

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 25 May 2017 at 6.35pm
in the Learning Centre

Present: Tracy Walker, Lyndon McLay, Jackie Grant, Emma Middlemass, Katelyn Borrie and Susan de Geest
Apologies: Sandra Tonkin
In Attendance: 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 30 March 2017 were taken as read and confirmed as a true and correct record.

Emma Middlemass Moved / Susan de Geest Seconded
Carried unanimously

Hostel Report:

Margie presented the Hostel Report.

The number of boarders are steady with three new boarders starting in Term 2. Margie and Tracy went to the Mackenzie show and also visited Omarama and Waitaki Valley Schools on marketing trips.

The log burner in Wilson House has been installed, and two windows were replaced at the same time in Kirkness.

Margie and Wendy Havea (Hostel Cook) will be attending a meeting in mid-June to start the process of compliance with the requirements of the Food Act 2014 for the Hostel kitchen.

Financial Report:

Sally presented the financial report.

The annual audit went well. Sally is just waiting for the final documentation to arrive back from Deloitte so that the Annual Report can be forwarded to the Ministry of Education.

The Board discussed the purchase of capital items for the Textiles Technology Learning Area.

Moved that the Board approves the purchase of two sewing machines at \$1,460.00 each and an industrial four thread overlocker for \$1,550.00.

Lyndon McLay Moved / Tracy Walker Seconded
Carried unanimously

The school has the opportunity to apply to the Otago Community Trust Dollar for Dollar scheme for more digital devices.

Moved that the school may apply to the Otago Community Trust Dollar for Dollar scheme for the purchase of additional digital devices. If the application is successful the Board approves the purchase of \$20,000.00 for digital devices from the school budget.

Emma Middlemass Moved / Jackie Grant Seconded
Carried unanimously

Youthtown Grant

Moved that the Sports Co-ordinator is authorised to compile an application on behalf of all WGHS sporting codes for tournament costs to present to Youthtown for a grant.

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

There is still a leak in the Dean's area after the installation of the new skylights. The contractor is coming back to check this out and rectify.

Fire Alarm System - This is still causing problems with another false alarm over the holiday period. The Fire Risk Management Officer with the Fire Department is working with Sally to try and get matters sorted out.

Both school vehicles sustained damage with no reports from users. Insurance claims are being processed. The Board discussed the issue of future replacement of vehicles.

The PTA has donated \$15,000.00 to the school. The funds will be used to landscape and improve the area in front of the library.

Moved that the Board approves the school payments and transfer schedule for March 2017 of \$624,901.02 and April 2017 of \$117,843.60 and the Hostel payment schedule for March 2017 of \$154,042.17 and April 2017 of \$48,048.63.

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

Principal's Report:

- **Highlights from the Principal's Diary:** Attending the Waitaki Formal 20/5; Marketing visit to Omarama and Waitaki Valley Schools 18/5; EOTC Education Outside the Classroom and Health and Safety Seminar in Timaru 16/5; 'Kai and Catchup' with Mana Wahine 15/5; Hosting Waitaki Boys' High School for Staff Social 5/5; Hosting Dr Kirsty Farrant for Staff Seminar on Safe Schools; Marching in Anzac Parade with Student Leaders on Anzac Day; Attending Fairlie Show for school and hostel marketing 17/4; Tier 2 PB4L Training Day 11/4.
- **Community of Learning:** The staff discussed the proposal to join a Community of Learning and had a robust consideration to the pros and cons of this. They were then invited to give a Yes/No/Comments response in a Google Survey. 14 staff took the opportunity to do this and 73% of them were in agreement to join a Community of Learning with Waitaki Boys' High School, Oamaru Intermediate and North School.
- **Positive Behaviour for Learning PB4L:** The Working Group has had the first of four training days in Tier Two and are now exploring methods of maintaining the current programme while expanding into Tier Two.
Marketing and Enrolment Process: Waitaki Girls' and Boys' Principals will make the following contributing schools' visits during term two:
Omarama and Waitaki Valley - 18 May
Glenavy and Papakaio – 1 June
Five Forks and Kakanui – 20 June
Maheno and Totara – 4 July
Hampden and Weston – 4 July
Oamaru Intermediate and Ardgowan – 5 July
Duntroon (Date TBC)
We take Year 12 students who engage with the students and if boarding is a component the Hostel Managers come. We have a marketing slideshow and distribute prospectuses and enrolment packs.
Our Open Day/Open Night is 3 August and enrolments are due back on the 22 August. Our Transition/Hands On Day is 24th November.
- **Curriculum Review for Year 9:** The Heads of Learning Committee has completed a review of the Year 9 curriculum. The committee recommended we remain with the status quo (all Year 9 students have 3 periods a week of each Learning Area – rotating through the Arts, Technology and Languages with an

additional period of numeracy, literacy, social science and science over a ten week term). Next year we will review again in light of NCEA data and literacy and numeracy benchmarks.

- **Sports Review and Sports Advisory:** Due to our changing landscape, since we first instigated our Inter-school Sports Exchange programme over fifteen years ago (our school roll is now smaller and the demands of internal assessment and NCEA stronger) we are reviewing the Inter-School Exchanges based on the premise of: What is the learning focus? Which students and teams will be involved? Which teachers will be involved? Can the school support this exchange to ensure it is a quality experience for all students. Our Sports Review will also involve communication with our key partners and stakeholders ie Board of Trustees, Staff, Students, Parents and Caregivers to ensure that we are all in agreement on the ethos of sport in our school. We plan to set up a Sports Advisory Council – the Aoraki Regional Sports Director is assisting us with this. The role of a Sports Advisory Council is to assist in strengthening the organisational structure for delivering sport in the school. The aim is that this will, increase student participation, and enhance the quality of the sports delivery to students. It is hoped the establishment of a Sports Advisory will also assist with policy and procedure around the appointment of coaches and other sports volunteers. The Vulnerable Childrens' Act has meant we need to consider child safety matters more closely. While it is not compulsory to police vet volunteers we need to develop a policy around risk assessment of volunteers.
- **Digital Devices:** Heads of Learning have recently been surveyed as to the digital device roll out and have all reported positively on the use they are making of them in their various programmes. They have unanimously responded that we should continue to provide these devices to ensure students have equal digital access. Each Learning Area would like more to ensure this. My proposal is that we take advantage of the Otago Community Trust offer to match dollar for dollar up to \$20,000 to enable another roll -out.
- **Annual Review:** All work for the Annual Report is now completed.
- **Student Wellness Centre:** The Senior Leadership Team and Guidance Counsellor have discussed plans for refurbishing the Deans' Corridor into a Student Wellness Centre. It could comprise of separate entrance for students; a reception area; 3 offices for the Wellness Centre including Guidance Counsellor, Nurses' station, Outside Agency office plus the five Deans' offices and a kitchenette. We believe this would be a good use of the Futures' Trust money. In today's world, schools increasingly need to offer 'wrap-a-round' services to students and our current arrangements do not sufficiently do this. We are seeking approval from the board to develop these plans.
- **Cloud Migration:** The school network shut down in the holidays in order to do a Cloud Migration. This replaces our existing physical server (out of warranty) and infrastructure with New Era's new private cloud service, Eduserve. The migration itself was a success, however, a complication was that our Router (managed through N4L Network for Learning) was near capacity and could not cope with the double flow the migration caused. Consequently, we experienced two weeks of intermittent internet failure. New Era, N4L and Chorus worked together to ameliorate the situation – we should have our new router in situ on Friday 26 May.
- **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.

Sports Review and proposed Sports Advisory Council: the issues surrounding billeting students, police vetting, academic and sporting balance, the obligations of NCEA assessments, value of the school exchanges were discussed by the Board. Susan indicated that she was willing to participate in the Sports Review as a representative of the Board.

The proposal for a "Wellness Centre" was outlined by Tracy. The Board decided to have morning tea with staff followed by a school tour on Friday 16 June 2017 to enable them to look at the current layout of offices.

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
Personnel matters	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 personnel matters: Protection of privacy of natural persons

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

Time: 7.45pm

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

***Moved Tracy Walker Moved / Susan de Geest
Carried unanimously***

Time: 8.05pm

Correspondence

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

Inwards:

- *WGHS Netball Team - Fundraiser*
- *Forest Enterprises - End of Year Tax Statement*

Outwards:

- *Deloitte - Audit*

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

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

The Board resolved to approve the request received from the Waitaki Girls High School Netball Club to host the annual Putney Travel Tour Groups.

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

Year 9 Curriculum Review

The Year 9 curriculum review was discussed by the members of the Board. It was agreed that the Year 9 curriculum remain at the status quo.

International Director's Report

The International Director's report was emailed to all Board members prior to the meeting.

The Board resolved to approve the International Director's recommendation that the school pay a 15% commission on the tuition fee to agents placing international students.

*Tracy Walker Moved / Jackie Grant Seconded
Carried unanimously*

The meeting closed at 8.20pm

**The next meetings will be: Friday 16 June 2017 at 11am - Staffroom
 Thursday 22 June 2017 at 6.30pm - Learning Centre**