

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 20 October 2016 at 6.30pm
in the Learning Centre

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

In Attendance: Mackenzie Skene, Nila Sime (Board Secretary), and Susan de Geest

Apologies: Margie Baird and Sally Grant

Sandy welcomed everyone to the meeting. Sandy gave speaking rights to Susan and Mackenzie for duration of the meeting.

Minutes

Minutes of the meeting held on 15 September 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

The Board's intention to recruit a new Board member by selection has been advertised in the Oamaru Mail. If the deadline for receipt of objections has expired and less than 10% of eligible voters have asked for a by-election then the new Board member may be selected by a motion circulated via email.

Reports

Financial Report:

Tracy presented the financial report.

Moved that the Board approves the school payments and transfer schedule for September 2016 of \$268,973.06 and the Hostel payment schedule for September 2016 of \$107,344.02.

Sandy Ballantyne Moved
Carried unanimously

Board members discussed the frequency of financial reports to the Board from the Executive Officer. It was proposed that an in depth report be furnished two monthly with an interim report for monthly payment schedules.

Moved that the financial report be presented to the Board on a two monthly basis with payment schedules to be presented monthly.

Tracy Walker Moved / Sandra Tonkin Seconded
Carried Unanimously

All the new computers have arrived and been reimaged and are now in Learning Areas.

The forms for re-imbursement of the expenditure on the boiler project have been completed and forwarded to the Ministry.

Tracy and Sally met with Michael Forgie to start the process for the 10 Year Property Plan.

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

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

Time: 6.40pm

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

***Sandy Ballantyne Moved
Carried unanimously***

Time: 6.45pm

Principal's Report:

Tracy spoke to her report.

- Highlights from the last few weeks - Interviewing 20 girls for the Eunice Brown and Iris Romans scholarships.
- Four staff who attended a Google workshop in Dunedin shared what they learned with our professional learning community. Our Google communities are sharing with one-another during T and L. Staff are collecting student voice as part of their appraisal process.
- Mana Wahine – our staff committee held a Lunch with our current Year 12 Maori students to engage them as leaders for helping us host a hui next term.
- All the additional devices have now arrived and are being installed so all Learning Area requests for devices this year has been met.
- SLT has identified 3 way mentoring and literacy as probable targets for next year.
- The Heads of Learning Forum is currently analysing and recommending to the Senior Leadership Team and the Board timetable improvements and goals for 2017.
- I have had a meeting with Clive Rennie, Rector of WBHS, regarding dates for next year so we can be aligned. Our two timetabling teams will hold another meeting soon to look at the shared classes for 2017.
- Senior Students are currently preparing for NCEA. All teachers completed comments and grade updates so that the parent portal is up to date. Students and parents should be regularly looking at the portal for grade information and teacher feedback. Parents who are unable to access the portal were sent a hard copy of this information on the 17th October. This is part of our shift towards 'Real Time' Reporting in 2017.

- We have collaborated with St Kevin's College and Waitaki Boys' High School on developing a common transition form for incoming year 9 students. Our Assistant Principal has developed this and will soon start visits to contributing schools.
- We have received three applications for the Music position and will shortlist and interview next week. We need a Music teacher to teach junior music, support the choir and itinerant music programme but the numbers for senior classes are very small so maybe some sharing with Boys' High may be required there. Their Music teacher for instance, could take Year 12/13 combined and ours could take Year 11 or vice versa. By combining our numbers, it could lead to viable classes.
- Our Library Manager, Julie Storr, has resigned to take up another position so we will be advertising for a new Library Manager.
- East Otago High School would like to purchase our surplus forms from the Hall so negotiating that with them.
- The Student Council has identified the area in front of the Library as requiring seating (it used to have some before the refurbishment) and landscaping so we have identified that as a focus for fundraising. We will ask the PTA to have it as a goal – we have a Gala in 2017 so a sub-committee has been formed to look at this. We are also currently doing a chocolate fundraiser with the Trade-Aide shop – every bar sold generates a dollar for the school.
- The Principal and our Health and Safety representatives, Bronwyn Gillies and Dixie Boraman have presented to the staff work done in this area this year which includes
 - Working through the Health and Safety at Work Act 2015 Ministry Handbook.
At the heart of the Act is communication and personal responsibility and management responsibility. The PCBU – Person Conducting a Business or Undertaking ie the Board; School Officers – the Principal and SLT
 1. Identify hazards and risks and take action to prevent them happening
 2. Support all staff to get up to date with H&S issues – engagement and communication – management must take reasonable steps to provide a healthy and safe working environment; workers must take reasonable care for their own health and safety and comply with reasonable instructions from the school.
 3. Make sure our H & S policies are clear and understood by everyone – risk management and incident and injury reporting procedures.
 4. It's about culture and encouraging a culture where health and safety is seen as paramount in the school.
- What the committee has been working on:
 1. A school-wide hazards register.
 2. A hazards map to be displayed in the front foyer.
 3. Eliminating hazards around the school ie. Hand rail put up on the stairs between L Block and the Staff room, after they were identified as a hazard; asked the Waitaki District Council to put in more traffic calming options and school zone signs on Ouse street which they are considering; developed a school sun hat which is now available to the girls; review all accident and injury forms filled out by both students and staff to look for patterns of accident/injury to see if we can eliminate a hazard (all student injuries are documented on Kamar by Nila after receiving the completed form); First aid kits have been distributed to all classrooms; staff wellbeing activities including Junk Free June and the relaxation corner; provided free 'flu jabs to staff, two new student water fountains ordered and on their way; water only policy in classrooms and the canteen does not sell fizzy drinks; health promoting school, working on a safety protocol with visiting contractors; have ordered an electronic sign on which tells us who has signed in; signed out and visitors etc; Dixie and Bronwyn have attended a training day as have some Science personnel regarding H & S.
- The Ministry has confirmed our staffing for next year with no drop.
- We currently have four fee paying international students – two from China, one from Malaysia, one from Japan.

- The International Director and Principal are currently checking that we are compliant with the Code of Practice.
- School events coming up -
 - ❑ Senior awards assembly 26th October
 - ❑ Senior Prize Giving 7th November

Correspondence

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

Inwards:

*Ms S de Geest – Application for Consideration for Selection – Trustee
Forest Enterprises
Ms J Storr – Resignation
Ms J van Schreven – 45 & 47 Trent Street*

Outwards:

*Ms D Kim – Resignation
Mrs C Williams – Proposed 2017 Japanese Trip
Ms S Hull – Yad Vashem PD Trip
Public Trust – Iris Romans Scholarship
Ms J Rogers - Officer of the Auditor General*

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

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

The letter received from Ms J van Schreven expressing interest by developers in purchasing the land at 45 and 47 Trent Street, ie. the swimming pool and the carpark area was discussed. The Board will look into the various options open to the committee.

An open letter addressed to regional sports organisations was circulated at the meeting from Sport Otago which has been engaged by the Waitaki District Council to undertake a Needs Assessment of Sport and Recreation Facilities and a Feasibility Study for a possible Indoor Recreation Centre. The Recreation Centre staff have expressed concern about the possible ramifications for the Centre should such a new centre be proposed. The Board will keep a watching brief on the process.

General Business:

Tracy reported that the school had recently been assessed for compliance with the PB4L scheme and received a 96% pass mark for Tier One. This enables the school to move on to Tier Two of the scheme which will be funded by the Ministry for the next two years.

It was agreed that the next meeting be held on Thursday 24 November 2016.

The meeting closed at 7.20pm

The next meeting is scheduled for Thursday 24 November 2016 at 6.30pm at the Learning Centre