

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 23 February 2017 at 6.30pm
in the Learning Centre

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

Apologies: Sandy Ballantyne

In Attendance: David Salter (Solicitor), Sally Grant and Nila Sime (Board Secretary)

Lyndon welcomed everyone to the meeting.

Minutes

Minutes of the meeting held on 24 November 2016 were taken as read and confirmed as a true and correct record.

***Sandra Tonkin Moved / Jackie Grant Seconded**
Carried unanimously*

Guest Speaker:

David Salter attended the meeting at the request of the Principal to advise the Trustees about the Waitaki Community Recreation Centre Trust. The Trust is a charitable trust set up in 1987. The land on which the Centre is located belongs to the school (MOE). A Ministry of Education grant (for replacing the WGHS gym at the time) together with funds from the Waitaki District Council were used to construct the Centre in a joint venture for the benefit of both the School and the community of North Otago. The Centre has a licence to occupy the land dated 1997. The licence is for a period of one hundred years. WGHS pay a maintenance grant to the centre each year and pay a percentage of the power and cleaning costs for the building. In the event of the Trust being dissolved the ownership of the land and buildings revert to the School. The Trust is governed by a group of Trustees drawn from Waitaki Girls' High School, Waitaki District Council, the management of the Centre and the community. Tracy thanked David for providing the trustees with the background information and he left the meeting.

Election of Chairperson

Susan nominated Lyndon for the position of Board Chairperson until the next BOT election.

Moved that Lyndon McLay is the Board Chairperson until the next BOT election.

***Susan de Geest Moved / Sandra Tonkin Seconded**
Carried unanimously*

Delegated Authority in Principal's Absence

The Board moved that the Deputy Principal has the delegated authority to act as the Principal in her absence.

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

The Board moved that the Assistant Principal has the delegated authority to act as the Principal in the absence of both the Principal and the Deputy Principal.

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

Reports

Hostel Report:

Tracy presented the Hostel Report provided by Margie Baird (Hostel Manager).

Waitaki House has enjoyed a good start to the year. The boarders are happy to be back, catching up with friends, enjoying the activities and starting the school year. Into week four and the boarders have been busy with activities including "the amazing race", games in the park with Year 13, Dansey's Pass and the Lakes trip. The hostel is hosting Don House to games and then a BBQ tea. Ten new mattresses arrived in January and we are about to order 10 more. Reports back are they are very comfortable. Romans is looking very smart with its new paint job. Kirkness Laundry, toilet block and cleaning room has new vinyl, toilets and a new coat of paint.

A draft letter was presented to the Board for consideration. The letter addressed to all parents/caregivers, requires parental permission for activities undertaken in the Hostel. In the hostel, Students enjoy many activities that are "family" based activities. For the bigger events such as the Lakes trip and Ski trip, a permission slip is required. The Manager tabled two 'Outdoor Safety Action Plans' for swimming and walking around Oamaru that would cover the whole year.

Moved that the Board adopt the parent/caregiver letter and authorize the two Safety Action Plans as presented to the Trustees by the Hostel Manager.

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

Financial Report:

Sally presented the financial report.

Moved that the Board approves the school payments and transfer schedule for November 2016 of \$152,746.13, December 2016 of \$164,968.50 and January 2017 of \$60,660.86 and the Hostel payment schedule for November 2016 of \$67,855.91, December 2016 of \$57,702.08 and January 2017 of \$77,575.79.

***Lyndon McLay Moved / Susan de Geest Seconded
Carried unanimously***

The draft budgets for both the School and the Boarding Hostel were discussed. Sally advised the Board that the current server was out of the warranty period and was due for an upgrade. Having investigated various options the most cost effective and safest option would be to move the server to a remote "cloud" ie. the server would be located in Auckland with New Era. Information would be backed up in Wellington with EduVault thus ensuring security of School data. The initial set up cost is estimated to be \$20,000.00 with an ongoing yearly cost of approximately \$8,000.00. Costs for this are included in this year's budget.

Moved that the budgets for the School and the Hostel for 2017 as tabled are approved.

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

An email was received this afternoon from Michael Forgie in regard to the 10 Year Property Plan. Mr Forgie advises that a site inspection was completed prior to Christmas but he is waiting for specialist reports from contractors. He has set a deadline for receipt of these reports at 10 March 2017. He then proposes that a meeting is held with Tracy, Sally, Barry Seleeman (Ministry Property Advisor) and himself where he will present a draft plan (mid-March), with the 10 Y.P.P completed and tabled with Barry Sleeman for approval in late March. The Board proposed a letter being sent to Michael Forgie advising him that the Ministry have already been contacting the School for a progress report.

Principal's Report:

Tracy spoke to her report.

- Highlight from the last few weeks - Student Leader Badge Ceremony, Academic Excellence Awards Assembly, Meeting with Darryl Paterson, new Rector WBHS, WBHS hosting WGHS staff for Drinks and Nibbles after school on 10th February, Athletic Prelims and Finals, Year 9 Parents Meet the Teachers Evening and the Māori Student Hui.
- NCEA Results –
- **What went well?**
- Gained a Scholarship in Classics
- Merit and Excellence Endorsements rising at Levels One and Two
- Some great individual achievements – a Year 11 student gained Excellence for every Standard she did 140 credits gained with Excellence
- 96% pass rates for Literacy and 98% pass rate for Numeracy at Level One
- 90 endorsed certificates (similar to last year)
- **What didn't go so well?**
- Pass rate not as high as last year across all levels of particular concern a dip at Level 3
- Students not opening their External Examination papers – percentage of SNA (Standard Not Attempted) increasing
- Attendance was a barrier for some student achievement
- Disappointing Māori achievement at Level 1 (50%)
- **What we intend to do about it?**
- 3 way mentoring programme with Whanau teachers (supported by Deans and SLT), parents and students – use tracking across all levels to feed into conversation
- Extend 'Real Time' Reporting to keep parents informed
- Flexible student centred programmes – Dual pathways, Gateway, Distance Learning, Shared Senior Classes with WBHS – to meet student need and ensure students placed correctly
- Review our Attendance Procedures
- Focus on school wide development of our values – self-respect to aim high; responsibility to be accountable for learning; resilience to persevere and take risks – work on this at staff level to ensure school wide approach to this
- Introduce a strategic plan for Māori achievement with senior students mentoring junior students – Mana Wahine programme
- Work on literacy at the junior level through the Assisted Learning committee and more focused co-construction meetings for core classes
- Review Year 9 programme
- Positive Behaviour for Learning PB4L – we are now in our fourth year and continue to embed our values and acknowledgement system. We are developing further our data analysis on student behaviour to ensure we have appropriate strategies and interventions in place. We hope to begin professional development for Tier 2 training which would also yield further resourcing from the Ministry. We are focused on actively teaching the three values in all settings and all classrooms and school spaces now have a poster explaining this.
- Shared classes with WBHS are going well – the taxi system is proving a reliable method of transport and the AP and DP of both schools have a good communication system in place.
- New staff include Olivia Gonzales – Music and Jessica Wright – Agriculture and Junior Science. Katrina Ramsay has been employed as a Teacher Aide to assist with a student.
- Health & Safety / Student Management - No variances to report. The Health and Safety Committee continue to meet on a regular basis. We are purchasing a Staff Wellbeing programme, which the Guidance Counsellor will assist to implement.
- The roll is buoyant and above Ministry predictions at 435.
- School Events - Planning is well advanced for the Garage Sale and Gala on 24th March.

Correspondence

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

Inwards:

- *Waitaki Recreation Centre – List of Trustees*
- *Forest Enterprises – Confirmation of Licensing*
- *MOE – Confirmation of Concurrence*
- *Invitation to join Facebook Group for Board of Trustee Members*
- *NZ Forest Enterprises – Information pack*
- *NZSTA AGM 15 July 2017 – Dunedin*
- *NZSTA – Board Professional Development*

Outwards:

- *WGHS Netball Club – Proposed Australian Trip*
- *PriceWaterhouseCoopers – Fund Managers of Otago Ltd. Ballot*
- *MOE – Principal's Concurrence*

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

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

Documentation for Audit

The documentation was discussed and signed off by the Board.

WGHS Annual Plan and Targets for 2017 Charter and Analysis of Variance 2016 document

The Board reviewed and discussed the WGHS Annual Plan and Targets for 2017 Charter and Analysis of Variance 2016 documents. These documents need to be sent to the Ministry of Education by the end of February.

The Board moved that the Annual Plan and Targets for 2017 be approved.

***Lyndon McLay Moved / Susan de Geest Seconded
Carried unanimously***

The Board moved that the Analysis of Variance 2016 be approved.

***Lyndon McLay Moved / Jackie Grant Seconded
Carried unanimously***

Uniform

A new winter uniform blouse was presented to the Board for approval. The new blouse is shaped and styled to be worn either tucked in to the top of the skirt or left out. The Board were shown photos of a student wearing the blouse in both ways. It is more economical than the current blouse.

Moved that the Board agree that the new blouse as presented be approved for uniform use. This particular style of blouse may be worn inside or outside of the skirt as part of the winter uniform. Any other long sleeved winter blouse must still be worn tucked in to the top of the kilt.

***Tracy Walker Moved / Katelyn Borrie Seconded
Carried by majority***

Property Usage

The Board discussed the Eveline Church hiring the Hall for a service on 7 March 2017. The Board were happy for the Hall to be hired for the purpose.

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 a student: Protection of privacy of natural persons

***Sandra Tonkin / Emma Middlemass
Carried Unanimously***

Time: 7.55pm

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

Emma Middlemass / Jackie Grant
Carried unanimously

Time: 8.10pm

The meeting closed at 8.10pm

**The next meetings will be: Thursday 9 March 2017 – Heads of Learning – Reporting to the Board
Thursday 23 March 2017 at 6.30pm**