

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 30 March 2017 at 6.30pm
in the Learning Centre

Present: Tracy Walker, Lyndon McLay, Jackie Grant, Sandra Tonkin, Emma Middlemass and Susan de Geest
Apologies: Sandy Ballantyne, Katelyn Borrie
In Attendance: Ros Allan (Ministry of Education), Sally Grant (Executive Officer), Margie Baird (Hostel Manager) and Nila Sime (Board Secretary)

Lyndon welcomed everyone to the meeting.

Minutes

Minutes of the meeting held on 23 February 2017 were taken as read and confirmed as a true and correct record.

*Lyndon McLay Moved / Sandra Tonkin Seconded
Carried unanimously*

Guest Speaker – Ros Allan (Ministry of Education)

Ms Allan made a presentation to the Board about Communities of Learning ("CoLs").

A handout was distributed to the Board members providing a background and overview of CoLs.

- The desired outcome of CoLs is that student achievement will be lifted.
- Increase in collaboration between schools.
- Increase in capacity.
- The ideas are based on "best practice" – there is no evidence that this works.
- Student achievement is to be lifted "across the board".
- It is about "pathways". From early childhood education – primary – secondary – tertiary.
- An achievement focus is established by the CoL, a lead principal is appointed and the CoL then works towards the achievement focus.
- There is already collaboration between schools – this will be a resourced collaboration.
- In future this may be a way of "bundling services" to schools eg. Providing auditing, cleaning services.
- Advantages to Waitaki Girls':
 - Resourcing for collaboration (mostly staffing) \$1000 per annum administration.
 - "Enquiry time" 50 hours p.a. for the first 10 teachers in a school and 5 hours for each additional teacher.
 - The appointment of 3 "within school" teachers. Can be appointed as a fixed or permanent position and is for 2 hours per week.
 - Access to the expertise of 4 appointed "across school" teachers. Each of these teachers receives a \$16,000 allowance and is released from their current position for 2 days per week.
 - Professional support.
 - The Board has the final say as to whether a teacher or a principal will be released to take on these roles.
 - CoL receives professional support from the Ministry for 20 days over a period of 2 years.
 - Opportunity for staff to take on leadership roles, and to gain mentoring or coaching opportunities.
 - Sharing resources.
- Challenges for Waitaki Girls':
 - Forming relationships.
 - A lot of work with the initial set of the CoL particularly for the Principal and the Chairperson of the Board.

- The Lead Principal has little leeway to progress decisions without the co-operation of the other principals.
- Lead Principal receives \$30,000 p.a. – no recompense available for the work done by the other participating principals or Board Chairpersons.
- Level of resourcing will not continue – the budget is finite. Currently 197 CoLs with a limit of 250.
- Potentially disruptive to the school.
- Backfilling positions and providing suitable relief for teachers involved may be problematic.
- No guarantees that this will be supported by future governments.
- Funding will be dependent on government funding rounds.
- Currently there is one CoL in North Otago, “Whitestone”. There may be more than one in the area.
- Schools can choose to withdraw.
- A suggestion was made that it was a natural fit for Waitaki Boys’ High and Waitaki Girls High to join a CoL together with contributing schools.

The Board discussed the presentation and decided to peruse the material provided, do some investigating and to continue the discussion about joining a CoL at the next Board meeting.

Hostel Report:

Margie presented the Hostel Report.

Tracy and Margie will be attending the Mackenzie Show to promote the school and boarding house. Margie has a meeting in the holidays with Dan Keno, Head of Boarding at WBHS to work out a marketing strategy together.

Maintenance - The chiller evaporator needs to be replaced; at the cost of \$2000.00. The hostel ordered ten new mattress for this year. The girls are enjoying the new ones.

The inside of the fire in Wilson House is cracked and has a hole in it. This needs replacing. The difficulty comes with the height of Wilson House and a ‘cherry picker’ is required from the road for the installation of the replacement fire. There is a cracked window in Kirkness and we will need to use the cherry picker to fix this as well.

Moved that the Board approves the purchase and installation of a new fire in Wilson House and the repair of the cracked window in Kirkness in accordance with the quotes received and produced to the meeting.

*Lyndon McLay Moved / Emma Middlemass Seconded
Carried unanimously*

Financial Report:

Sally presented the financial report.

The Auditors are currently at school completing the audit of the 2016 financial year. The audit is going well. The server upgrade will be undertaken in the second week of the school holidays.

The administration team would like to buy a heart defibrillator for the school. In a recent incident staff were asked to get a defibrillator prior to the arrival of paramedics. The closest one is located at the Recreation Centre. A donation has been received from the Lions Club of Oamaru and Dixie Boraman (Health and Safety Rep.) is currently applying for a grant from the Masonic Lodge. The office will also be fundraising by selling Entertainment Books.

Moved that following fundraising efforts, the Board will make up the shortfall for the purchase of a heart defibrillator.

*Lyndon McLay Moved / Jackie Grant Seconded
Carried unanimously*

Moved that the Board approves the school payments and transfer schedule for February 2017 of \$159,326.63 and the Hostel payment schedule for February 2017 of \$57,360.14.

*Lyndon McLay Moved / Emma Middlemass Seconded
Carried unanimously*

Principal's Report:

- Highlights from the last few weeks: Swimming Sports, Gala, Speaking to Rural Contributing School Principals, Chairing the Aoraki Principals' Meeting, Chairing the Waitaki STP Cluster Meeting, HOLs' presentation to Board of Trustees, Fortnightly meetings with the Rector of WBHS, Old Girls evening with the Student Leaders.
- Annual Goals: **1.** NCEA 95% Level 1 pass rate; 87% Level 2 pass rate; 90% Level 3 pass rate; 70% UE Pass rate; Through mentoring; flexible programmes; dual pathways and IEPs ensure no student leaves without a coherent pathway in place. **3.** Ensure success for Māori students.
- 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.
- The Principal visited the Country Principals' Seminar, along with Darryl Paterson and outlined our schools' transition programmes from Year 8 to Year 9. We have agreed to do dual marketing together by visiting the country contributing schools together in the latter half of term two.
- Staff has been doing a Staff Wellness programme led by Jenny Corlet and Hannah Gardyne. We started with the importance of hydration and are now doing the 'March Out' based on healthy competition around getting our walking miles up.
- We sold a great deal of surplus and outdated furniture during the Gala/Garage Sale – this opened up storage space in both the basement below the Hall and the Pool changing rooms. I would like to push on with either selling or dumping unwanted furniture and ensuring we have a programme going forward for this so we don't accumulate this excess in future. By exploring foldaway desks complementary to the new hall chairs, the girls can sit their exams on modern and comfortable tables as well as the new chairs and we open up more storage space below the hall basement.
- The school has the opportunity to access additional grants from Otago Community Trust. We are currently surveying staff around evaluating the devices rolled out last year and whether more are required. We are also reviewing our current BYOD capable policy.
- We currently have no student designated space (beyond the sick bay and the Guidance Counsellor's office) for girls needing extra support around their wellbeing. Having such girls in the school office/foyer area is not appropriate for either the girls or the office staff. The Deans' offices are run down and cramped. It would also make sense to have the Guidance Counsellor located here as well (rather than in the Junior Block). I believe the concept of refurbishing the Deans' corridor to include a Student Wellness centre should be part of our 10YPP.
- The Health and Safety Committee continues to meet twice a term to develop our Hazard register; identify and minimize hazards and risks and review all student and staff injury reports.
- School Events: The school Gala/Garage Sale was an outstanding success. We raised \$14,000 which was a great effort. This will go back into the school this year by way of additional picnic tables/shaded areas and landscaping and additional seating outside the new library. Special mention should be made of Gibson 1 (Anna McIntosh) whose stall, 'The Haunted House' was a highlight of the evening and raised \$1400. Special thanks also to Robyn Judd our hardworking PTA Chair and her committee; Jenny Corlet – our Gala Convenor and Sherilyn Hellier – our Gala media manager. Our community were incredibly supportive and the PTA will be thanking them on the school's behalf.

For the last few years the school has paid for staff to have a 'flu vaccination prior to the onset of winter.

Moved that the Board pay for the cost of the 'flu vaccination for those staff who wish to have one.

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

Correspondence

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

Inwards:

- *Fund Managers Otago Limited – Partial Distribution*
- *WGHS Netball Team – Australian Trip*

Outwards:

- *M Forgie – WGHS 10 Year Property*

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

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

WGHS Netball Club – Australian Trip

Extensive documentation regarding the trip was distributed to Board members prior to the meeting and this was discussed.

Moved that the Board approve the arrangements for the WGHS Netball Club trip to Australia.

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

Trent Street Property

The land owned by the school at 45 and 47 Trent Street is currently used only as storage for excess classroom equipment and as a staff carpark. The unused swimming pool area is an eyesore and is deteriorating. The Board discussed the process of selling the land so that funds could be used to improve other parts of the school. It is a challenging process which may take up to two years. The school would be entitled to half of the value of the sale.

Moved that the Board dispose of the property located at 45 and 47 Trent Street, Oamaru and legally described in Computer Freehold Registers OT231/261 and OT231/263.

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

Fencing

A representative from the Ministry has visited the school to inspect the area around the Learning Area with a view to erecting a safety fence.

The meeting closed at 8.35pm

The next meetings will be:

- Friday 31 March at 11am - Morning tea - Board thank you to staff for Gala**
- Friday 7 April at 3.30pm – Drinks and Nibbles – WGHS Staff Social Committee**
- Friday 5 May at 3.45pm – Drinks and Nibbles – Hosting WBHS staff**
- Thursday 25 May at 6.30pm - Board Meeting**