,217,627.42	54	1,237,409.14
Administration		21,884.71	160,967.82	281,450.00	120,482.18	57	172,344.29
Property		74,953.12	483,751.51	945,808.00	462,056.49	51	597,555.50
Depreciation		6,208.33	37,249.98	74,500.00	37,250.02	50	38,249.94
<b>Total Expenditure</b>		<b>346,484.24</b>	<b>2,134,375.73</b>	<b>4,048,128.00</b>	<b>1,913,752.27</b>	<b>53</b>	<b>2,103,398.29</b>
Operating surplus / (deficit) year to date		12,231.09	115,567.00	(88,997.00)			(6,427.19)

**STATEMENT OF FINANCIAL POSITION**

<b>Current Assets</b>				
	Group is	Year To Date	ast Year to June	Last Year End
Cash & Deposits		96,946.41	145,712.83	392,737.37
Accounts Receivable		18,600.58	4,937.31	208,515.44
Prepayments		442.65	1,696.62	10,863.20
Inventories		7,826.98	7,233.70	7,826.98
Investments		649,314.84	779,314.84	699,314.84
Archived Current Asset Codes				
<b>Total Current Assets</b>		<b>773,131.46</b>	<b>938,895.30</b>	<b>1,319,257.83</b>

<b>less Current Liabilities</b>				
	Group is	Year To Date	ast Year to June	Last Year End
Accounts Payable		144,491.08	70,839.97	194,925.45
GST Payable / (Due)		(46,108.89)	(26,822.19)	(8,735.79)
Borrowings - Due in One Year		20,142.92	12,119.68	20,142.92
Income in Advance - International Studen		0.61	9,261.24	
Income in Advance - Homestay		260.00	817.16	
Income in Advance - Other		51,486.21	45,407.15	90,613.90
Cyclical Maintenance - Current		217,343.00	131,660.00	217,343.00
MOE Property Projects		(339,224.27)	(61,847.30)	148,896.46
Other Current Liabilities		(38.03)	(179.91)	5.20
Archived Current Liability Codes				
<b>Total Current Liabilities</b>		<b>48,352.63</b>	<b>181,255.80</b>	<b>663,191.14</b>
<b>Net Working Capital</b>		<b>724,778.83</b>	<b>757,639.50</b>	<b>656,066.69</b>

<b>add Non Current Assets</b>				
	Group is	Year To Date	ast Year to June	Last Year End
Long Term Investments				
Fixed Assets - Prev Year		1,062,830.89	1,135,809.66	1,062,830.89
Fixed Asset Additions		324,520.57	144,395.09	255,711.09
Depreciation Charged		(37,249.98)	(38,249.94)	
<b>Total Non Current Assets</b>		<b>1,350,101.48</b>	<b>1,241,954.81</b>	<b>1,318,541.98</b>

<b>less Non Current Liabilities</b>				
	Group is	Year To Date	ast Year to June	Last Year End
Borrowings - Due Beyond One Year		27,061.20	24,714.26	27,061.20
Cyclical Maintenance - Term		45,436.64	131,853.00	60,732.00
Werner Bequest		10,000.00	10,000.00	10,000.00
Turf Project			(62,017.29)	
<b>Total Non Current Liabilities</b>		<b>82,497.84</b>	<b>104,549.97</b>	<b>97,793.20</b>
<b>Net Assets</b>		<b>1,992,382.47</b>	<b>1,895,044.34</b>	<b>1,876,815.47</b>

<b>Represented by</b>				
	is	Year To Date	ast Year to June	Last Year End
Opening Equity		1,867,104.47	1,480,949.48	1,901,471.53
MOE Addn to Equity (F&E Grant)		9,711.00	31,064.33	9,711.00
Operating surplus / (deficit)		115,567.00	383,030.53	(34,367.06)
<b>Public Equity</b>		<b>1,992,382.47</b>	<b>1,895,044.34</b>	<b>1,876,815.47</b>