

**Waitaki Girls' High School Board of Trustees**  
**Minutes of the Meeting held on Thursday 24 November 2016 at 6.30pm**  
**in the Learning Centre**

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

**In Attendance:** Mackenzie Skene, Margie Baird, Sally Grant and Nila Sime (Board Secretary)

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Sandy welcomed everyone to the meeting.

**Minutes**

Minutes of the meeting held on 20 October 2016 were taken as read and confirmed as a true and correct record.

*Sandy Ballantyne Moved / Lyndon McLay Seconded  
Carried unanimously*

**Reports**

**Hostel Report:**

Margie presented her report.

The Board discussed the boarding numbers and the projected boarders for next year. Margie proposed maintenance work for the toilets in Kirkness and painting in Romans be undertaken over the holiday break. There are sufficient funds in this year's budget to pay for the maintenance. Margie further proposed that an amount is included in the hostel budget for the next four years for replacement of the mattresses in Romans (45) and Kirkness (18). As there are adequate funds in this year's budget Margie proposed an initial purchase of 10 new mattresses immediately.

**Moved that the Board approve the commencement of maintenance work at the hostel as outlined in the Hostel Report and in accordance with the quotes obtained by the Manager of Waitaki House, being a total expenditure of \$18,060.70.**

**Further moved that the Board approve the immediate purchase of 10 new mattresses at the cost of \$2,760.00. It is also agreed that the cost of replacement of the remaining mattresses in Romans (45) and Kirkness (18) is factored into the Hostel budget for the next four years.**

*Sandy Ballantyne Moved / Tracy Walker Seconded  
Carried unanimously*

**Financial Report:**

Sally presented the financial report.

**Moved that the Board approves the school payments and transfer schedule for October 2016 of \$205,998.80 and the Hostel payment schedule for October 2016 of \$33,299.68.**

*Sandy Ballantyne Moved  
Carried unanimously*

The draft school budget for 2017 is almost complete but Sally is waiting for final information before she can present the completed budget, however, she assured the Board that the finances are in a healthy position and that there will not be a deficit budget.

The draft budget for the Hostel was presented to the Board. The hostel fixed term loan comes up for review in January and Sally suggested that the loan be paid in full rather than extended as there are sufficient funds to repay the debt with a term deposit maturing at the same time.

**Moved that the term deposit funds of \$55,000.00 due to mature 7 January 2017 are used to repay the hostel fixed term loan at review.**

***Sandy Ballantyne Moved / Sandra Tonkin  
Carried unanimously***

Sally proposed that the canteen be run by the Hostel staff. The Hostel has been providing food for the canteen and providing staff cover when necessary and this has been working successfully for some time. This would provide a better income stream for the Board with less duplication of food, invoicing and administration. The Board agreed with the proposal.

There are leaks in the Dean's administration area. Sally has received a quote to replace 5 skylights and to replace damaged flashings on the roof area. Michael Forgie has advised that this is considered minor capital works so is to be funded out of the school budget.

**Moved that the quote received by Sally for the replacement of the 5 skylights and repair to the damaged flashings in the administration block of \$3,895.36 plus GST is accepted and that work may begin as soon as possible.**

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

The boiler rationalisation project is currently with the Ministry and has been approved. Sally is waiting for payment.

There are still issues with the fire alarm system. So far 8 speakers have been stolen. Sally felt they had been placed in easy to access places and a new plan is being drafted to make it difficult for the speakers to be stolen. A specialist technician will be coming to get the public address system operational. The fire service call-out charges are still an outstanding issue.

Michael Forgie will do the condition assessment work on the week beginning 19 December 2016 and have our 10 Year Property Plan ready for Board approval at the February 2017 meeting.

The drinking fountains which were funded by the Student Council are now installed and being used. The caretaker, Duncan Gillies, undertook the installation work himself.

A donation of \$3,000.00 has been received from the PTA to help fund the upgrade of the grassed area in front of the library.

The NZSTA yearly subscription was discussed by the Board.

#### **Principal's Report:**

Tracy spoke to her report.

- Highlight from the last few weeks - Attending the State Girls' High School Conference hosted by Christchurch Girls' and Avonside Girls' High Schools.
- Staff continue to meet in their Google work groups to provide collaborative support to one another in professional development with Google Apps for Education.

- Mana Wahine – a support group for Maori students led by Year 13 students will hold a hui and have two timetabled meeting times during term 1 next year to set up their kaupapa. Pasifika students have had the opportunity to sit Tongan Achievement Standards recently and we have had staff on the marking panel. We are hosting the Pasifika Talanoa cluster meeting for the region this term. Teachers are providing tutorials and second assessment opportunity for girls to assist to assist them 'over the line' this term. Core class teachers are meeting and discussing individual student progress with Deans.
- The school is currently working on transition programmes for Year 8 Students.
- The Timetable for next year has been amended to include a designated assembly/mentoring slot. Waitaki Boys' High School has agreed to align their timetable to the schools. A working group of teachers will look at developing a mentoring programme for whanau teachers to work with all students from term 2 onwards as part of our strategic intention that no girl falls through the academic cracks. The timetabling teams from WBHS and WGHS continue to meet to align for next year. Shared classes are intended at Level 3 – Graphics at Boys' and Agriculture, Tourism, Classics and Food and Nutrition at Girls', Level 2 Graphics at Boys', Level 2 and 3 Economics at Boys and Levels 2 and 3 Accounting at Girls. We will teach Level 2 Music and WBHS will teach Levels 1 and 13. Due to some staff concerns and logistical issues it was decided to withdraw the Level 1 Graphics plan but girls wishing to pick it up in Level Two have been assured they can do so without Level 1 pre-requisite. The Rector and I will work on a Memorandum of Understanding and we have explored how to have the boys on our Kamar system for attendance and markbook purposes. The school will also need to budget in the cost of transport (possibly taxi or bus) to get the boys and girls to their classes on time given the distance between the two colleges.
- We have appointed Olivia Gonzales as our new Music teacher .6 permanent and Tangiwai Robinson is our new Library Manager.
- We are currently advertising for a part time agriculture teacher to replace Mel Searle who has decided to work full time on her own farm next year.
- East Otago High School purchased 40 of our school forms now redundant due to new Hall seating.
- There was another false fire emergency alarm exercise – cause still unknown – being followed up with Argest, Plunket and the Fire Service.
- The school was unaffected by the recent earthquake. Chemistry Scholarship was rescheduled, but we received notification in time to advise students.
- Due to roll increases during the year – higher than the MOE's GMS – the school is entitled to apply for extra funding which has been done. Consistent junior enrolments during the year and high retention rates at senior level have been pleasing.
- There are 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.
- Year 8 Transition Day 25<sup>th</sup> November.
- Junior Prize Giving 15<sup>th</sup> December.

**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 and personnel                           | 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 and school personnel: Protection of privacy of natural persons

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

**Time: 7.10pm**

**Moved that the Board move out of Committee having discussed the issues.**

***Sandy Ballantyne Moved / Sandra Ballantyne  
Carried unanimously***

**Time: 7.20pm**

### **Correspondence**

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

#### *Inwards:*

- *Mackenzie Skene – Thanks for Prize*
- *Nicole Williams – Thanks for Scholarship*
- *Fund Managers of Otago Ltd – Proposed sale of Mortgages*
- *NZ Forestry Bulletin*
- *WGHS Netball Club – Proposal for Trip*

#### *Outwards:*

- *Ms van Schreven – Response to enquiry*
- *Ms J Storr – Acceptance of Resignation*

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

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

The letter from Fund Managers of Otago Ltd regarding the proposed sale of mortgages was discussed. Lyndon contacted Tony Caldwell to discuss and he was advised that these investments were part of the 2008 financial NZ wide crisis and the divestment of these mortgages may be the only way investors may have some return on their investment. The investment was part of the “frozen” investments inherited by the Board from the WGHS Futures Trust earlier this year.

**Moved that the Board approve the proposed sale of mortgages by Fund Managers of Otago Ltd.**

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

The letter from the WGHS Netball Club proposing a trip to the Gold Coast Development Tournament at Easter in Australia for 2017 was discussed.

**Moved that the Board approve the WGHS Netball Club proposed trip to the Gold Coast Development Tournament in principle.**

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

## **General Business:**

### **Hanmer Springs**

The Year 10 Camp trip to Hanmer Springs was discussed in light of the recent earth quakes. All relevant documentation had been forwarded to Board members prior to the meeting including all risk management plans and safety action plans together with letters from the camp as to the current situation and the camp's safety management plan.

The Trustees were satisfied that the risks had been assessed and minimised and that "sign off" can proceed. The Board to advise the teacher in charge that a letter updating the parents/caregivers should be sent out so that they are aware of the safety action plans.

### **Principal's Concurrence**

#### **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:

| <b>General Subject of each matter to be considered</b> | <b>Reason for passing this resolution in relation to each matter</b>                | <b>Ground(s) under section 48(1) for the passing of this resolution</b> |
|--|---|---|
| Personnel  | 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 school personnel: Protection of privacy of natural persons

***Sandy Ballantyne Moved  
Carried Unanimously***

**Time: 7.50pm**

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

***Sandy Ballantyne Moved  
Carried unanimously***

**Time: 7.55pm**

### **Board Chairperson**

The Chairmanship of the Board was discussed. Sandy is happy to remain as Board Chairperson until the next Board meeting in February 2017 when the matter will come up for discussion as a matter of course.

**The meeting closed at 8.05pm**

**The next meeting will be the end of year dinner 8 December 2016 at 7pm**