

**Waitaki Girls' High School Board of Trustees**  
**Minutes of the Meeting held on Thursday 24 May 2018 at 5.15pm**  
**in J39 (Seminar Room)**

**Present:** Tracy Walker, Lyndon McLay, Susan de Geest, Darryn Stewart, Jackie Grant, and Lynda Wilson  
**Apologies:** 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 5 April 2018 were taken as read and confirmed as a true and correct record.

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

**REPORTS:**

**PRINCIPAL'S REPORT:**

Tracy spoke to her report.

**Highlights from Tracy's diary included:**

Learning Conversation Day / Pink Shirt Day / School promotional visits to contributing schools

**Curriculum, Assessment and Reporting:**

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

The school has held core class meetings for all junior classes with teachers, deans and line managers to discuss common strategies and students in need. From this some learning interventions and supports have been put in place. The school has utilized the MOE's Interim Response Fund to support two students who have presented with challenging behaviour and learning needs. This has provided additional Teacher Aide support and allowed us to provide support both within and out of the classroom. Learning Conversation Day was held on May 3<sup>rd</sup> and we had 95% attendance rate. All concerned found it a worthwhile experience and the Mentoring work group will evaluate it and possibly survey parents/teachers and students.

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

Year 12 students continue to be tracked by the Dean and Line Manager and support and interventions put in place for identified students.

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

Careers Week is happening now and all students have the opportunity to be involved in this. Year 13 students attended Tertiary Prep Days in Canterbury and Otago. Year 11 have visited the Careers Expo in Dunedin.

A year 9 student has been identified, as not having a good transition and an individualized and supported learning programme has been put around her. The Learning Centre continues to provide support for between 10 and 30 students on an ongoing basis.

*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.*

The Waitaki Way Student Leader and the School Captains ran a very successful assembly on our school Values and ran a Random Acts of Kindness Campaign. The student Health Committee ran a very successful Pink Shirt Day and the School came together in a shared morning tea as a symbolic and fun way to make Significant message about anti-bullying.

The Senior Leadership team and Guidance Counsellor are developing our plan around Tier 2 and 3 behaviour interventions.

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

*Policy review:* The Principal is currently adding policies that have become compulsory (ie restraint and timetabling) and developing school procedures related to policies - a process whereby procedures related to policies can be more easily inter-connected. The Board also needs 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. The draft timetabling policy is going to staff for consultation and will then come to the Board for ratification later in the term.

*Community of Learning/ Kahui Ako:* The Lead Principal, Mary Healey, is continuing to develop achievement challenges with the assistance of all the principals meeting regularly and the advisor from Core Education.

*Enviro School:* The Enviro Group is now up and running and developing lots of ideas around recycling.

#### **Personnel and Staffing:**

The School has used some additional Ministry funding supplemented by school funding to put in support teachers for students in need of additional behaviour and learning support.

#### **Finance:**

The 2017 audit has been completed and the auditors complimented the school on its sound financial systems. We are now awaiting our Management Letter and can then finalize our 2017 Annual Report.

#### **Property:**

*Landscaping* is nearly complete between the Library and Hall and Jason McNeill has done a great job with the garden design. It will be augmented by wooden tables, benches and Cape Cod style chairs.

*The 10 Year Property Plan* has been approved and a meeting held with Michael Forgie. The major project is upgrading the Junior Block windows, cleaning the white stone and replacing rusting window frames (perhaps triple glazing). Functional modelling of one window will be done to see exactly what is required and then the project will be put out to tender. It is a major project and will require moving classes out of the Junior block while some of the work is completed. The Rec Centre will be booked as a possible alternative to the Hall for NCEA exams if the work is being carried out during term 4.

*The additional safety mechanism* on the Learning Centre gate has been fitted.

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

A sports shed has been kitted out in the Pavilion and Year 13 students will supervise the issue of sports equipment during lunchtime on Wilson Park and the Netball courts. The school is also investigating an Air Hockey table for the basement. Getting students active, away from their phones and improving some anti-social playground behaviour are the motivation. The programme will depend on the Year 13s overseeing the sports equipment and staff and student buy-in. The student health committee are also purchasing a giant Jenga game for the campus.

#### **Marketing:**

The School currently has two International Students and overseas tour groups from Korea and Thailand this year. The International Director is developing new agents all the time and also working closely with WBHS and OIS to promote Educate Waitaki.

The school and Hostel made a joint marketing trip to Ikawai with WBHS to promote the hostel. The School has visits to Duntroon, Papakaio, Glenavy and Maheno during the next few weeks.

#### **School Events:**

Careers Week / Arts Week / Music Competition

The Board were shown the video produced by the Waitaki Way Group about safety at school. The trustees enjoyed the video and thought it was well done.

#### **HOSTEL REPORT:**

Margie spoke to her report.

The hostel is now in Term 2 and the winter sports season has begun. The Hostel remains a busy place. Tracy and Margie along with Waitaki Boys' have visited Omarama and Waitaki Valley schools and received a good reception. They also had a visit to Ikawai Hall. At present Margie is doing some research into a visit to Cromwell and promoting the school and hostel. The hostel will also be rented out in the July holidays.

## **FINANCIAL REPORT:**

Sally presented the financial report.

**Moved that the Board approves the school payments and transfer schedule for March 2018 of \$187,008.73 and April 2018 of \$304,117.88 and the Hostel payment schedule for March 2018 of \$45,738.66 and April 2018 of \$44,497.79.**

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

Heat pumps have been ordered for the music suite and the X Block but the installation work has not been completed yet.

The Learning Centre upgrade has been completed and the school is waiting for funds from the Ministry to be reimbursed.

Electrical testing was completed in term 1 break. The electrical items are in excellent condition with only 4 pieces of equipment failing. Two were destroyed and two were fixed.

As part of the 10 year property plan the school received a grant for furniture and equipment. The Student Council has asked if new desks and chairs could be purchased for the X Block and PE Pavilion. After discussion the Board agreed to Sally investigating prices for furniture and going ahead with the purchase. They also agreed that Sally could upgrade and purchase computers for the learning areas and administrative area as required.

Sally circulated a picture of the large oak tree by the pavilion. A large branch fell off during a windy day recently trapping a class in the pavilion. The Trustees discussed whether to trim or remove the tree. Sally advised that she had contacted the Waitaki District Council to check whether any trees were protected. None of the trees at WGHS are protected.

**Moved that the Board agree that the tree poses a health and safety hazard and that Sally is to investigate costs and options for removal of the tree and then go ahead and have the tree felled during the school holidays.**

***Moved Tracy Walker / Lynda Wilson Seconded  
Carried unanimously***

## **CORRESPONDENCE:**

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

### *Inwards:*

- *PPTA – Paid Union Meetings*
- *Forest Enterprises – annual investment report and information*

### *Outwards:*

- *WGHS Netball Club – Putney Travel Groups – Fundraiser*
- *All Teacher Aides – Behaviour Management and Physical Restraint Procedure*

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

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

**'FLU VACCINATIONS:**

**Moved that the Board will pay for 'flu vaccinations for those staff that would like to be vaccinated.**

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

Lyndon asked that the issue of staff 'flu vaccinations should be put on the agenda at the beginning of each year to make sure staff were given the opportunity as soon as vaccinations are available.

**The meeting closed at 6.15pm**

**The next meeting will be:      Thursday 28 June 2018 at 6.30pm in J39**