

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 22 June 2017 at 6.30pm
in the Learning Centre

Present: Tracy Walker, Lyndon McLay, Jackie Grant, Sandra Tonkin, Katelyn Borrie and Susan de Geest
Apologies: Margie Baird (Hostel Manager) and Emma Middlemass
In Attendance: Sally Grant (Executive Officer) and Nila Sime (Board Secretary) and Christine Williams (Assistant Principal)

Lyndon welcomed everyone to the meeting, particularly Christine. Lyndon granted Christine speaking rights for the meeting.

Minutes

Minutes of the meeting held on 25 May 2017 were taken as read and confirmed as a true and correct record.

***Lyndon McLay Moved / Katelyn Borrie Seconded**
Carried unanimously*

Financial Report:

Sally presented the financial report.

The management letter from Deloitte, the Auditor, in respect of the 2016 Annual Report, was forwarded to Board members prior to the meeting. The recommendations from the Auditor were discussed and noted. Sally to investigate these further.

The Board discussed the boarding fees for international students for 2018.

Moved that the boarding fees for international students be set at \$12,500.00 for 2018.

***Lyndon McLay Moved / Sandra Tonkin Seconded**
Carried unanimously*

Moved that the Board approves the school payments and transfer schedule for May 2017 of \$147,634.00 and the Hostel payment schedule for May 2017 of \$41,756.70.

***Lyndon McLay Moved / Sandra Tonkin Seconded**
Carried unanimously*

Principal's Report:

Highlights from the Principal's Diary: Attending Otago Principals' Workshop; Hosting TGHS winter exchange; Visiting Glenavy and Papakaio schools with WBHS ; Hosting Florence Lyons for our Teacher Only Day – eFellow; Mana Wahine 'Kai and Catchup'; Hosting CGHS Winter exchange; Visting Toitu Museum with Year 11 History; Attending Network Waitaki Function; Wai Factor Finals ; EOTC workshop Timaru ; Visiting Five Forks school with WBHS; Visiting Ashburton for Hostel marketing with WBHS.

Community of Learning: The COL principals have had their first meeting and will meet again on the 30th June to discuss achievement goals based on our learning information.

Positive Behaviour for Learning PB4L: Senior students have been invited into a Google Classroom to give their feedback on how PB4L should work in the school.

Sports Advisory Council: will meet in July and be convened by the Aoraki Regional Sports Director, Shaun Campbell. It will be made up of the following: the Principal; TIC Sport; Sports Co-ordinator; BOT rep.; Student rep.; Parent rep.; Community rep. The council will consider school wide policy and procedure regarding sport.

Staffing: Helen McIntyre will take on the role of Year 9 Dean in 2018 and the vacancy created at Year 11 will be advertised to staff.

- **Finance:**
 - The Annual Report is complete
 - Grants – Network Waitaki has given the school a generous grant to continue the work of our Excellence Assemblies.
- **Property:**
 - Student Wellness Centre: The Board has looked at the layout of the Deans' Corridor as part of consideration as to refurbishing this area into a Student Wellness Centre.
 - Cloud Migration: After the migration our SMS system, Kamar, has been particularly slow. This is due to how the files are shared and a South Island issue which New Era and Network for Learning are attempting to improve for us. In the meantime some staff will trial, 'Kamar Connect'.
 - 10 Year Property Plan: The Initiation Meeting for the 10 Year Property Plan has been held with our Project Manager, Michael Forgie, our MOE consultant Barry Sleeman, myself, Executive Officer and Board representative. The majority of the funds will go on upgrading the Junior Block, in particular the rusting window frames and replacing the roof. As it will use over the half the available funding the ministry may put in additional funding to meet costs.
- **Health and Safety:**
 - 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.
 - The Masonic Lodge has donated a defibrillator to the school.
- **North Otago Sports Day:** Due to safety challenges in getting unsupervised girls up to the North End and lack of events leading to low participation rates the three secondary principals have agreed this day event will no longer occur. We will pursue other ways for the three schools to engage in cross-school sporting and cultural exchanges. The Senior A Netball Team will contest The Whitestone Trophy after school on Thursday 5 July.
- **International:** The International Director and I will attend an International Marketing seminar in Auckland in August. We will share a display area with Waitaki Boys' High School with the view to make agency connections and promote the school to potential International students. We currently have 5 International Students.
- **Upcoming School Events:**
 - Netsafe visit 26 June
 - House Choirs 5 July

The Board had a general discussion about the North Otago Sports Day.

After discussion regarding the proposed "Wellness Centre" it was decided that Tracy would undertake further investigations.

Correspondence

Lyndon reviewed the inwards and tabled correspondence and commented on as necessary.

Inwards:

- *Deloitte - End of Year Report to the Board*
- *Forest Enterprises - AGM*
- *WGHS Basketball - Fundraiser*

Outwards:

- *WGHS Netball - Fundraiser*

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

Lyndon McLay Moved / Jackie Grant Seconded

Carried unanimously

The letter received from the Junior A Basketball Team was discussed.

Moved that the Board approve the proposed fundraising event, a “Shoot-a-thon” and a cake stall, to raise funds for the Junior A Basketball team.

*Moved Tracy Walker / Jackie Grant Seconded
Carried unanimously*

General Business

Communities of Learning

Tracy is still exploring Communities of Learning (COLs) and attending scoping meetings for a proposed COL.

Waitaki Boys’ and Girls’ High Classes

Christine reported that the WBHS classes were going well despite initial hiccoughs with transport and school interruptions. Girls are attending calculus/graphics/music and economics classes at Boys’ High, with boys attending food technology/agriculture/accounting/classics and music classes at Girls’ High. Christine intends to gather feedback from students in Term 3.

The meeting closed at 7.30pm

The next meeting will be: Thursday 27 July 2017 at 6.30pm - Learning Centre