

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 19 May 2016
at 6.30pm
in the Learning Centre

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

In Attendance: Margie Baird (Waitaki House Manager), Di Roberts (HOL Physical Education and Health) and Nila Sime (Board Secretary)

Sandy welcomed everyone to the meeting.

Minutes

Minutes of the meeting held on 13 April 2016 were taken as read and confirmed as a true and correct record.

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

Reports

Waitaki House Report:

Margie spoke to her report.

- Winter sports have started and we have girls participating in a variety of codes making Waitaki House a busy place.
- Boarder Numbers currently at 48.
- We are off this weekend on our Dunedin trip.
- Renting out – The hostel had a netball development team in for the April holidays and it went very well. This coming term break Waitaki House has netball, rugby and basketball booked in at various times.
- The hot water cylinder in the kitchen is bulging and needs replacing. Currently looking at prices for repairs.

The Board discussed the necessity of increasing boarding numbers into the future. Marketing could focus on the fact that individual and pastoral care is provided. Marketing trips are planned for Margie and the Principal during the next few terms.

Finance Report:

Tracy presented the finance report.

- The annual audit has been completed with a few administrative tasks to finalise.
- The school has now received approval from the Ministry of Education to transfer the remaining securities from the Futures Trust to the school.
- A Block, Boiler and Chimney Rationalisation – Waiting for Michael Forgie to complete documentation.
- SNUP – The school will complete payment for the SNUP 20 May 2016.
- Music Suite – The staining and cleaning of the Music Suite was completed during term break and looks very attractive.

Moved that the Board approves the school payments schedule for March 2016 of \$271,078.88 and April 2016 of \$141,874.88 and the Hostel payment schedule for April 2016 of \$39,430.63.

***Tracy Walker Moved / Jackie Grant Seconded**
Carried unanimously*

Computers – The Otago Community Trust indicated at last year that they would approve an Otago wide school grant for the purchase of technology in schools. The Trust has now rescinded this proposal. This has set back our “roll out” of netbook and other devices to the learning areas which is extremely disappointing as e-learning is our major focus this year and we are now BYOD capable. It is imperative to go ahead with purchasing at least some of the technology so there is equitable access to electronic devices for students and staff around the school campus. The school intends to make an application from WGHS for a grant to purchase electronic devices. If this is unsuccessful a new plan will be devised to find the extra funding required and that will be brought to the Board for consideration.

Moved that the Board approve the purchase of electronic devices in accordance with the tabled proposal in the amount of \$60,064.77. Should the application to the Otago Community Trust be successful then the Board approves the purchase of the items recorded in the tabled proposal.

*Tracy Walker Moved / Jackie Grant Seconded
Carried unanimously*

Year 9 & 10 Health Syllabus:

Di Roberts presented her report to the Board on the consultation process with the Year 9 and 10 parents which was undertaken in 2015 regarding the Health Syllabus. The school is required to consult with parents every two years and bring the results to the Board for consideration. Di was a little disappointed with the level of response to the survey. It was suggested that perhaps a better way to canvas opinion may be a “Google Survey” as this would be quick and easy to undertake. The Board discussed the report and noted that it was felt that it would be beneficial to revisit the programme in the senior school particularly in Years 12/13. Perhaps this could be included in the Life Skills programme. Parents and students appreciated the managing mental health and healthy friendships aspects of the programme.

Moved that the Board approve the Health Syllabus courses as proposed for the next two years.

*Tracy Walker Moved / Lyndon McLay Seconded
Carried unanimously*

Principal's Report:

Tracy spoke to her report.

- Highlights from the last few weeks included:
- Attending the school production, ‘Charlotte and the Chocolate Factory’.
- Meeting with John Hogue MOE Youth Guarantee adviser and representatives from Boys’, Waimate and SKC to discuss long term planning for vocational pathways in North Otago
- Attending Otago University Open Day
- PTA meeting
- Tracy and the Careers/Transition teacher have been attending strategic meeting with Ara Institute of Canterbury and the MOE and other Waitaki schools to consider the vocational landscape and how to keep pushing our vocational pathways for students. The DP and careers teacher have created a google survey which all Year 10,11 and 12 students are completing to get an idea of student need in this space.
- WGHS has been invited to join NOEI (North Otago Educational Initiative). It is an association of the following schools: Ardgowan, Duntroon, Maheno, Pembroke, Fenwick, Waitaki Valley, Omarama, Totara, Kakanui, Five Forks, Hampden. The aim is to create an association through collaboration of interested professionals. The first meeting is 13 June at Pembroke school.
- WGHS recently received data from the Ministry of Education which showed our School Leavers with NCEA Level 2 or above was 90.6% for 2015. This is very pleasing as the MOE’s target is 85% which we are above.
- Our new Assistant Principal, Christine Williams has arrived so it is good to be fully staffed within the senior leadership team again.
- All school computers were upgraded to Windows10 and Office 2016 in the holidays and new computers rolled out into L18 as per plan with overflow dispersed around the school

- We have held staff elections to appoint two Health and Safety Representatives and they will attend training to gain the following qualification: Unit Standard 29315. Part of their role is to:
 - Represent staff on health and safety matters
 - Investigate complaints from staff about health and safety issues
 - Monitor health and safety measures taken by the PCBU (Board/SLT)
 - Provide feedback to the Board about health and safety compliance
 - Issue provisional improvement notices and direct workgroup members to cease unsafe work if appropriate
 - The Health and Safety committee meet monthly and are currently working on a hazards register, identifying risk factors around the school; looking at injury/incident reports to follow them up and identify trends.
- We have not received a response from our letter to the council requesting a 40km school zone and additional pedestrian crossing on Ouse street.

Correspondence

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

Inwards:

- *Jenny Corlet – ‘Flu Vaccinations for Staff*
- *NZSTA – Annual General Meeting 16 July 2016*
- *Waitaki Community Recreation Centre – Trustees*
- *WGHS Netball Club – Fundraiser – Putney Travel Tour Groups*
- *Da-Hae Kim – Leave*
- *Office of the Auditor General – Governance and Accountability Report*
- *Carolyn Adams – Resignation*
- *NZSTA - Health & Safety Booklet*

Moved that the Inwards and Tabled correspondence be received.

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

Moved that the Board agree to cover the cost of providing staff members with a ‘flu vaccination if they are not already eligible for a free vaccination.

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

Moved that the Board approve the proposal received from the WGHS Netball Club to run a fundraiser by hosting Putney Travel Tour groups.

***Tracy Walker Moved / Lyndon McLay Seconded
Carried unanimously***

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
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Staff	Good reason to withhold exists under Section 9 of the Official Information Act 1982	S 48(1)(a)(ii)
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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 staff: Protection of privacy of natural persons

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

Time: 7.50pm

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

***Jackie Grant Moved / Mackenzie Skene Seconded
Carried unanimously***

Time: 8.03pm

The Board received the letter of resignation from Carolyn Adams and acknowledged her work for the school.

General Business:

BOT Elections:

Nominations close at 12 noon 20 May 2016. A minimum of 3 parent representatives are required. Further members may be co-opted.

Health and Safety Recommendation:

The Health and Safety committee meet regularly to discuss hazards, risk factors and safety issues and the mitigation of the same. Following recommendations from the Otago Employers' Association the Health and Safety Committee recommended that the Board prohibits staff being alone on school premises between 11pm and 6am on the 'man down' basis; that if they fell down the stairs, were injured etc... no help would be available for a considerable length of time.

Moved that no staff member is to be alone on school premises between the hours of 11pm and 6am on the basis of health and safety.

***Tracy Moved / Sandy Ballantyne Seconded
Carried by Majority***

The meeting closed at 8.20pm

The next meeting is scheduled for Thursday 23 June 2016 at 6.30pm at the Learning Centre