

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 26 July 2018 at 6.30pm
in the Library

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

Tracy welcomed everyone to the meeting.

MINUTES:

Minutes of the meeting held on 28 June 2018 were taken as read and confirmed as a true and correct record.

***Moved Tracy Walker / Susan de Geest Seconded**
Carried unanimously*

REPORTS:

PRINCIPAL'S REPORT:

Tracy spoke to her report.

Highlights from Tracy's diary included: Staff versus Year 13 Netball game and House Choirs

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 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 involvement in the Kahui Ako (Waitaki Ara COL) the school is developing use of a MoE app which enables students to explore student pathways post school – this will help 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 it can be tracked whether students remain in education, further training or employment. Students are also giving us valuable feedback on what, if any, further supports we could have offered 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.

The school continues to develop Mana Wahine and Tier Two plan.

Strategic Plan, Reviews, Policies and Community:

Community of Learning/ Kahui Ako: The COL is making real progress on developing a vision statement and achievement goals.

PED Learning Area Review: The Principal met with the Head of Learning of PE and Health to discuss the external review. The affirming nature of both the review process and report were discussed and what areas will be focused on in regards to the recommendations. The Languages review is scheduled for term three.

MNA Report: The 3 yearly MNA (Managing National Assessment) Report from NZQA has been received. It found no significant issues and confirmed that the school is meeting the requirements of our Consent to

Assess against Standards on the Directory of Assessment Standards Rules 2011. It made 3 recommendations; all of which have been acted on.

NCEA Review: Staff have had opportunity to discuss the NCEA review and their response to it. Students will be encouraged to discuss with the Student Leaders presenting some ideas around it at assembly.

Personnel and Staffing:

Our two new Gap tutors, Janne and Clara and Tong, and the new Mandarin Language Assistant have arrived.

Property:

A meeting has been held with the Ministry of Education property advisor, Barry Sleeman to discuss the current state of property (sound) and going forward the implementation of the Junior block upgrade. Michael Forgie has been invited for weekly updates to ensure the school meets the preferred implementation phase of term 4. Also discussed was progress on the sale of the Trent street property and the process involved.

Marketing:

Currently there are two International Students, with two more coming for 8 weeks in term 3, and an overseas tour group from Korea currently visiting. Our International Director is developing new agents all the time and also working closely with WBHS and OIS to promote, 'Educate Waitaki.'

The Principal has now visited all 11 contributing schools along with senior students. Current projections are there are 95 Year 8 girls amongst our contributing schools so current projections are for a roll of between 85 and 95 for 2019 intake. The Principal and hostel manager have also visited Cromwell to market the hostel and have a Year 9 enrolment for 2019 from Alexandra. The Open Day/Evening will be held on Tuesday 8 August. For next year, WBHS and WGHS have agreed to hold their Open Day/Evenings earlier in term 2 (late May) with Principals' school visits over the rest of the term and a "Hands On" afternoon early in term 3 followed by Enrolments Due and a Transition/Orientation Day in November. The Principal will continue to meet with all new enrolments and their whānau.

School Events:

Korean tour group beginning of term 3 / Open Day/Evening Tuesday 7 August

The Board discussed the reasons for the decision to run the Open Day earlier next year and projected enrolment numbers for next year's Year 9 intake.

The Junior Block upgrade project was discussed. Michael Forgie projects a November start to the works but a suitable architectural draughtsman is currently being sought. The availability of contractors for the commencement of the contract may also be a challenge.

Lyndon suggested the possibility of having a cross over period for the student gappers so that the students have time to settle in. Jackie noted that the organisation that arranges the gap students' stay stipulates the dates for arrival and departure.

HOSETEL REPORT:

Margie spoke to her report.

Term 3 is underway and the girls have returned in a positive manner and ready to take up the challenge of Term 3.

The hostel has organized a ski trip to Cadrona for Saturday 18 and Sunday 19 August. Near the end of term there will be a trip to Lake Tekapo. Margie reported a successful period of renting out the hostel with teams staying for the girls' rugby tournament and basketball competition.

Ten new mattresses arrived in the holidays and are making a difference to the girls.

FINANCIAL REPORT:

Financial report for hostel was emailed to Trustees prior to the meeting.

The installation of heat pumps in both the Music Suite and X Block has been completed. The problems with the electronic sign appear to be fixed after advice received from Kerry Little.

Sally recently attended a property conference day in Christchurch which she found valuable.

A \$2,000.00 donation has been received from the Ruby Marris Charitable Trust which has been welcomed. Funds have been used to purchase musical instruments.

A brief discussion was held regarding the next project that the school might undertake following the Junior Block renovation. A wellness centre may be an appropriate addition to the school.

Moved that the Board approves the school payments and transfer schedule for June 2018 of \$188,190.42 and the Hostel payment schedule for June 2018 of \$48,838.56.

***Moved Lynda Wilson / Jackie Grant Seconded
Carried unanimously***

CORRESPONDENCE:

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

Inwards:

- *NZQA – Managing National Assessment Report*
- *Forest Enterprises – Update email*

Tabled:

- *PPTA – PPTA Appeal ERA ruling*

Moved that the Inwards and Tabled correspondence be received.

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

The Board discussed the NZQA reporting letter. The report concluded that the school is successfully following rules and guidelines for NCEA assessment. A few minor recommendations have been duly implemented.

There was a brief discussion about the PPTA's challenge to an Employment Relations Authority determination regarding clause 5.4 of the Secondary Teacher's Collective Agreement.

GENERAL BUSINESS:

Board of Trustees Student Representative Election:

Moved that the Board appoint Mrs Nila Sime as the Returning Officer for the upcoming student representative election.

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

Moved that the election for the next student representative is conducted on Tuesday 11 September 2018.

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

The meeting closed at 7.40pm

