

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 28 June 2018 at 8.10pm
in the Library

Present: Tracy Walker, Lyndon McLay (Chairperson), Susan de Geest, Darryn Stewart, Jackie Grant, Emma Middlemass and Bronwen Ardouin
Apologies: Lynda Wilson
In Attendance: Nila Sime (Board Secretary)

Lyndon welcomed everyone to the meeting.

MINUTES:

Minutes of the meeting held on 24 May 2018 were taken as read and confirmed as a true and correct record.

Moved Lyndon McLay / Susan de Geest Seconded
Carried unanimously

REPORTS:

PRINCIPAL'S REPORT:

Tracy spoke to her report.

Highlights from Tracy's diary included: Judging the finals of the Wai Factor/ Loves Me Not Assembly / School promotional visits to contributing schools

Curriculum, Assessment and Reporting:

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

Deans and Heads of Learning continue to track student achievement via 20th of Month reports and Kamar entries and provide support and intervention as appropriate to students.

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

Dean and Line Manager and Principal tracking this and some course changes made appropriately.

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

As part of the school's involvement in the Kahui Ako (Waitaki Ara COL) we are developing use of a MOE app which enables us to explore student pathways post school – this will help the school ensure all students leaving school have an appropriate pathway and continuing access to careers advice. The school has also developed an exit interview for all students leaving during the year so teachers can track whether they remain in education, further training or employment. Students offer valuable feedback on what, if any, further supports could have been offered to them.

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 successful Mana Wahine Hui was held in which Susie Flack from Waikouaiti Waka spoke to the girls about the services they offer.

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

Strategic Plan, Reviews, Policies and Community:

Policy review: Staff are still considering the draft timetable policy and this will be brought to the board for consideration in term 3. As part of the aim to keep students off devices and engaged positively at lunchtime, the staff are considering a proposal to shorten lunchtime by 10 minutes so lunch will finish at 2.10pm and the school day at 3.10pm rather than 3.20pm. This still allows 40 to 45 minutes for lunch time activities but also cuts back opportunity for student boredom.

Community of Learning/ Kahui Ako: Progress is being made on developing a vision statement and achievement goals.

Debra Hales (former Head of PE) and currently Deputy Principal of Timaru Girls' High School has conducted an external review of the PE/Health Learning Area. The Principal will meet with the PE Head of Learning to discuss the report and the goals they will set from it. Next term Languages will be reviewed as part of our ongoing self-review process.

Enviro School:

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

NCEA Review:

The government is currently reviewing NCEA with the view it is a sound qualification system but could be better. There is nothing in concrete about what any change may involve but there are 6 big ideas being presented as provocations or starters to get the conversation going. They are as follows:

1. Creating space at NCEA Level 1 for powerful learning
2. Strengthening literacy and numeracy
3. Ensuring NCEA Levels 2 and 3 support good connections beyond schooling
4. Making it easier for teachers, schools, and kura to refocus on learning
5. Ensuring the Record of Achievement tells us about students' capabilities
6. Dismantling barriers to NCEA

There are going to be public meetings which Core Education will convene on behalf of the government and members of the public are invited to have their say. School leaders are ambassadors to lead the conversation and help get it going. There is a fairly long consultation period and any final decisions will not be implemented until parents, students and schools have had a full academic year prior to implementation – so likely not until 2020 or after. Details about the public consultation meetings will be published in our next newsletter.

Personnel and Staffing:

The school says goodbye to our two Gap Tutors, Lottie and Franzie at the end of the term, who return to Germany and our Mandarin Language Teacher, Xiaotong Zhou, who returns to China in July. All will be replaced by new personnel.

Finance:

The PTA has offered the school \$1500 towards the cost of an Air Hockey Table (full price \$2,500) for the basement. This is part of an ongoing programme to get girls more active at lunchtime and off their devices. The table has been ordered and hopefully here for term 3. The Sports Shed and Wilson Park initiative is going well but probably won't gain momentum until summer. The Year 13 Student Executive has been doing a great job issuing the sports gear every lunchtime. Wilson House has organized a house touch competition on the park which has been well supported and Gibson will soon run their fitness trail competition. The Year 13s have also challenged the staff to a friendly game of netball to be played on Thursday lunchtime. The sports and student council funds and school will underwrite any existing shortfall for the Air Hockey table.

Property:

Landscaping: 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 school will acknowledge Jason McNeil's work and some of the suppliers who provided at cost or less, once the project is completed.

The 10 Year Property Plan: 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 whitestone 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. However, the school is waiting to hear back from Michael when the functional modelling will happen.

The additional safety mechanism: The safety mechanism on the Learning Centre internal door has been fitted.

Heat pumps: now installed in X Block and blinds in Pavilion. New furniture – tables and chairs being ordered for X Block as students requested more modern furniture. Vibrant, colourful table furniture now in Learning Centre and Library.

Health and Safety and Student Management:

Quotes received to tidy up the external stairs to staff room.

There has been a significant increase in Stand-Downs and Suspensions this year – due to some students not complying with the Waitaki Way. However, the school can identify exactly who these girls are, have documented what the behaviours are and are working with them and their families to correct it. Some have faced the board and two have been excluded this year. While this is not ideal, keeping the campus safe for everyone has to be a priority. The Principal acknowledged the board's support of the school in upholding our values and behaviour expectations.

Marketing:

The school currently has two International Students, with two more coming for 8 weeks in term 3, and an overseas tour group from Korea in term 3. 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 have made joint promotional visits to Glenavy and Hampden and a trip to Cromwell planned for next week.

School Events: House Choirs / End of term 2 / Korean tour group beginning of term 3 / Open Day/Evening Tuesday 7 August

FINANCIAL REPORT:

Moved that the Board approves the school payments and transfer schedule for May 2018 of \$210,838.32 and the Hostel payment schedule for May 2018 of \$43,274.67.

*Moved Lyndon McLay / Jackie Grant Seconded
Carried unanimously*

Heat pumps have been installed in the Music Suite and the heat pumps are almost installed in the X Block classrooms.

The Learning Centre upgrade has been completed and we are awaiting re-imbursement from the Ministry.

Sally is waiting for a second quote for tree removal in Ouse Street. One is a Network Waitaki issue so may be able to combine jobs regarding traffic management costs.

The Board received the management letter from Deloitte in respect of the 2017 audit.

CORRESPONDENCE:

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

Inwards:

- MOE – Employability Skills Workshop
- Forest Enterprises – Notice of AGM
- Forest Enterprises - Various

Moved that the Inwards and Tabled correspondence be received.

*Moved Lyndon McLay / Emma Middlemass Seconded
Carried unanimously*

LEARNING AREA REVIEW:

The PE Learning Area Review was tabled and discussed.

GENERAL BUSINESS:

The Board held a brief discussion about possible alternative education facilities at the school. Potential problems/obstacles are the relatively small campus area and finding space and employing the right people. It

was also noted that putting alternative education students all in together is not necessarily the best way forward.

The meeting closed at 8.50pm

The next meeting will be: Thursday 26 July 2018 at 6.30pm in the Library