

**Waitaki Girls' High School Board of Trustees**  
**Minutes of the Meeting held on Thursday 22 February 2018 at 6.30pm**  
**in J39 (Seminar Room)**

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

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Lyndon welcomed everyone to the meeting.

#### **MINUTES**

Minutes of the meeting held on 28 November 2017 were taken as read and confirmed as a true and correct record.

***Darryn Stewart Moved / Bronwen Ardouin Seconded***  
***Carried unanimously***

#### **REPORTS**

##### **Principal's Report:**

Tracy spoke to her report.

##### **Highlights from Tracy's diary include:**

Mihi Whakatau to welcome new students and staff / Student Leader Badge ceremony / Academic Excellence Awards Assembly / WBHS hosting our staff for Drinks and Nibbles after school on 9<sup>th</sup> Feb / PTA meeting / Year 9 Welcome to Waitaki Evening

##### **Curriculum, Assessment and Reporting:**

What went well? - A student gained an Outstanding Scholarship for Technology – Georgie Laurenson. There were improved results at all levels and these were above the national and similar school decile pass rates. There were improvements in Māori and Pasifika pass rates. The students continued to have pleasingly high pass rates for literacy level one – 96% and numeracy 98%, which indicates that the school is getting students on to the first rung of NCEA. There were 92 Merit/Excellence endorsements which was similar to last year.

What did not go so well? - Level 3 pass rates, while improved, still proving a concern that some students are returning to school for whom level 3 academic courses are a struggle. It remains a challenge for the school to provide flexible, individualized programmes for these students. Most dual pathways only go to level 2.

What staff intend to do about it? - Ensure the Careers Advisor is notified of girls who have come off the roll for absence so contact can be made and support offered. Ensure students planning a Gap year are advised that they can still tap into the school's careers support systems. Three way mentoring and learning conversations with Whānau teachers (supported by Deans and Senior Leadership), parents and students – use tracking across all levels to feed into the conversation – fine tune junior tracking with a Grade Point Average. Ensure parents/caregivers know how to access 'Real Time' Reporting via the Parent Portal and feel comfortable using it and communicating with the school. Flexible student centred programmes – Dual Pathways, Gateway, Distance Learning, Shared Senior classes with WBHS, to meet student need and ensure students placed correctly. Use community resources to give some students a more tailored programme and transition to work such as the Community Gardens, Riding for the Disabled, Library, Hostel kitchen and canteen and local work placements. Develop an Inclusion Unit for students who cannot access traditional curriculum/assessment programme and a second tier resource centre for those students who require supported learning. Develop SPEC and Supported Learning Standards for those who require them.

Fine tune the meetings between Line Manager Principals and Deans in term 4 to ensure better transitions. Implementation of Tier Two Positive Behaviour for Learning. Increase the school presence on social media platforms such as Face Book to ensure communication is accessible to students and whānau.

### **Strategic Plan, Reviews, Policies and Community**

Community of Learning: The COL has now appointed Mary Healey, principal of Oamaru Intermediate, as Lead Principal of our Kahui Ako, Waitaki Ara and schools will now work on getting proposed Achievement Challenges approved by the Ministry of Education. Mary gave a presentation to staff outlining the roles available as part of the Kahui Ako such as Across School and Within School Teachers.

Positive Behaviour for Learning PB4L: Tier Two training continues and small changes are being made to our systems to accommodate this. The most notable ones include appointing a Waitaki Way Student Leader, creating a consultancy group of staff and students to maintain the programme and a consultancy group consisting of Senior Leaders, Guidance Counsellor, Dean, RTLB and Specialist Classroom teacher to consider referrals for tier two behaviour.

#### **Finance:**

The school is preparing for the 2017 audit and Annual Report.

#### **Property:**

The 10 year property plan is still with the Ministry. The property manager expects it to be approved by the end of February.

#### **Health and Safety and Student Management:**

Staff are in the process of auditing all evacuation information to ensure it is clearly set out in every classroom. Some additional frosting has been applied to the front glass door to avoid people walking into it. The school will hold an emergency evacuation drill in term one so all new students and staff are familiar with the process. The policy of not giving over the counter pharmacy medication to students continues. The office has purchased a water cooler, as often students with headaches are actually de-hydrated. The office continues to provide a glass of water, sticking plaster/sanitary provision, a chance to lie down in sick bay. Anything more serious and parents and/or ambulance will be called. All staff have been advised of the new rules around Restraint. It is acceptable to restrain a student if they are endangering themselves or others.

**Marketing:** WGHS will continue to do shared marketing with Waitaki Boys' High School. Both schools will share sites at the Fairlie Show in April to market the hostels. WGHS and WBHS are also considering visits to Ashburton and Waimate Shows and visits to Wanaka. Again, the principals of both schools intend to make visits to all contributing schools during term 2 with respective Open Day/Evenings early in Term 3.

#### **School Events:**

PTA Quiz Evening 15<sup>th</sup> March.

The Trustees discussed student engagement issues particularly at Level 3. Tracy reported that staff were trying to be creative and individualise student programmes so that more could be offered at Year 13 but that this is somewhat of a challenge. The new format of the recent Year 9 Parent/Teacher night was also discussed. Darryn noted that the evening was well structured and informative. Information was offered regarding accessing student information via the portal and introduced the staff that would be dealing with students at Year 9.

#### **Hostel Report:**

It has been a busy start to the year at the hostel welcoming new students and beginning new programmes for the year. The boarders enjoyed a successful trip to the lakes with plenty of parental support. On 7 March there will be a combined games and BBQ event with Don House, Waitaki Boys'. The Dansey's Pass trip was cancelled due to bad weather but hopefully this can be rescheduled soon.

Everyone at Waitaki House are enjoying the newly refurbished dining room. The noise levels have significantly improved with the work undertaken. The girls are delighted with the new air conditioning particularly with the very hot weather we have been enjoying.

#### **Financial Report:**

Sally presented the financial report.

**Moved that the Board approves the school payments and transfer schedule for November 2017 of \$159,234.64, December 2017 of \$174,425.52 and January 2018 of \$56,809.90 and the Hostel payment**

**schedule for November 2017 of \$46,072.65, December 2017 of \$55,144.79 and January 2018 of \$39,864.21.**

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

Hostel Dining Room upgrade – Sally reported that this project was completed within budget with the final expenditure totalling \$64,194.82.

Property – The Learning Centre upgrade has been completed. Almost all invoices have been paid and the school is waiting for re-imbursement of expenditure from the Ministry. The 10 Year Property Plan is still with the Ministry. Over the holiday period another fire alarm sounder was stolen. The police have been advised.

Chromebooks have been ordered this week.

## **CORRESPONDENCE**

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

### *Inwards:*

- *Miss R Milne – Resignation*
- *Ms M Baird*
- *NZSTA Study Award Recipient*
- *NZSTA AGM*
- *Miss O Gonzales*

### *Outwards:*

- *Mrs D Roberts*
- *Mr J Walters*
- *Mr R McRobie, Otago Community Trust*
- *Mrs S Tonkin*
- *Mrs K Pritchard*
- *Miss R Milne*

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

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

## **DELEGATED AUTHORITY IN PRINCIPAL'S ABSENCE**

**The Board moved that the Deputy Principal has the delegated authority to act as the Principal in her absence.**

**The Board moved that the Assistant Principal has the delegated authority to act as the Principal in the absence of both the Principal and the Deputy Principal.**

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

## **BOARD VACANCY**

The resignation of Sandra Tonkin effective from February 2018 has created a casual vacancy on the Board. The Board must hold a by-election to elect a new trustee as the Board now has an equal number of elected and selected members.

**Moved that the Board of Trustees hold a by-election on 29 March 2018 for fill the casual vacancy on the Board.**

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

**Moved that the Board appoints Nila Sime to be the returning officer for the by-election.**

*Emma Middlemass Moved / Jackie Grant Seconded  
Carried unanimously*

#### **CHARTER**

The Board reviewed and discussed the WGHS Charter which include the Strategic Plan, Annual Plan and Targets for 2018 and the Analysis of Variance 2017 documents. These documents need to be supplied to the Ministry of Education by the end of February.

**The Board moved that the Charter be approved.**

*Lyndon McLay Moved / Emma Middlemass Seconded  
Carried unanimously*

#### **ANY OTHER BUSINESS**

A school group has been set up this year for students who are interested in environmental issues. Mrs Jess Wright together with Mrs Dixie Borman have volunteered to assist the group with their activities. The Waitaki District Council is supporting a programme in the Waitaki called "Enviroschools". The WGHS environment group would like to apply to become an Enviroschool to access the support and resources which will become available. Initially only 6 schools in the Waitaki District will be accepted onto the scheme.

**Moved that Waitaki Girls' High School apply to the Waitaki District Council Enviroschools scheme to become an Enviroschool.**

*Emma Middlemass Moved / Susan de Geest Seconded  
Carried unanimously*

#### **MEETING DATES**

It was decided to postpone the Heads of Learning meeting which was scheduled for 8 March to 24 May 2018. This would enable the newly elected trustee to be present. This meeting will now combine a general meeting, supper at the hostel, followed by the Heads of Learning reporting to the Board commencing at 5.30pm.

#### **EXCLUDING THE PUBLIC**

**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:

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Staff	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 a staff member: Protection of privacy of natural persons

*Lyndon McLay Moved / Darryn Stewart Seconded  
Carried Unanimously*

**Time: 7.20pm**

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

*Lyndon McLay Moved / Tracy Walker Seconded  
Carried unanimously*

**Time: 7.45pm**

**The meeting closed at 7.45pm**

**The next meeting will be:      5 April 2018 at 6.30pm in J39  
The Meeting on 8 March is postponed to 24 May 2018**