

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 15 September 2016 at 6.30pm
in the Learning Centre

Present: Tracy Walker, Sandy Ballantyne, Lyndon McLay, Jackie Grant, Katelyn Borrie, and Sandra Tonkin

In Attendance: Mackenzie Skene, Nila Sime (Board Secretary), Sally Grant (Executive Officer) and Margie Baird (Hostel Manager), and Susan de Geest

Apologies: Emma Middlemass

Sandy welcomed everyone to the meeting including our new Student Representative, Katelyn Borrie, and Susan de Geest. Sandy gave speaking rights to Susan for duration of the meeting.

Minutes

Minutes of the meeting held on 11 August 2016 were taken as read and confirmed as a true and correct record.

Lyndon McLay Moved / Tracy Walker Seconded
Carried unanimously

Matters arising from the Minutes

Tracy reported that there has not been a response to our letter to the Mayor in regard to traffic calming options to date.

Reports

Financial Report:

Sally presented her report.

All Shares have now been transferred from the Futures Trust to the School. The next step is to advise Charities Services.

The school has received the grant for computers from the Otago Community Trust of \$18,000.00 and the costs for stage two of the digital device rollout is approximately \$64,998.00 with costs to the school of \$46,998.00.

Moved that the Board approves the purchase of digital devices for the school (stage two) at the cost of up to \$46,998.00.

Sandy Ballantyne Moved / Tracy Walker Seconded
Carried unanimously

Sally is investigating moving the school accounting package to Xero. This will be trialled with the hostel as the current package being used is outdated. If this goes well then Sally will transfer to Xero for the school next, as Kamar (our student management system) has been upgraded to move seamlessly into Xero.

The school no longer qualifies for fuel discounts with Caltex. Sally will apply to use Card Smart. The card can be used at all 4 main service stations.

The Board discussed a proposal from Sally to enter into a lease agreement with VisTab, an electronic system for monitoring visitor and student movements into and out of the school. This will assist with the school's obligations in regard to emergency situations and health and safety requirements.

Moved that the Board approve the school entering into a 36 month contract with VisTab with set up costs and training of \$1,085.00 and a monthly fee of \$124.95 plus GST.

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

The A Block project has finally been completed at a cost the Board of \$341,475.38. An information sheet from Michael Forgie was tabled.

Sally has been following up with Michael Forgie in regard to the boiler project and he has advised that he will get the documentation organised. Sally would like this to be completed before the end of the year.

Argest has acknowledged that the small holes in the ceilings caused by the removal of old detectors need to be covered and new sounders put in place. Hopefully this will be sorted out in the term 3 holidays.

The new hall seating has arrived this week.

The Student Council would like to use the funds they have available from the Student Social Committee to purchase two drinking fountains. The cost will be \$4,900.00 approximately and Duncan (Caretaker) is happy to do most of the work to get them installed. Materials will cost roughly \$300.00.

The Board discussed the grass area in front of the Library and asked Sally to investigate the costs of creating a paved seating area.

The school is required to appoint a property manager for the 10 year property plan.

Moved that the Board appoint Michael Forgie as the property manager for the 10 year property plan.

***Sandra Tonkin Moved / Katelyn Borrie Seconded
Carried unanimously***

Moved that the Board approves the school payments and transfer schedule for June 2016 of \$146,001.57, July 2016 of \$294,536.15 and August 2016 of \$157,089.06 (Total \$597,626.78) and the Hostel payment schedule for June 2016 of \$70,716.06, July 2016 of \$50,260.83 and for August 2016 of \$48,649.09 (Total \$169,625.98).

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

Waitaki House Report:

Margie presented her report:

- Term three has been busy as predicted but most enjoyable. Currently the senior girls are in the midst of exams.
- There are currently 51 boarders in the hostel. At the end of this term Waitaki House is saying goodbye to two students from Japan, both have enjoyed their stay with us. For term four Waitaki House will have 49 boarders.
- The Tekapo trip was an enjoyable day and the singing on the way home was amazing and loud.
- 'Hostel Got Talent' was held last week and the Year 10's won this with a video of hostel life.

- End of year is rapidly approaching and we have a few maintenance jobs, as money allows.
 - Painting the outside of Romans. Stone work was cleaned and treated two years ago;
 - Replacing mattresses in Romans over the next three years;
 - Dining Room sound proofing and a painting; and
 - Toilet and laundry block in Kirkness – paint, vinyl and new toilets.

Principal's Report:

Tracy spoke to her report.

- Highlights from the last few weeks:
 - Attending Principal's Appraisal Workshop with Sandy
 - Attending the Aoraki Principal's conference in Twizel
 - Hosting teachers from Contributing Schools for Transition PLD
 - Watching our Hockey Team win 3rd place in Jenny McDonald Trophy tournament
 - Senior Leadership Planning afternoon
 - Attending an, 'Excellence in Leadership' workshop in Dunedin
 - Visiting the Waitaki Boys' High farm with our agriculture students
 - Meeting with Ara, WBHS, SKC and Waimate High School strategic planning for vocational Pathways
 - Hosting the Waitaki STP cluster hui
- Four staff attended a Google workshop in Dunedin and will share this with the professional learning community.
- Mana Wahine – the staff committee is looking at Maori Achievement and Engagement are developing a strategic plan for 2017.
- SLT are developing planning for 2017's targets in consultation with Learning Areas. In assessing achievement data it seems that Level 3 achievement (ensuring we can offer pathways and attainable qualifications at this level) is very important. The data from contributing schools also suggests writing skills are low so cross school writing improvement may also be part of our learning improvement inquiry. Otherwise Learning Areas have indicated they want time to embed the current strategic goals around E Learning, "The Waitaki Way" PB4L, Growth mind sets and Building Learning Capacity.
- While hosting contributing schools on the 1st September for Transition to secondary school all 3 secondary schools agreed to develop a single transition form.
- All Learning Areas now have access to transportable digital devices for student use. We now need to come back to the Board for additional funding to ensure we can continue with our plan to push more devices out into the learning areas to ensure equity of access to e-learning for all our students.
- Strategic meetings continue between Waitaki Girls' High School, Ara Institute of Canterbury and Waitaki Boys' High School, St Kevin's College and Waimate High School. Ara has committed to providing Hospitality and Beauty from their Oamaru Campus. The mayor, Gary Kircher, attended our last STP Hui and was interested in WGHS ideas for developing tourism as a vocational pathway. The Deputy Principal is investigating this.
- In a timetabling meeting with Waitaki Boys' High School we have an agreement that where possible we will share senior classes (Year 13). We have agreed on offering Year 13 Classics, Food and Nutrition, Agriculture and Tourism to boys wishing to study this at Level 3. Boys have agreed that any of our students in Level 1,2 or 3 can study Graphics at WBHS if they wish as we don't offer this subject. More specific planning and fine tuning will proceed once we know more specific student subject choices for 2017. Students need to return their options by September 23rd.
- Year 11 Agricultural class is visiting Fraser Farm at Waitaki Boys' High School over the next weeks to gain credits in fencing, driving quad bikes and tractors.
- Senior Students are currently doing practice exams for NCEA.
- The Music teacher, Da-Hae Kim has resigned in order to work overseas next year so the school will begin advertising procedures for a new Music teacher. The Principal will advertise for a teacher who could potentially combine skills in Music, Te Reo, and Performing Arts.
- The new chairs for the Hall have arrived and students are using them for exams. They are very attractive – half are black with a gold crest and the other half are red with a gold crest.

- We currently have six fee paying international students – two from China, one from Malaysia, three from Japan, including a Japanese student here for a 7 week stay – two internationals return to Japan at the end of the term.
- The International Director and Principal are currently checking that we are compliant with the Code of Practice.
- Theatrix will be on Thursday 22nd September.

Correspondence

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

Inwards:

Ms C Williams – Trip proposal
Forest Enterprises – re: Regional Log Hub
Ms D Kim – Resignation
Forest Enterprises – Client update
Ms S Hull - Leave

Outwards:

WGHS Netball Club – Approval to apply for grant
Mr G Kircher, Waitaki District Council – Ouse Street Traffic Calming Options Report
Mr R McRobie, Otago Community Trust – Thanks for donation and acceptance of conditions
Mrs S Campbell-Savage – Acceptance of resignation

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

Sandra Tonkin Moved / Jackie Grant Seconded
Carried unanimously

The Board discussed Christine Williams's letter proposing a student trip to Japan in 2017.

Moved that the Board approve the proposal for a student trip to Japan in 2017 in principle to be led by Christine Williams.

Sandy Ballantyne Moved / Jackie Grant Seconded
Carried unanimously

General Business:

The Board discussed the options for increasing the number of trustees on the Board of Trustees eg. appointment by selection, co-option etc. Currently the Board are a five Parent Representative Board but only have four elected members.

The meeting closed at 7.30pm

The next meeting is scheduled for Thursday 20 October 2016 at 6.30pm at the Learning Centre