

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 23 June 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), Sally Grant (Executive Officer) and Nila Sime (Board Secretary)

Sandy welcomed everyone to the meeting.

Minutes

Minutes of the meeting held on 19 May 2016 were taken as read and confirmed as a true and correct record.

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

Reports

Finance Report:

Sally presented the finance report.

The recent successful School production "Charlotte and the Chocolate Factory" made a surplus of \$1,334.00. It was necessary to hire fold-back speakers for the production at a cost of \$250.00. This greatly improved the sound system on stage. Sally obtained a quote to purchase the cables and fold-back speakers for the school.

Moved that the Board authorise Sally to purchase fold-back speakers and cables to improve the Hall sound system at a cost of \$513.68 plus GST.

***Emma Middlemass Moved / Lyndon McLay Seconded**
Carried unanimously*

The Board discussed the boarding fees at Waitaki House for 2017.

Moved that the Board increase the boarding fees at Waitaki House to \$10,500.00 per annum.

***Emma Middlemass Moved / Jackie Grant Seconded**
Carried unanimously*

The Board discussed the tuition fees for international students for 2017.

Moved that the Board increase the tuition fees for international students to \$12,500.00 per annum.

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

Auditor's Management Letter – Overall the 2015 audit was successful. Two minor points were made by the auditors:

1. Locally funded activities are to be recorded in Comprehensive Revenue and Expenses and not just in the Balance Sheet. Sally has readily changed the presentation and will prepare them in accordance with Deloitte's preference for next year.

2. They also suggested that an independent person have oversight of the fortnightly Novopay schedules for staff salaries.

Moved that the independent scrutiny of the fortnightly SUE reports, as recommended by the auditors, is managed by WGHS Senior Leadership Team.

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

The Ministry of Education has provided approval for the transfer of frozen securities from WGHS Futures Trust to the Board. The share transfer documentation has been sent to Computershare and Fund Managers of Otago for processing.

Uniform Shop – The Uniform Shop is working hard to keep costs down and to provide good uniform choices. Canterbury Teamwear has provided the Uniform Shop with a rebate of \$449.22 for 2015.

The School has received a grant from Network Waitaki for funding of our Excellence Awards to the value of \$3,000.00. A grant has also been received from the Vincentian Trust in the sum of \$1,500.00.

Sally attended a recent Kamar Conference with Margaret Williams, Deputy Principal. Sally found this very useful and informative. On Teacher only Day, the Administration staff had a Kamar PD session on communication, Letters and data.

The new legislation in regard to Health and Safety increases responsibilities on schools. The administration of activities outside the classroom eg. sports trips and curricular trips places an increasing workload on administrative staff including the Executive Officer. It was proposed that the Board allow the Executive Officer, in consultation with the Principal, to allocate extra hours of work for the purpose of administration of Education Outside the Classroom to either the Sports/EOTC Co-ordinator or other administrative staff as and when required.

Moved that the Board provide the Executive Officer, in consultation with the Principal, with the discretionary power to increase the working hours of the Sports/EOTC Co-ordinator and/or other administrative staff for administration of EOTC as required.

***Tracy Walker Moved / McKenzie Skene Seconded
Carried unanimously***

Code Compliance for the completion of the work on A Block was received on 26 May 2016. Roller blinds were purchased for A block including the Library as the sun was causing problems with screens.

A grant application forwarded to the Otago Community Trust for computers and we understand that the Trust will consider the application at the next meeting.

The Board members were provided with a proposed seating plan for the hall. Sally has obtained a quote for new seating and two trolleys for moving the seats. The Board agreed that the current seating was deteriorating and needed to be replaced.

Moved that the Board approves the purchase of new seating for the Hall at a cost of \$33,961.32 plus GST.

***Tracy Walker Moved / Sandra Tonkin Seconded
Carried unanimously***

Moved that the Board approves the school payments schedule for May 2016 of \$310,423.36 the Hostel payment schedule for May 2016 of \$48,099.36.

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

Waitaki House Report:

Margie spoke to her report.

- Boarder Numbers currently at 48 with a new international student starting next term.
- The formal is an upcoming highlight for the senior students at Waitaki House.
- The hostel is fully rented out for the holidays with netball, rugby and basketball teams.
- The hot water cylinder in the kitchen is to be replaced with a gas system. The washing machine has been replaced in Kirkness.
- Margie enjoyed her time at a recent Boarders Conference held in Queenstown and found the speakers to be excellent.
- There has been a problem with the wiring connections of one of the heat pumps in Room 2 at Waitaki House. Margie is looking at a quote so the problem can be rectified.

Principal's Report:

Tracy spoke to her report.

- Highlights from the last few weeks:
 - Attending Aoraki Principals' seminar
 - Attending Education Council workshop
 - Meeting with Emma Meijer regarding ARA programmes
 - Hosting 150 visitors through Open Day/Evening
 - Attending Network Waitaki Function and receiving a cheque on behalf of the school which will allow us to continue with our Academic Excellence programme.
 - Attending 'A Night with Bevan Smith' PTA fundraiser
 - Attending the Arts Affaire concert to fundraise for Choir to attend Big Sing (where they received a Commendation and trophy for Spirit of the Festival)
 - Attending the Wai Factor final
- Tracy and Sally have met with representatives from the Otago Community Trust and put in the individual application for \$40,000. They have indicated we are unlikely to get the full amount. This means we need to amend our plan for rolling out more devices through the Learning Areas. In the meantime, 75 devices are currently being set up for dispersal through LAs: 15 to Science, 15 to Maths, 15 to English, 15 to Transition, 15 to Social Sciences. This is half of what faculties require.
- Strategic meetings are continuing 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.
- Tracy has attended the first NOEI (North Otago Education Initiative) meeting. The NOEI has formed to facilitate collaboration across schools thus enhancing the education and wellbeing of the students in our school. The prime focus is on principals and other school staff collaborating together on areas of agreed need to support teachers and principals develop common goals that will enhance the educational outcomes for the students in North Otago. The first NOEI focus is 'transitions' and WGHS will be hosting principals and lead teachers here on 1 September.
- All students have now signed their Responsible Use Agreement and may bring BYOD including smart phones. This is causing a spike in mis-use (students may only use phones at teacher direction). To address this WGHS are rewriting procedures regarding electronic devices (from the now discarded former board policy) and putting it into the PB4L (Positive Behaviour for Learning) procedures. Despite this many students and teachers are enthusiastically and appropriately using enhanced opportunity for E-Learning through the BYOD programme.
- Staff would also like to connect their personal devices to the school network so a draft alteration to the Code of Conduct was tabled and discussed by Board members.
- Plans are well under way for North Otago Sports Day. Students will be participating in Rugby, Netball, Football, Hockey, Quiz, Archery, Mathex, Table Tennis, Badminton amongst others – the whole school

will be on release – girls will either be participating or spectating and all staff will be on duty. The day for the girls ends at 1pm in which they are free to watch the Boys' Rugby match in mufti under the supervision of their parents or go home. The Year 13 students are invited as school representatives and will attend in uniform.

- The Social Committee has been working hard on the Formal and the Waitaki community will be enjoying a 'A Night at the Oscars' this Saturday.
- Tracy has met with the Mayor, Gary Kircher and Head of Roding, Michael Voss to analyse potential traffic hazards on Ouse street. Michael will come up with a plan – ideas centred around slowing traffic as it comes off Derwent street with traffic calming devices such as another hump situated adjacent to netball courts; removing or changing the layout of some parking spaces.
- Teachers from Waitaki Boys', St Kevin's College and Girls' High are collaborating in an initiative to enable Tongan students to gain NCEA credits in the Tongan language.

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
Staff	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 staff: Protection of privacy of natural persons

***Sandy Ballantyne Moved / Tracy Walker Seconded
Carried Unanimously***

Time: 7.30pm

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

***Sandy Ballantyne Moved / Jackie Grant Seconded
Carried unanimously***

Time: 7.55pm

Correspondence

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

Inwards:

- *Ministry of Education – Approval for Investment Transfers*
- *Forest Enterprises – Annual Report*
- *Deloitte – Auditors Report to the Board*
- *WGHS Returning Officer – Board of Trustees Election Results*
- *Anika McLennan – Resignation*
- *NZSTA Annual Report*
- *NZSTA Election of Officers*

Outwards:

- *Jenny Corlet – ‘Flu Vaccinations*
- *Da-Hae Kim*
- *Carolyn Adams – Resignation*
- *WGHS Netball Club – Fundraiser*

Moved that the Inwards and Tabled correspondence be received.

***Emma Middlemass Moved / Jackie Grant Seconded
Carried unanimously***

A letter was tabled by Sandy who had just received a letter from Hekia Parata congratulating Waitaki Girls' High School on their improved NCEA results which were well above the National average. WGHS is one of only 40 secondary schools in the country to receive such a letter.

General Business:

International Director's Report

The Board discussed the report presented. The Board was pleased to see a slight increase in international students numbers. It was noted that WGHS has joined Schools International Education Business Association (SIEBA). This organisation offers support and advocacy to schools. The International Director proposed that marketing be jointly undertaken with Waitaki Boy's High School so that costs may be shared. The Director proposed in the report that a fee should be charged for obtaining and/or renewing student visas. The Board requested clarification of this issue.

The meeting closed at 8.45pm

The next meeting is scheduled for Thursday 18 August 2016 at 6.30pm at the Learning Centre