

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 18 February 2016
at 6.30 pm
in the Learning Centre

Present: Tracy Walker, Sandy Ballantyne, Lyndon McLay, Jackie Grant, Sandra Tonkin, and Emma Middlemass and Mackenzie Skene.

In Attendance: Sally Grant (Executive Officer), Margie Baird (Hostel Manager) and Nila Sime (Minute Secretary)

Apologies for Absence: Api Fifita

Sandy welcomed everyone to the meeting.

Election of Chairperson

Lyndon nominated Sandy for the position of Board Chairperson until the next BOT election.

Moved that Sandy Ballantyne is the Board Chairperson until the next BOT election.

*Lyndon McLay Moved / Sandra Tonkin Seconded
Carried unanimously*

Minutes

Minutes of the meeting held on 19 November 2015 were taken as read and confirmed as a true and correct record.

*Lyndon McLay Moved / Sandy Ballantyne Seconded
Carried unanimously*

Reports

Finance Report:

Sally presented the finance report.

- 2016 Budgets for the school and hostel were tabled and discussed.
- Deloitte will visit the school to conduct their financial audit for 2015 from 30 March 2016.
- The start of year process - only minor issues with Novopay.
- Electrical appliances have been inspected and tagged for the year. Next inspection will be done in January 2017.
- The Board members discussed whether to paint or oil the cedar exterior of the music suite. They also discussed the maintenance of the Oamaru stonework.
- The Board is still waiting for Michael Forgie to complete the paperwork for the boiler and chimney rationalisation and the A Block.
- The SNUP is almost signed off.
- The Board authorised Sally to investigate the options for new hall seating.

Moved that Board approve the proposed 2016 School and Hostel Budget presented by Sally and further approve the purchase of the capital items contained therein.

*Sandy Ballantyne Moved / Lyndon McLay Seconded
Carried unanimously*

Moved that the Board approves the school payment schedule for November 2015 of \$114,833.14; for December 2015 of \$253,648.64 and January 2016 of \$299,206.52; and the Hostel payment schedule for November 2015 of \$70,827.65, for December 2015 of \$45,304.06 and January 2016 of \$35,010.53.

***Sandy Ballantyne Moved/ Emma Middlemass Seconded
Carried unanimously***

Moved that the cedar boards on the exterior of the Music Suite are stained rather than painted and that the Oamaru stonework is repaired and treated. Sally is authorised to obtain quotes for the work and choose the most reasonable priced quote for the work.

***Lyndon McLay Moved/Sandy Ballantyne Seconded
Carried unanimously***

Hostel Report:

Margie presented her report to the Board. Margie reported that at the recent hostel weekend trip to the lakes two girls injured themselves. One girl injured her knee whilst water skiing. She has a fractured leg and is in Christchurch Hospital. The other girl hurt her back when she fell off a “water biscuit” but is now recovering.

Principal’s Report:

Tracy spoke to her report.

- Highlights for the last few weeks were the Student Leader Badge Ceremony and the Excellence Awards Assembly.
- The Board were very pleased with the NCEA results for 2015. The Board will host a “drinks and nibbles” event to show their appreciation to the teaching staff for all their hard work on Friday 11 March 2016 at 3.45pm in the staff room.
- The focus this year will be mentoring students at Level 3 to achieve the best results.
- ERO is visiting in the first week of March for our three year review.
- Updated Charter and Annual Plan and 2016 targets must be sent to the Ministry of Education by the end of February together with the Analysis of Variance of last year’s targets.
- We are into our third year of PB4L.
- New staff include: Mr Greg Pestell – Geography; Hannah Gardyne – Food Technology; Melanie Searle – Agriculture, Science and Health; Sonia Hudson – Maths and our new Gap Tutor is Regina Sippel.
- Glenn Potter and Jan Meikle have resigned and we are currently in the appointment process for their positions.
- Tracy will be convening the Health and Safety committee this year in preparation for the new legislation being enacted this year. Tracy attended a Health and Safety Training Seminar in Dunedin recently.

Correspondence

Sandy reviewed the Outwards, Inwards and Tabled correspondence and commented on as necessary.

Inwards:

- *Memo – Science Technician – re: Adoption of Code of Practice for School Exempt Laboratories*
- *MOE – Five Year Agreement Property Funding*
- *NZSTA – BOT Election dates.*
- *MOE – New Health and Safety Legislation*
- *MOE – Approval for BOT to acquire Futures Trust securities*
- *Glenn Potter (Assistant Principal) – Resignation*
- *Jan Meikle (Sports Co-ordinator) – Resignation*
- *Jennifer Howden - Letter*
- *Lynne Hamilton – Request for Leave*
- *Glynis Ingram – Request for Leave*
- *Workrights – Letter*
- *Forest Enterprises – Futures Trust*

Outwards:

- *Mrs Api Fifita – Invitation to attend BOT meeting 18 February 2016*

Moved that the Inwards and Tabled correspondence be received and Outwards correspondence confirmed.

Jackie Grant Moved/Sandra Tonkin Seconded

Carried unanimously

Moved that the Board fix the date of the next Board of Trustees Election date at Friday 3 June 2016 in accordance with the NZSTA recommendations.

Sandy Ballantyne Moved / Mackenzie Skene Seconded
Carried unanimously

The resignations of Glenn Potter and Jan Meikle were accepted with regret. A Board of Trustees sub-committee is hoping to conduct interviews for the new Assistant Principal on Saturday 12 March 2016. Sandy, Jackie, and Lyndon agreed to make themselves available for the interview process.

The requests for leave from Lynne Hamilton and Glynis Ingram were discussed and the leave was granted on a leave without pay basis.

The correspondence from Mrs Jen Howden and Workrights was forwarded to the Personnel Sub-committee for consideration.

General Business:

Code of Practice for School Exempt Laboratories

Moved that the Board adopts and adheres to the tabled Code of Practice for School Exempt Laboratories.

Emma Middlemass Moved / Lyndon McLay Seconded
Carried unanimously

WGHS Annual Plan and Targets for 2016 Charter and Analysis of Variance 2015 document

The Board reviewed and discussed the WGHS Annual Plan and Targets for 2016 Charter and Analysis of Variance 2015 documents. These documents need to be sent to the Ministry of Education by the end of February.

The Board moved that the Annual Plan and Targets for 2016 be approved.

Mackenzie Skene Moved / Emma Middlemass Seconded
Carried unanimously

The Board moved that the Analysis of Variance 2015 be approved.

Sandra Tonkin Moved / Seconded Jackie Grant
Carried unanimously

Raffle Selling

The running of school fundraising raffles was discussed with Board members.

Moved that when a school fundraising raffle is undertaken the following must be adhered to:

- All raffle sheets are numbered.
- A record is kept of what sheet is given to which student, the date issued and date returned.
- All raffle sheets are returned to the school for auditing processes.
- All money raised is returned to the Students' accounts at school to be credited to the authorised purpose.

Emma Middlemass Moved / Sandy Ballantyne Seconded

Reader/writers

Last year the school funded the use of reader/writers for school exams at the cost of \$25-\$35 per hour. This became unsustainable. The Ministry of Education does not provide funding for reader/writers except for NCEA external examinations. There are an increasing number of students who have become eligible to use the assistance of reader/writers. The Board were asked to think of anyone who may wish to volunteer to help students throughout the year so that a pool of people can be established. Training is provided.

Transfer Forestry Investment

The Springhill Forestry Investment transfer documents were circulated prior to the meeting and executed by Board members. We are still waiting to hear from the Ministry regarding the transfer of the remaining shares owned by the Futures Trust.

ICT – Responsible Use Agreement

The draft Responsible Use Agreement was circulated to Board members for comment as part of the school community consultation process.

Principal's Appraisal

The Board discussed the options for Tracy's appraisal for this year.

Moved that the Board employ Debbie Dawson of NZSTA to undertake Tracy's appraisal. The Board will re-visit the appraisal process at the beginning of next year.

*Sandy Ballantyne moved / Emma Middlemass seconded
Carried unanimously*

The meeting closed at 8.20pm

The next meetings are scheduled for:

25 February at 6.30pm – Heads of Learning reporting to the Board

29 February at 6.30pm – ERO

17 March 2016 – committee meeting