

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Wednesday 13 April 2016
at 7 pm
in the Learning Centre

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

In Attendance: Sally Grant (Executive Officer), Api Fifita (Parent) and Nila Sime (Board Secretary)

Apologies for Absence: Jackie Grant

Sandy welcomed everyone to the meeting.

Minutes

Minutes of the meeting held on 17 March 2016 were taken as read and confirmed as a true and correct record.

*Lyndon McLay Moved / Sandy Ballantyne Seconded
Carried unanimously*

Matters arising from the Minutes

Community of Learning – Tracy rang the MOE to obtain further information on the scheme. The Ministry representative forwarded documentation and offered to speak to the Board should they request this.

Reports

Finance Report:

Sally presented the finance report.

- The auditors have visited the school to audit the accounts for 2015. The process worked well and the documentation is now with Deloitte for review.
- We are continuing to chase the Ministry of Education to obtain consent for the transfer of the remaining shares held by the Futures Trust to the school.
- Michael Forgie has reported that the Code of Compliance Application has been lodged with the Waitaki District Council for A Block project. The Boiler and Chimney Rationalisation project can be finalised as well.
- External painting/staining work on the Music Suite will start on 16 April.

The Board discussed the possibility of having Gap students for Terms 3 and 4 this year. Gap students help around the school and the hostel where required. The costs involved would be no more than \$3,000.00.

Moved that the Board agree to accept up to two Gap students for Terms 3 and 4 this year if available.

*Emma Middlemass Moved / Sandy Ballantyne Seconded
Carried Unanimously*

The storage space under the Junior Block contains many boxes of stored documents that have not been looked at for some time. Sally tabled the "School Records Retention/Disposal" document published by the MOE and Archives New Zealand which outlines the legal requirements for the disposal and retention of school records and documentation.

Moved that the Board approve the proposal that the administration staff complete an audit of stored documents and records held by the school and dispose of or retain the same in accordance with the provisions stipulated in "School Records Retention/Disposal".

***Mackenzie Skene Moved / Sandra Tonkin Seconded
Carried Unanimously***

Now that wifi is available throughout the school the provision of new computers/devices and software may be undertaken. The Heads of Learning have been consulted as to requirements for each area and a purchase plan drafted. Sally tabled a list of the proposed purchases for consideration by the Board.

Moved that the Board approve the overall spending plan for the capital purchase of computers and devices as tabled, with the proviso that if the school is unable to secure a grant from the Otago Community Trust the proposal will be brought back to the Board for further consideration.

***Sandy Ballantyne Moved / Mackenzie Skene Seconded
Carried Unanimously***

Moved that the Board approves the Hostel payment schedule for March 2016 of \$44,083.04.

***Sandy Ballantyne Moved
Carried unanimously***

Principal's Report:

Tracy spoke to her report.

- Highlights from the last few weeks included:
- Attending an Employment and Health and Safety seminar at Crowe Horwath.
- Hosting the Connected Learning Advisory (ICT PD) and 35 principals and teachers from around the region.
- Meeting with and sharing ideas with the Principal of Hastings Girls' High School.
- Attending the Old Girls' and Student Leader Ice Breaker.
- The Responsible Use Agreement has passed through its consultative process with staff, PTA, Board and Student Council and will be distributed to students this week.
- Based on ERO feedback and discussion with other schools' approaches the school is looking at setting up a committee for each of Maori student achievement and Pasifika student achievement.
- We had a successful Parent/teacher interview evening on March 31st with a good turn-out of parents.
- The school still hopes to receive a grant in the vicinity of \$40,000 from the Otago Community Trust but they will not be finalizing that decision until the end of April and equipment cannot be purchased retrospectively.
- All day relievers and part time relievers have been asked to sign a contract as per NZSTA advice.
- As part of our restructuring of the Senior Leadership Team (reducing down from a 4 to a 3 person team) some additional Management Units have been made available which in consultation have been devolved to the following areas to continue positive initiatives being worked on there: Numeracy school and community wide; PB4L development; expansion of the Itinerant Music Scheme; the units are Fixed Term as they are project and roll dependent.
- Our staffing has been confirmed from the Moe and we will be slightly overstaffed (by .5 = 13 hours per week) when the new AP arrives on 16th May. We can manage this within the existing resources of the school but need to be careful with trips and teacher release time as this is an additional cost to the school.
- Work will soon begin on updating our 10YPP (10 Year Property Plan) – which comes up for renewal this year.
- The Health and Safety Committee has met 3 times this term and is currently working on compiling two Hazards Registers – a detailed online one which all areas of the school are contributing to and a more

holistic one which will be displayed in the front office. The key concepts of the new legislation, seem to be around communication and education in order to keep workplaces safe.

- A letter has been sent to the Mayor and Waitaki District Council requesting a school zone sign and 30km per hour signage on Ouse street and the reinstatement of the pedestrian crossing they removed in 2011. In light of the new legislation this would minimize a risk for our school. This action came as a recommendation from the Health and Safety Committee that the Ouse street divide of our campus is one of our biggest risks.

Correspondence

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

Inwards:

- Letter – Chris Hipkins – Parental Leave Bill
- Email – Forest Enterprises April 2016 Update OE

Moved that the Inwards and Tabled correspondence be received.

***Emma Middlemass Moved / Sandra Tonkin Seconded
Carried unanimously***

General Business:

Delegated Authority in Principal's Absence

The Board moved that the Deputy Principal has the delegated authority to act as the Principal in her absence.

The Board moved that the Assistant Principal has the delegated authority to act as the Principal in the absence of both the Principal and the Deputy Principal.

Emma Middlemass Moved / Mackenzie Skene Seconded

Draft ERO Report

The draft ERO Report has been received was discussed by the members of the Board. The Board were pleased with the report and look forward to the final report being issued.

Board of Trustees Elections 2016

Tracy has written an article about the upcoming Board of Trustees Elections for the newsletter which is being distributed to parents on Friday 15 April 2016. An information meeting will be held on Thursday May 12 at 6.30pm in the library for people who are interested in becoming a trustee.

Moved that the public be excluded from the following part of the proceedings of this meeting

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution is as follows:

| General Subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48(1) for the passing of this resolution |
|--|---|---|
| Student | Good reason to withhold exists under Section 9 of the Official Information Act 1982 | S 48(1)(a)(ii) |

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 or Section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Item in regard to student: Protection of privacy of natural persons

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

Time: 8.15pm

Moved that the Board move out of Committee having discussed the issue.

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

Time: 8.30pm

The meeting closed at 8.30pm

The next meeting is scheduled for Thursday 19 May 2016 at 6.30pm at the Learning Centre