

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 26 October 2017 at 6.30pm
in J39 (Seminar Room)

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

Lyndon welcomed everyone to the meeting.

Minutes

Minutes of the meeting held on 21 September 2017 were taken as read and confirmed as a true and correct record.

Moved Jackie Grant / Bronwen Ardouin Seconded
Carried unanimously

Principal's Report:

Highlights from the Principal's Diary: Attending Theatrix / Attending PTA meeting / Attending 30th Anniversary of the Recreation Centre

Curriculum, Assessment, Reporting: Year 13 students have had mentoring in their Whanau class this week. The mentoring working group continues to give all staff resources and professional leadership on effective mentoring as we work towards 3 Way Conferencing in 2018. Senior exam scripts have been marked and feedback is available on the portal. Students are currently being interviewed for pathways next year. Shared classes with WBHS for next year are being negotiated. Teachers are preparing seniors for external exams and finishing internals. Re-assessments will be offered in term 4 as required. Juniors are preparing for their school exams. Heads of Learning are completing 20th of the month final analysis of internal assessment process for the principal.

Staff on the Literacy Committee have shared literacy strategies with teachers during term 3 which they are trialling with their students. Senior Leadership are analysing writing data and how it correlates with National Standards from the contributing schools within the Kahui Ako (COL). Simplified methods are being discussed to segue the data – writing has been identified as an aspect all schools wish to improve on. Also being discussed is the type of professional development that would be suitable for the group and which expert partners to utilise.

Mana Wahine group continues to meet to encourage whanaungatanga amongst Maori students. Senior staff, students and caregivers will accompany our two students nominated for Mana Pounamu awards to Dunedin this Friday to support Maori achievement.

Strategic Plan, Reviews, Policies and Community: Social Science Review: The Social Science Learning Area was externally reviewed by Bridget Davidson, Assistant Principal of Otago Girls' High School – with the following executive summary: All teachers are competent and providing good learning programmes for students. Teachers engaged with their profession and teaching, and are pursuing meaningful professional development opportunities. Students were benefiting from teachers being involved in a range of subject associations and having cluster ties with other schools. Good evidence of staff working collaboratively to develop programmes of work in Social Sciences and the integrated topic planning and approach seemed to be working well and students like it. Planning, communication and reporting were all found to be more than satisfactory. The 20th of the month report was providing valuable information and good early intervention. The reviewer was impressed with the learning programmes and the quality of the teaching. She visited all classrooms and saw high levels of student engagement. Recommendations around curriculum and assessment included staff having high expectations of student achievement and ensuring students feel confident and competent; using the local area more for field trips and using the local context more. Digital delivery of the

curriculum was also identified as an area to continue to develop. Google classroom was effective but evident in only a few classes. This is a school wide issue not located to just one Learning Area as the school continues to introduce and embed digital tools. Building more confidence across all subject areas and staff within the Learning Area and developing a sense of whanaungtanga amongst a diverse range of teachers and teaching subjects were identified as key and the Learning Area is developing a plan to work on this. Overall the reviewer was encouraged by the consistently good classroom relationships and positive environments she encountered in all classes within the Learning Area.

Kahui Ako - Community of Learning: The CoL is now initiating the process to appoint a Lead Principal – this will enable the Kahui Ako to progress its Achievement Challenges: Improving Student Literacy (Writing), Effective Transitions and Future Focussed Learning. Once the Lead Principal is in place the Across School and Within School Teachers can also be appointed. The school putting forward the Lead Principal will not be on the appointment panel; the remaining principals will be. The consultant is Denis Pyatt – a retired principal from Christchurch.

Student Leadership: Girls and staff vote for Head Girl and House Captains this week. All Year 12 students will be involved in Leadership Training on 1st December.

Student Achievement: Thirty Year 13 students were interviewed for the School's Tertiary scholarships including Eunice Brown and Iris Romans scholarships. The following also received Tertiary scholarships from the following Universities: Katelyn Naylor \$5,000 Victoria University of Wellington Excellence; Xiaoyu Chen and Tayla Ludemann University of Otago New Frontiers Excellence \$2,500; Sam Wilson University of Otago Alumni \$6000; Lily Downing University of Otago Leadership \$10,000; Henrietta Fotofili University of Otago Pasifika \$10,000. The following students are finalists in the Aoraki Secondary Schools Sports Awards: Kayla Sutherland – Badminton; Xiaoyu Chen – Badminton; Paige Hardwick – Equestrian; Ashley Braxton – Gymnastics; Sarah McIntosh – Hockey; Taneisha Fifita – Netball; Cheyenne Cunningham – Rugby; Jasmine Hunter – Touch Rugby and All Rounder.

Personnel and Staffing: Jennifer Devon has been appointed as Head of Special Needs for 2018. Jennifer is a former student of the school. She has spent the past 16 years in the UK working in the Special Needs area. Hannah Gardyne has resigned and we have advertised for a Food and Nutrition teacher for 2018.

Adrienne Lambeth is retiring from her current Fixed Term Social Science position. Adrienne has been with the school since 1989, and until 2015, was our Deputy Principal. The Board wished to acknowledge Adrienne's service to the school in this role.

Property: Ian Perry has been invited to look at the Deans' Corridor and put forward a quote for developing plans for a Student Wellness Centre within the existing footprint. Jason McNeil has come up with a landscaping plan for the area between the Hall and Library and is preparing a quote. Michael Forgie has the Ministry Plan for the Learning Centre fence and bidet.

School Events:

Senior Prize Giving November 7th

NCEA exams begin November 9th

Leavers Dinner November 30th

Year 12 Leadership Day 1st December

The Board members discussed the Social Sciences Learning Area Review and Google classrooms. Google Classrooms enable teachers to provide online resources for students so they have access to subject information inside and outside of school time. It also enables teachers to provide links to other online learning resources. More professional development is required for teachers in regard to the digital classroom.

A discussion was held around staffing levels for next year following the Ministry of Education's projected student roll numbers.

Financial Report:

Sally presented the financial report.

Moved that the Board approves the school payments and transfer schedule for September 2017 of \$181,117.64 and the Hostel payment schedule for September 2017 of \$57,475.68.

*Lyndon McLay Moved / Sandra Tonkin Seconded
Carried unanimously*

Budget information: Information is being gathered now for 2018 and a draft budget will be presented at the next meeting.

Deans' Area: There have been no leaks during the last period of rain in the Deans' Area.

Computers: The school has the opportunity to apply for a grant from the Otago Community Trust for the purchase of computer equipment from their "Dollar for Dollar" scheme. It is proposed that the school contribute \$20,000.00 toward the purchase of Chromebooks and storage units and apply to the Otago Community Trust for a further \$20,000.00.

Moved that a grant application is made to the Otago Community Trust for \$20,000.00 for the purchase of 90 Chromebooks and storage units. If the application is successful the Executive Officer is authorised to purchase Chromebooks and storage units up to the value of \$40,000.00; \$20,000.00 from school funds and \$20,000.00 from the OCT grant.

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

Hostel Report:

Margie presented the Hostel Report.

"Renting out" went well in the holidays. The kitchen has been sealed and painted and looks good. The space is now working well for the chef. The upgrade of the dining room will be happening in the summer holiday period. At present colours and materials are being chosen for this.

Correspondence

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

Inwards:

- Mrs L Lane – Leave request
- Ms H Gardyne - Resignation

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

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

Correspondence was discussed with the leave request being granted and the resignation of Ms Gardyne being accepted.

Board Vacancy

Moved that having :

- 1) advertised the casual vacancy for the position of parent representative on the WGHS Board of Trustees and the Board's intention to fill the vacancy by selection in the Oamaru Mail;
- 2) receiving no objection during the stipulated period;

- 3) and receiving the required application for selection to a casual vacancy for the position of parent representative on the Board;
- 4) the Board appoint Darryn Stewart as a parent representative to the WGHS Board of Trustees by selection.

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

The Board members discussed ways to encourage interest in becoming involved with the Board of Trustees. It was suggested that this could be mentioned at Senior and Junior Prize-giving.

Any other Business:

Christine reported that the school trip to Japan was very successful. Christine is preparing a more detailed report for presentation to the Board at a later date.

The meeting closed at 7.35pm

The next meeting: CHANGE OF DATE - Tuesday 28 November 2017 at 6.30pm – J39 (Seminar Room)