

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 5 April 2018 at 6.30pm
in J39 (Seminar Room)

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

Lyndon welcomed everyone to the meeting and introduced Lynda Wilson, the newly elected parent representative, to the Board.

MINUTES:

Minutes of the meeting held on 22 February 2018 were taken as read and confirmed as a true and correct record.

*Tracy Walker Moved / Darryn Stewart Seconded
Carried unanimously*

REPORTS:

PRINCIPAL'S REPORT:

Tracy spoke to her report.

Highlights from Tracy's diary included: Attending Spanz Conference / Year 11 NCEA Information Evening / Attending Opening of Boys' High Science block

Curriculum, Assessment and Reporting:

Annual Goal 1: Student tracking to identify learning needs and provide appropriate support/intervention.

The school is setting up GPA (Grade Point Average) marking through Kamar to track progress of Year 9 and 10 students in literacy, numeracy, social science and science. All teachers will have completed a comment in the mark book for each subject by the end of term one so that parents checking the Parent Portal can see progress. The teachers of each Year 9 and 10 class have held meetings facilitated by the year level dean; consequently some students have been offered additional support by the language support teacher. All teachers and students are involved in preparations for Learning Conversation Day on May 3rd when the normal timetable will be suspended so that students and their caregivers can meet with whanau teachers to discuss progress. The students are being encouraged to take an active role in this discussion as a way of encouraging student agency and self-responsibility in learning.

Annual Goal 2: Year 12 students at risk of not achieving Level 2 will achieve this or an equivalent qualification.

The Year 12 Dean is tracking progress to identify and then offer additional support to students in this category. By the beginning of term two all Learning Areas will have completed their first 20th of the month report to the principal to identify students at risk. Information will be passed onto the Whanau teachers who are providing mentoring.

Annual Goal 3: All students have a successful transition from Waitaki Girls' High School to further education, training or employment

The timetable has been developed to allow students on two day dual pathway programmes to receive all their teaching at school on Monday, Tuesday and Wednesday so they are not missing work when they are at Ara on Thursday and Friday. The Year 12 and 13 Deans are tracking student progress especially around UE literacy and advising students and teachers of what is required. Individualized programmes have been developed for some Year 11, 12 and 13 students for whom mainstream classes are not appropriate.

Annual Goal 4: Further embed teaching and learning practices that have been developed as a result of participating in Positive Behaviour for Learning Tier One; embedding this and moving further into Tier Two.

Further embed and develop Mana Wahine programme.

A Waitaki Way Consultancy group has been established led by our Waitaki Way Captain with Whanau teachers and student representatives. They are developing posters to promote the Waitaki Way in the school. The pastoral team has had a training day investigating our systems in dealing with tier two behaviours and they will share this with staff. Mana Wahine has held a hui with our Maori students. They came up with ideas and suggestions on promoting Maori tikanga within the school.

Strategic Plan, Reviews, Policies and Community:

Physical Education review: The PE Learning Area will be reviewed externally during May, as part of our 3-4 year self-review cycle. Languages will be reviewed in late Term two or early Term three.

Policy review: The principal is currently adding policies that have become compulsory (ie restraint) and developing a process whereby procedures related to policies can be more easily inter-connected. As a board, there is a need to develop an auditing/review process for our policies. The Principal will bring to the board a suggested cycle and method for doing this once the policy/procedural manual is completed.

Community of Learning/ Kahui Ako: The Lead Principal, Mary Healey, has been meeting with the Principal of each school in order to advance an Achievement Plan to the Ministry.

Enviro School: The application to become an Enviro School was successful.

Finance:

The 2017 draft annual report has gone to the auditors. The grant from the Otago Community Trust has enabled the school to purchase 100 Chrome Books which have now been distributed around the school.

Property:

Landscaping is well under way for the grassed area between the library and hall.

The 10 Year Property Plan is yet to be signed off by the MOE. Michael Forgie is working on the points the Ministry want clarified and Barry Sleeman has indicated it will be signed off soon. The bulk of it will go towards the Junior Block – new roof and windows. The safety mechanism on the Learning Centre gate is proving insufficient security and there is a need for an additional key lock pad on the outer door of the HOL's office. Michael Forgie investigating this.

Health and Safety and Student Management:

A map has been developed of the school with the assistance of the Head of Technology and it is being laminated for display in key locations. The Teacher Aides will receive some professional development around restraint next term and we also need the board to authorize them using restraint if required and appropriate.

Marketing:

The Hostel Manager and Principal have been marketing the hostel in Ashburton and Fairlie. The Rector of WGHS and the Principal have 11 trips planned for term two to run promotion sessions at contributing schools.

School Events:

Student Led Learning Conversations 3 May.

The Board discussed the processes around Learning Area reviews. The extra security measures required at the Learning Centre were also discussed.

HOSTEL REPORT:

Margie spoke to her report.

The hostel is busy with the change in seasons and the boarders are looking forward to the holidays.

There are bookings for the hostel for the July holidays. The Principal and Hostel Manager are working on further marketing strategies for Term 2. Ten new mattresses are being ordered for Term 2 making the total of new mattresses to 30.

FINANCIAL REPORT:

Sally presented the financial report.

Moved that the Board approves the school payments and transfer schedule for February 2018 of \$157,414.16 and the Hostel payment schedule for February 2018 of \$79,170.90.

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

The Draft accounts for 2017 have been sent to the auditors. The auditors are booked in for the week commencing 30 April 2018. The draft Capital items budget for 2018 was briefly discussed and will be brought to the next meeting.

Property – The Learning Centre upgrade has been completed but additional work is required for the security gate. The work will be completed and then fund reimbursed to the school from the Ministry. There are ongoing issues with the fire alarm system and false alarms. Sally has been working with the Fire Risk Management Officer from the Fire Service to sort through the issues and resolve the problems. The annual property checks for the building warrant have been completed and lodged with Argest.

Sally obtained quotes for heat pump units for the 4 Maths rooms in X Block and for 2 units in the Music Suite. The best quote was from Siebers International Limited.

Moved that the Executive Officer arrange for the purchase and installation of 6 heat pumps for the Music Suite and Maths classrooms at the quoted price of \$16,650.00 plus GST.

***Susan de Geest Moved / Darryn Stewart Seconded
Carried unanimously***

The Chromebooks have arrived and set up and distributed to classrooms with the help of the caretaker and the GAP students. The grant for the Chromebooks has been uplified from the Otago Community Trust.

CORRESPONDENCE:

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

Inwards:

- *WGHS Netball Club – Putney Tours*
- *Greg Smith – Paid Union Meeting*

Outwards:

- *Mrs D Roberts*
- *Ms M Baird*
- *Miss O Gonzales*

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

***Lyndon McLay Moved / Darryn Stewart Seconded
Carried unanimously***

The Board discussed the letter received from the WGHS Netball Club regarding the proposed fundraiser with and the Putney Travel Tour Groups. The trustees were happy for the fundraiser to go ahead as outlined in the correspondence.

The trustees discussed the upcoming PPTA paid union meeting is scheduled for Tuesday 5 June 2018.

CO-OPTION OF NEW TRUSTEE:

The Board discussed the process of co-option for new trustees. It was decided that with a triennial election scheduled for 2019 and the need for diverse representation on the Board it would be prudent to invite an interested parent to the next Board meeting.

RESTRAINT POLICY:

A draft amendment to the Behaviour Management Policy regarding physical restraint was discussed and approved. The draft school procedure around physical restraint was also circulated.

All teaching staff are authorised to use physical restraint in the stipulated circumstances contained in the Physical Restraint Procedure and Behaviour Management Policy. Other staff employed by the school may be authorised by the Board if this is deemed appropriate. Such authorisation must be provided in writing to the staff member.

Moved that the amendment to the current Behaviour Management Policy including physical restraint is adopted by the WGHS Board of Trustees.

Moved that the following Teacher Aides are authorised to use physical restraint following the guidelines contained in the policy and procedures of WGHS Board of Trustees:

Brenda Meuli / Alora Hill / Tracy Plieger / Deborah Lord / Diana Posenby / Lee Anderson

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

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:

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
Staff and student	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 and a student: Protection of privacy of natural persons

***Tracy Walker Moved / Lyndon McLay Seconded
Carried Unanimously***

Time: 7.15pm

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

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

Time: 7.40pm

The meeting closed at 7.40pm

**The next meeting will be: 24 May 2018 at 5.30pm in J39
Supper to follow then the presentation from Heads of Learning**