

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 21 September 2017 at 6.30pm
in J39 (Seminar Room)

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

In the absence of the Chairperson, the Principal chaired the meeting. Tracy welcomed everyone to the meeting and introduced the new student representative, Bronwyn Ardouin. Darryn Stewart was also welcomed.

Minutes

Minutes of the meeting held on 24 August 2017 were taken as read and confirmed as a true and correct record.

*Moved Emma Middlemass / Katelyn Borrie Seconded
Carried unanimously*

Principal's Report:

Highlights from the Principal's Diary: Attending PB4L conference in Auckland 28 and 29 August / Attending WGHS/WBHS Year 12/13 Music Assessment Evening September 6 / Speech to Probus September 12 / Attending Hostel has Talent September 13 / Attending Polyfest September 14.

Curriculum, Assessment, Reporting: Deans continue to track students and counsel them regarding pathways, achievement goals and courses next year. Mentoring programme continues with Whanau teachers mentoring in small year level groups. Professional development given by Mentoring workgroup to bring staff up to speed for three way conferencing in 2018. Students are sitting NCEA practice exams this week and we are using the same conditions that will apply in November. Teachers will mark the scripts and get feedback onto the portal by early next term. Transition meetings are planned for identified students transitioning from Year 10 to Year 11 who will require additional support. Mana Wahine group continues to meet to encourage whanaungatanga amongst Maori students. Students have been surveyed and results indicate they find the 'Kai and Catchups' held twice a term as very meaningful. Staff are setting challenges for their appraisal against the Professional Standards regarding recognition of Te Reo Maori and Tikanga Maori. The Hostel students are modelling for the rest of the school the singing of the Waiata, Waitaki E and staff are having professional development every Wednesday – Waiata Wednesday. The Kahui Ako (COL) has been endorsed by the Ministry of Education and we can now move ahead on our process of appointing a Lead Principal and setting our Achievement goals which are focussed on Literacy (including Digital), Transitions and Student Agency (Self-Regulated Learners).

Kahui Ako - Community of Learning: The Ministry of Education has approved the Community of Learning - The Waitaki Ara Community - involving Waitaki Girls', Boys' High, OIS, North school, Fenwick and the Free Kindergarten Association. There is also a consideration to include a tertiary provider such as ARA – Institute of Canterbury – so that there is a pipeline from pre-school to tertiary. WGHS are currently adding Year 9 and 10 writing and reading data to the mix of national standard data from the contributing primary schools. The COL use this data and the 'story behind the statistics' to drive the school programme. The board will soon be asked to sign a Memorandum of Understanding, which will involve confidentiality of data clauses and a four year plan. Within school appointments need to be Fixed Term. The Board Chair will also have the right to sit on the appointments panel for the Lead Principal appointment process. Christina Young from the Ministry of Education attended the last Kahui Ako meeting and is currently the resource partner. WGHS is entitled to an Expert Partner as well.

Positive Behaviour for Learning PB4L: WGHS has more training for Tier Two PB4L and the pastoral team is practising identification and shared strategies around functional behaviour. The Principal attended the

conference in Auckland along with the PB4L coach and Specialist Classroom Teacher. The theme was Passion, Positivity and Purpose and it was heartening to see how far along the track the school is with PB4L. Other learnings included: the school is moving into a restorative rather than punitive landscape; building resilience as a staff as well as students' this is key and PB4L provides a framework on which to hang the challenges and changes faced; it is about the students' future – not the past.

Sports Advisory Council: The last meeting was postponed due to illness. Both the Aoraki RSD and Otago RSD (Regional Sports Directors) are now on board. The Council will reconvene next term and continue to develop key initiatives and goals around Community Relationships, Recognition of Achievement, Building Capacity and Initiatives and Issues. Another student has also been invited to join the committee to ensure continuity around student voice.

Waitaki District Sport and Recreation Needs Assessment and Indoor Recreation Centre Feasibility. David Salter has been asked to read the report and advise the school appropriately and waiting to hear back from him.

Staffing: The position of Head of Special Needs has been advertised although due to reduced provisional staffing notice from the Ministry of Education may only offer it as fixed term or look at other ways of providing the extra management of the Learning Centre given the high needs students enrolled for 2018. Vicky Bowmar has been appointed to the support staff position of Food Technician and Careers Administration and Helen Leslie has been appointed to the Office Administration and Receptionist position made vacant by Glenda Meek moving on.

Property: Ian Perry was invited to look at the Deans' Corridor and put forward a quote for developing plans for a Student Wellness Centre within the existing footprint. The Senior Leadership Team is looking at options for the grassed area between the Library and Hall and the purchase of additional seating and picnic tables for summer.

Health & Safety: Bronwyn Gillies has developed a map of the school which can be used on the Hazards Register.

School Events: School Exams 18 to 21 September / Japan Trip 25 September / Theatrix 28 September

Fencing: In the absence of a plan from the Ministry for fencing around the Learning Centre Tracy asked Michael Forgie to look at the options for the erection of a permanent fence. The Ministry suggested temporary fencing should be erected until a plan was developed but this would entail extra cost. The Ministry has indicated that the school will be expected to pay for the installation of any fencing before re-imbursement. A plan and costings from Michael Forgie were tabled and discussed by the trustees. The estimated cost is in the order of \$18,400.00 plus GST. It was noted that the site plan from Mr Forgie was out of date but essentially the building footprint should be the same. Tracy will contact Michael Forgie to confirm. Tracy has been in contact with Barry Sleeman from the Ministry and he has indicated that the plan is unlikely to be rejected and he was happy for the plan to proceed.

Moved that the school proceed to develop the permanent fencing plan so that the fencing can be installed prior to February 2018 at an estimated cost of \$18,400.00 plus GST.

*Moved Tracy Walker / Emma Middlemass Seconded
Carried unanimously*

Financial Report:

Sally presented the financial report.

Moved that the Board approves the school payments and transfer schedule for July 2017 of \$171,433.07 and for August 2017 of \$145,876.82 and the Hostel payment schedule for July 2017 of \$71,876.83 and August 2017 of \$7,630.62.

*Tracy Walker Moved / Jackie Grant Seconded
Carried unanimously*

School Vans: Two insurance claims have been made. Both vans have undertaken panel beating and painting.

Music Suite: The Oamaru stone exterior was going green. It has been sprayed and will be resealed in the holidays at no cost to the school.

Boiler: An interested party is investigating the options for removing the old school boiler. Removal of the boiler would allow the area to be cleaned up.

Husqvarna Lawn Mower (no longer used): Waitaki Boys' High School Alternative Education would like to use this for a student who likes to pull motors apart etc... The mower is no longer functional but is still on the depreciation register and is of little value. Sally recommended the mower be scrapped and gifted to Waitaki Boys'.

Moved that the Husqvarna lawn mower be scrapped and donated to Waitaki Boys' High School.

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

Hostel Report:

Margie presented the Hostel Report.

The hostel girls enjoyed two trips in terms three; one to Cadrona ski field and the other to Tekapo Springs. An under 16 Rugby team will be renting the hostel for three nights during the school holidays. The office in the kitchen is being sealed and painted during the holidays due to some damp issues.

Margie tabled documentation (email and schedule of quotes) from Michael Forgie in respect to the Hostel Dining Room Upgrade. The total costs, including new vinyl, amounted to \$64,121.54 exclusive of GST. Margie noted that the most convenient time for the work to be undertaken would be during the summer holiday break so a decision on whether to go ahead with the work would need to be made as soon as possible. Funding of the renovations was considered. Sally forecasted a possible shortfall of cash due to the timing of the work. It was suggested that a cash advance could be made from school funds as an alternative to taking a bank loan if required. After discussion it was decided that board members would consider the tabled information further and make any necessary resolutions via email to expedite the process.

Correspondence

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

Inwards:

- Mrs G Meek – Thank you card
- Forestry Enterprises – News

Outwards:

- Mrs G Meek – Acceptance of Resignation

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

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

Any Other Business

Board Vacancy

The resignation of Sandy Ballantyne in July created a casual vacancy on the Board. Trustees discussed the options for replacement by selection or by-election. Darryn Stewart indicated his willingness to be selected onto the Board of Trustees until the end of the current term.

Moved that the Trustees fill the casual vacancy on the Board of Trustees by selection.

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

The meeting closed at 7.15pm

The next meeting: Thursday 26 October 2017 at 6.30pm – J39 (Seminar Room)