

WAIRARAPA COLLEGE BOARD OF TRUSTEES

Minutes of the meeting of

February 2010

Minutes for the meeting of the Wairarapa College Board of trustees held in the Board Meeting Room – Wednesday 24 February 2010 at 7.00pm.

Present: Ray Dawson (Chair); Paul Adamson; Catherine Bates; Percy McFadzean; Geoff Copps; Mike Schwass (Principal); Gavin McEwen (Staff Representative); George Littlejohn (Student Representative); Maxine Bird (Secretary)

Apologies: Wendy Hemi; Jan van Vliet

CONFIRMATION OF MINUTES

RESOLVED: That the minutes of the Board meeting as circulated be confirmed as a true and accurate record of the meeting held 27 January 2010.

G. McEwen/R. Dawson
Carried

1. MATTERS ARISING

Licensing of Outside providers to be added to EOTC RAMS reports.

2. ITEMS FOR CONSIDERATION UNDER SECTION 48 OF THE “LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETING ACT 1987”

(1)

3. CORRESPONDENCE

As per list provided.

RESOLVED: To grant leave to Peter Haworth from October 27 – November 2 2010

P. Adamson/C. Bates
Carried

RESOLVED: To grant leave to Mike Schwass from March 18 – April 1 2010

P. Adamson/R. Dawson
Carried

It was decided that a list of leave requests and decisions should be kept, so that Board could check precedents when making decisions.

Agreed to support financially the First Aid course for staff. Maxine to check if Wellington Free Ambulance can do the course cheaper. If we can get cheaper, BOT prepared to pay the full amount.

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

G. Copps/P. Adamson
Carried

4. FINANCE REPORT

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

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

P. Adamson/G. McEwen
Carried

The School accounts for payment for February 2010 were reviewed.

RESOLVED: That the School Accounts Paid and for Payment totalling \$511,475.42 be approved

P. McFadzean/P. Adamson
Carried

FARMLANDS SHARES

Maxine had had a request to become a Farmlands shareholder in order to get the rebates. The Board did not agree to this.

5. PRINCIPALS REPORT

The Principal's presented his written report.

RESOLVED: That the Principals report be received.

M. Schwass/P. Adamson
Carried

6. EOTC

Prefects Camp Review

Written report from Dean Littlejohn tabled.

Licencing of Outside Providers

The High Ropes RAMS were reviewed in regard to checking outside providers licences are valid. No such requirement included. Kath Wilkie who is in charge of EOTC has been advised that this be another step in the RAMS process when employing outside providers.

The Principal advised that international RAMS requirements were currently being updated.

Y13 History Trip

RAMS presented for Y13 History trip to Waiouru from 7 – 9 March 2010.

RESOLVED: To approve the RAMS for Y13 History trip

P. McFadzean/P. Adamson
Carried

Y13 Geography Trip

Y13 Geography Trip to the Tongariro area from 22 – 25 March 2010.

RESOLVED: To approve the RAMS for Y13 Geography trip

P. McFadzean/P. Adamson
Carried

Y12 ODE Tramp

RAMS presented for the Y12 ODE Tramp to Totara Flats from 19 – 21 March 2010

RESOLVED: To approve the RAMS for Y12 ODE Tramp

P. McFadzean/P. Adamson
Carried

Y12 PED Whanganui River

RAMS presented for the Y12 PED Whanganui River Trip from 2 – 5 May 2010

RESOLVED: To approve the RAMS for Y12 PED Whanganui Trip

P. McFadzean/P. Adamson

Carried

Softball

RAMS presented for Softball Div 2 North Island Secondary School Championships in Wanganui from 24 – 28 March 2010.

RESOLVED: To approve the RAMS for Softball trip

P. McFadzean/P. Adamson
Carried

The Board discussed the time frame of getting RAM forms to Board. Gavin to remind staff of their obligations. The Board not to be considered the last step, they will not be rubber stamping RAMS, need to get approval before making plans with students.

7. **STAFF REPORT**

Gavin presented his written report.

The Board in general had no objection to sponsorship of house shirts, but not too large or from inappropriate sponsors. Percy wished to register his disapproval of sponsorship.

RESOLVED: That the Staff Representative report be received.

G. McEwen/P. Adamson
Carried

8. **PTA**

Gala March 19, tied in with balloons again. Emphasis on food stalls.

9. **STUDENT REPORT**

George presented his written report.

RESOLVED: That the Student Representative report be received.

G. Littlejohn/P. Adamson
Carried

COMMUNITY EDUCATION

Hit \$5000 for first term user pays good.
4 weeks to turn up with a plan for from Term 2 onwards.

RESOLVED: That the Community Education report be received.

C. Bates/P. Adamson
Carried

10. **UNIFORM**

Ray visited Sharyn and reports that sales are now tapering off, good sales at beginning of year. Ordering winter stock. PE tops still to arrive.

CANTEEN

Ray visited Ngairi in the canteen. She has new pie warmer and freezer on loan from suppliers. New student staff members. Stationery successful. New timetable seems to have helped the takings and also no need for student workers for early morning shift. Staff on exit gates at breaks also beneficial to takings.

11. **PROPERTY**

Hall Update

Karen Barbour's written reports were presented.

The Board asked the a budget be set for the gala performance in March. They also questioned if there should be ticket sales. Maxine to liaise with Wendy Eastwood, the Arts Coordinator on this.

RESOLVED: That the Special Projects report be received.

R. Dawson/G. McEwen
Carried

12. GENERAL BUSINESS

Nil

**13. AT THIS POINT (9.35pm) 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.

R. Dawson/C. Bates
Carried

**14. AT THIS POINT (9.40pm) THE MEETING RESUMED IN OPEN MEETING.
TO CONFIRM IN OPEN MEETING**

R. Dawson/C. Bates
Carried

15. THE MEETING CLOSED 9.40PM

Confirmed this Day of