

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 17 March 2016
at 6.30 pm
in the Learning Centre

Present: Tracy Walker, Sandy Ballantyne, Lyndon McLay, Jackie Grant and Emma Middlemass

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

Apologies for Absence: Mackenzie Skene and Sandra Tonkin

Sandy welcomed everyone to the meeting.

Minutes

Minutes of the meeting held on 18 February 2016 were taken as read and confirmed as a true and correct record.

Sandy Ballantyne Moved / Emma Middlemass Seconded
Carried unanimously

Reports

Finance Report:

Sally presented the finance report.

- The End of Year School accounts are yet to be finalised.
- Draft copy of the Hostel end of year accounts were tabled for the Board's information.
- No bad debtors from the Hostel for the 2015 financial year.
- All school student accounts have either been emailed or posted out.
- The school has accepted a quote from A1 Decorators for the work to be done on the exterior of the Music Suite.
- It is time for the Board to start the process for engaging a 10 year property plan consultant. It is a five step process.

The auditor is coming on 30 March 2016 to conduct the end of year audit for 2015.

The Board discussed engaging a 10 year property plan consultant and agreed that Sally should begin investigations to begin the process.

Moved that the Board approves the school payment schedule for February 2016 of \$121,457.53; and the Hostel payment schedule for February 2016 of \$33,020.95.

Sandy Ballantyne Moved/ Jackie Grant Seconded
Carried unanimously

Hostel Report:

Margie presented her report to the Board. The hostel numbers are currently between 48 – 50 girls. An international student is expected to arrive at the end of March. The Hostel has been booked for accommodation for a netball team during a upcoming tournament.

Principal's Report:

Tracy spoke to her report.

- Highlights for the last few weeks were the Timaru and Christchurch Girls' sports exchanges; visiting the Forrester Gallery Pasifika exhibition with year 10 Art; hosting the police for a drugs seminar; attending a conference led by Guy Claxton – Building Learning Power; Hosting the Waitaki STP Hui; attending the AGM of the PTA and visiting the Year 9 Social Studies classes to discuss the Principal's role.
- The initial feedback from ERO was discussed with staff.

- A draft report from the ERO visit should be available in 4 weeks.
- After an interview process a new Assistant Principal has been engaged with the successful candidate being announced to staff at the next staff meeting.
- Anika McLennan has been employed our new Sports/EOTC co-ordinator and Rick Loos as an Itinerant Music Teacher. Our Food Technician has resigned and her hours will be absorbed by administration staff.
- Health and Safety Committee has met and prioritized the need for an updated Hazards Register.
- A uniform committee has been formed with representatives from the Student Council, PTA, staff and Uniform Shop Manager.
- Swimming and Athletics are now completed.
- Parent-Teacher interviews on 31 March.

A Community of Schools (Investing in Educational Success initiative) is being formed in Oamaru and it was felt timely for Waitaki Girls' High School Board of Trustees to consider whether they wished to be part of it. The Board considered the promotional material from the Ministry of Education. The Board indicated that they would like to explore the idea further and after discussion, asked Tracy to contact the Ministry to ask for further information.

Correspondence

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

Inwards:

- *NZSTA – The Pathway to a Community of Learning*
- *Deloitte – Terms of Engagement for annual audit*
- *Forest Enterprises – completed documentation*
- *NZSTA Email – Trustees Election 2016*
- *PPTA/NZEI – Health & Safety Act 2015*
- *NZSTA – A Parents' Guide to the Role of the Board of Trustees*
- *NZSTA – AGM*
- *MOE – Acknowledgement of receipt of reporting documents*

Outwards:

- *Letters to Jan Meikle and Glen Potter accepting resignations*
- *Letters Glynis Ingram and Lynne Hamilton re: leave*
- *Letter to Forest Enterprises – Investment documentation*
- *Letter to staff re: Principal's appraisal online survey*

The Board discussed the NZSTA AGM. Tracy and Sandy will consider whether they will attend the AGM.

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

***Tracy Walker Moved/Emma Middlemass Seconded
Carried unanimously***

General Business:

Principal's Appraisal

The Principal's appraisal is currently underway and being conducted by Debbie Dawson.

ERO

The school is awaiting the draft report from ERO's recent visit. It was noted that the review was felt to be a positive and interactive process.

Election of Returning Officer

Election of a Returning Officer for the upcoming Board elections was discussed.

Moved that Nila Sime, the Board Secretary, be appointed as the Returning Officer for the Board Elections to be held in June 2016.

*Moved Tracy Walker/Seconded Jackie Grant
Carried unanimously*

Board of Trustees Elections 2016

The Board discussed the following:

- The Board could organise a succession meeting inviting interested people to attend.
- Reviewing the Trustee manual.
- Look at the timelines. Information will be sent from the NZSTA before the end of March.
- Tracy will write an article about the Board of Trustees and the elections for the newsletter.

Files for Disposal with permission of the Board

Moved that the Staff Files as recorded in the tabled list be disposed of as permitted in Ministry of Education guide lines contained in the School Records Retention/Disposal Document.

*Tracy Walker Moved/Sandy Ballantyne Seconded
Carried unanimously*

The meeting closed at 7.30pm

The next meeting is scheduled for Thursday April 14 2016 at 6.30pm at the Learning Centre