

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 28 November 2017 at 6.30pm
in J39 (Seminar Room)

Present: Lyndon McLay, Tracy Walker, Jackie Grant, Bronwen Ardouin, Sandra Tonkin, Emma Middlemass, Susan de Geest and Darryn Stewart

Apologies: Katelyn Borrie

In Attendance: Margie Baird (Hostel Manager), Sally Grant (Executive Officer), Nila Sime (Board Secretary) and Christine Williams (Assistant Principal)

Lyndon welcomed everyone to the meeting.

Minutes

Minutes of the meeting held on 26 October 2017 were taken as read and confirmed as a true and correct record.

Moved Tracy Walker / Jackie Grant Seconded
Carried unanimously

Principal's Report:

Highlights from the Principal's Diary:

Attending Aoraki Sports Awards in Timaru; Attending Aoraki Principals' Day; Attending Mana Pounamu in Dunedin; Boarders' Feast; Senior Prize Giving; Attending Old Girls' AGM; Hosting Year 8 Transition Day; Meeting our Year 8 students and their parents; Attending a PB4L seminar in Dunedin

Curriculum, Assessment, Reporting:

Deans, Senior Leadership and the Heads of Learning (through their 20th of month reporting) have tracked and analysed learning data at senior levels and identified students tracking at below expectation credit attainment. These students have been offered assessment catch up opportunity and many Learning Areas are providing students with the opportunity for reassessment. All Year 13 leavers have been canvassed and counselled on leaving information/destinations. New Maths and English programmes have been incorporated into the senior school timetable for next year to ensure every students' literacy and numeracy requirements can be met. Students on Dual Pathways next year have had 'bespoke' programmes created to ensure their timetable fits their needs.

All junior students have now completed their exams (which includes reading and writing competency) and feedback provided on the portal. Priority learners have been identified and meetings with Heads of Learning and Deans to plan appropriate courses and pathways for next year – parents are advised of this. A range of students were offered Special Assessment Conditions to ensure barriers were removed and they could access the assessment material.

Maori student achievement is tracked, analysed and teaching and learning strategies developed and shared at our Professional Learning time to ensure we meet needs. Teachers are focused on the new Professional Standards for Teachers, especially Learning in Context and Te Tiriti o Waitangi. Teachers reflect on this on their appraisal process. Staff have been focusing on correct pronunciation of Te Reo Māori and Tikanga Māori during our Professional Learning time so they can reflect this within the school culture. Teachers continue to develop their competency as teachers of Maori students to ensure their values can be recognized and reflected in the school.

Strategic Plan, Reviews, Policies, Community:

Kahui Ako - Community of Learning: Mary Healey has been appointed the Lead Principal of Waitaki Ara. The COL can now focus on Achievement Challenges and having them signed off by the Ministry of Education and appointing Across School and Within School Lead teachers.

Sports Advisory – continues to meet and develop strategic overview for sport – this includes vetting of new sports coaches.

Positive Behaviour for Learning – Tier Two Strategic Plan – as part of progression to Tier Two the school has developed a plan for next year to sustain and maintain what is already in place. This consists of an acknowledgement system; clearly defined and recognized values and expectations; teacher understanding of minor and major behaviour incidents and appropriate interventions to deal with at all levels. A Waitaki Way consultancy group has been developed consisting of teachers and students who will oversee a maintenance plan and a referral/consultancy group consisting of Senior Leaders, Guidance Counsellor, Deans and Specialist Classroom teacher and RTLB who can advise and assist with Tier Two issues. A new student leadership role has also been created, the Waitaki Way Captain, to ensure student voice is part of PB4L development.

Annual Goals 2018 – The Senior Leadership Team has been working on these. The Heads of Learning have also had opportunity to assist with their development and they will go to all staff for further consultation.

Personnel and Staffing:

Emily Henderson has been appointed as the new Food teacher from next year. She comes from Kings High School in Dunedin and will be in her second year of teaching. She has a background in culinary arts.

Kirstie Pritchard has resigned as our Sports Co-ordinator to take effect at the end of the year and the process of finding her replacement has begun.

The process of employing a third full time Teacher Aid to join us for next year has also been undertaken. The school will have a team of 3 full time Teacher Aids and one part time working under the supervision of our new SENHOL (Head of Special Needs). This will enable us to meet the diverse and sometimes high needs of the learners we will be welcoming next year.

Finance:

Work has started on the auditing process with a visit from the auditor this month. The application to the Otago Community Trust for \$ for \$ funding was accepted.

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. Work is expected to begin soon so it is in situ for beginning of next year.

Overseas Students / Marketing:

The school had 7 International Students over the year and some good connections and relationships with Agents with a view to increasing this number have been set up. The International Director and Principal have met with the Rector of Boys' High school to look at how the two schools can market together. An arrangement has been brokered with Oamaru Intermediate School to arrange an international visit next August.

School Events:

- ❑ Leavers' Dinner Loan and Merc 30th November
- ❑ Year 12 Leadership Day 1st December
- ❑ Junior Prize Giving December 8th

Financial Report:

Sally presented the financial report. Sally forecasts that both the school and the hostel should be in financial surplus for the year ending 2017, barring unexpected expenditure.

The school auditor has visited and is satisfied with preparations for the 2017 audit.

The letter received by the Board from the Otago Community Trust was discussed. Board members were delighted that their application for a grant was successful from the \$ for \$ scheme. The receipt of funds is dependent on the Board's agreement to the conditions attached to the donation.

Moved that the Board accept the conditions attached to the \$ for \$ grant from the Otago Community Trust as outlined in their letter dated 9 November 2017.

*Lyndon McLay Moved / Jackie Grant Seconded
Carried unanimously*

The draft school and hostel budgets for 2018 were tabled and discussed. The surplus for the 2018 school budget is predicted to be \$56,775.00. The 2018 hostel budget is predicted to be at break even point. Budgets are a forecast of expenditure for the year and cannot be “set in concrete”.

Moved that the Board adopt the 2018 budget for the hostel as tabled.

*Lyndon McLay Moved / Emma Middlemass Seconded
Carried unanimously*

Moved that the Board adopt the 2018 school budget as tabled.

*Emma Middlemass Moved / Sandra Tonkin Seconded
Carried unanimously*

Moved that the Board approves the school payments and transfer schedule for October 2017 of \$115,485.31 and the Hostel payment schedule for October 2017 of \$44,634.78.

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

Hostel Report:

Margie presented the Hostel Report.

As Term 4 comes to a close and exams have progressed the majority of the seniors have left for the year. Kirkness is now closed. Year 10 are looking forward to going on camp and year 9 to having the hostel to themselves.

First Aid Training:

The hostel manager has organized first aid training for staff in December. This will bring all staff up to date.

Maintenance:

Over the holidays the work on the Dining Room should be completed.

Correspondence:

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

Inwards:

- *Mr J Walters – Leave request*
- *Waitaki Community Recreation Centre – AGM*
- *Miss K Borrie – Thanks*
- *Miss C Forbes – Thanks*
- *Otago Community Trust – Donation*
- *Ms J Tavendale – Hostel Matter*
- *Mrs K Pritchard – Resignation*
- *NZSTA – Open Letter to Trustees*

Tabled:

- *Mrs D Roberts – Leave request*
- *Mrs S Tonkin - Resignation*

Outwards:

- *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 / Darryn Stewart Seconded
Carried unanimously***

Mrs Kirstie Pritchard's resignation was accepted. Sandra Tonkin's resignation with effect from February 2018 was also accepted.

Any other Business:

Draft 2018 Goals

The draft goals were provided to Board members for reflection and feed back. Goals are mainly centred on student achievement and PB4L Tier 2. The 2018 Goals will be brought to the Board for discussion and ratification in February 2018.

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 matter	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 school personnel: Protection of privacy of natural persons

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

Time: 7.10pm

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

***Moved Lyndon McLay / Jackie Grant Seconded
Carried unanimously***

Time: 7.55pm

The meeting closed at 8pm