



NORTHLAND COLLEGE BOARD OF TRUSTEES

Minutes of a meeting of the Northland College Board of Trustees held on
Wednesday, 19th February 2020, commencing at 5.30pm

1.	ADMINISTRATION –	
1.1	PRESENT: Kelly Yakas (Chair), John Kendal (Principal), Justin Blaikie, Clare Giesbers, Elodie Vujcich, Te Ropu Poa, Evan Rakena (Finance Manager), Richard McLaren (Deputy Principal), Beryl Dalton (Board Secretary), Kohi Woodman (5.56pm)	
1.2	APOLOGIES: Keith Wihongi (1) RESOLVED THAT the Apologies be accepted.	
1.3	ABSENT: Evan Smeath, Jorja Wharerau (2) RESOLVED THAT the Board retrospectively approves Whaea Te Ropu's leave for 19 th November 2019.	
		Kelly – Carried
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2.	ADMINISTRATION –	ACTION TO BE TAKEN:
2.1	FINANCE REPORT: <ul style="list-style-type: none"> Final Budget was thoroughly discussed at the Finance Committee meeting Drop in Trades funding is mainly due to there being no Y11 students this year New expense - \$5K repayment for chromebooks to Kaikohekohe Trust Evan ran a finance/budget training session with Staff No PD budget for Board – there is NZSTA Governance training on 10th March in Kerikeri Small income from catering No allowance made for any changes due to solar power – awaiting Ministry grant for solar power - \$90K has been budgeted for power as per last year's power cost (3) RESOLVED THAT that we adopt the Budget.	
	Elodie/Justin – Carried	



<p>2.2</p> <p>2.3</p> <p>2.4</p>	<p>5YA and 10YPP: 5YA - \$660K was given in 2016 for the size of the school Ministry sold two houses - \$450K School Investment Program - \$185K TOTAL = \$1,294K</p> <ul style="list-style-type: none"> • All spending on projects has to be managed by a project manager • Air Conditioning looks to be approved need to confirm with Justine Lapper at Avail Pacific • \$525K total has to be spent within five years by the end of 2021 • We need to identify our top 3 priorities and then confirm with Brent Stephens regarding the costs of other Ministry projects e.g. removal of caretaker's shed and prefab • Matua John to liaise with Justine Lapper at Avail re our priorities – also talk to whānau at Board Open Day and involve students and staff regarding projects • To do big picture thinking for 10 year plan e.g. water retention • \$20K per year has been set aside for cyclical maintenance • Dam may be built in Kaikohe – water sustainability plan is a good idea • SIP = Schools Investment Programme <p><i>5.53pm – Evan departed</i></p> <p>OPEN DAY HOSTED BY BOT – Wednesday, 4th March 2020:</p> <ul style="list-style-type: none"> • Booklet – being prepared by Whaea Clare • Parent Student Teacher Interviews – whānau can book a place on a BOT tour • Board table at PSTs – Clare, Elodie, Jorja • Kelly and Kohi will come in next Wednesday to do a dummy round <p>PRINCIPAL'S REPORT: Read and discussed.</p> <ul style="list-style-type: none"> • Wellness Survey with staff – 2018 results received – need to keep survey for four cycles to get comparable data • As the Intermediate roll is low we can't expect to have a big Y9 input from them <p>Variance Reports (Version 1) –</p> <ul style="list-style-type: none"> • need numbers rather than percentages • templates consistent in order to be comparable 	<p>Justin – to get quote for coconuts for Gala stall</p>
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	<ul style="list-style-type: none"> • each department offers so many credits and the total NCEA pass rate is tracked on the Traffic Lights spreadsheet • Maths Y10 numbers to be clarified • Junior assessment to be standardised • Need to focus on Junior Maths and English in order to build strong foundations • How are we trying to build our students for their futures by preparing them for externals • Change moderators periodically etc to ensure achievement is robust • By lifting teaching performance and quality the fruits will come • Getting internals completed by Term 4 in order to prepare for externals • Markbooks were set up at the beginning of the year so students can track their progress • Science Report well presented <p>Trustees to take Variance Reports home and email questions back to everyone.</p> <p>Quality Teaching and Learning –</p> <ul style="list-style-type: none"> • PEEL and PaCT are good common strands to integrate across school • Cognition PD is helping to improve MLE planning • 50 minute weekly PD session on a Tuesday morning with outside providers – student have activities in the Gym • There is some MLE teaching in the senior classes as well <p>(4) RESOLVED THAT the Principal’s Report be accepted.</p> <p style="text-align: right;">John / Elodie – Carried</p>	
2.5	<p>HIWA I TE RANGI REPORT:</p> <ul style="list-style-type: none"> • The centre is professionally run by looking at these reports. <p>(5) RESOLVED THAT the Hiwa-i-te-Rangi Report be received.</p> <p style="text-align: right;">Kelly – Carried</p>	John – get feedback re PD programme and Cognition focus areas
2.6	<p>FARM REPORT:</p> <ul style="list-style-type: none"> • Kelly couldn’t make Farm Meeting • Justin couldn’t make Forestry Meeting • John went up at the end of the Farm meeting to clarify bore water supply – back up supply up will be running by end of week 	Kelly – check with Suzanne re contract milker interview panel



	<ul style="list-style-type: none"> Richard is moving into Principal's house and the new contract milker will move into the blue house <p>(6) RESOLVED THAT the Farm Report be received.</p> <p style="text-align: right;">Kelly – Carried</p>	Combine Board and Farm meeting at the beginning of farm financial year and include a Forme Forestry presentation to compare with last year's independent forestry report
3.	ADMINISTRATION -	
3.1	TERM 1 POLICIES REVIEW: <ul style="list-style-type: none"> Annual Plan and Charter to be submitted to MOE by 1st March 	Richard - Health & Safety Minutes to be received by the Board
3.2	CONFIRMATION OF MINUTES – 29th January 2020: (7) RESOLVED THAT the Minutes dated 29 th January 2020 be confirmed as a true and correct record.	
	Elodie / John – Carried	
3.3	ACTION SHEET: see attached	
3.4	CORRESPONDENCE: If anyone would like to nominate an NZSTA candidate please let Kelly know (8) RESOLVED THAT the Inwards Correspondence be received.	
	Kelly – Carried	
3.5	IN-COMMITTEE: 7.00pm 7.02pm – Beryl departed OUT OF IN-COMMITTEE:pm	
3.6	NEXT MEETING DATE: Wednesday, 18 th March 2020	
MEETING CLOSED AT:pm with karakia by Matua John		

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Confirmed by Chairperson

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Date