

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 29 August 2018 at 6.30pm
in the Library

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

Lyndon welcomed everyone to the meeting.

MINUTES:

Minutes of the meeting held on 26 July 2018 were taken as read and confirmed as a true and correct record.

Tracy Walker Moved / Jackie Grant Seconded
Carried unanimously

REPORTS:

PRINCIPAL'S REPORT:

Tracy spoke to her report.

Highlights from Tracy's diary included: Special Assembly to thank McNeills and PTA for New Garden development and Air Hockey table / Special Assembly to present Enviro-schools sign / Parent/teacher evening / Course Information evening / Attending Student Film Evening / Attending Pasifika Fiefia / Aoraki Principals' conference / Open Day/Evening and meeting 2019 Year 9 cohort / Invited to the film, 'My Year with Helen', and Q and A with Helen Clark.

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. This includes a 20th of month pastoral report completed by Year level deans to identify trends at each year level so that appropriate interventions can be put in place.

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.

Personal Wellbeing programme at Year 13 offers Tertiary Preparation investigating further ways the school can help students with Study link and tertiary related applications. Reviewing programmes and seeking feedback from students and staff currently involved.

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: Developing achievement goals around literacy, numeracy and NCEA. Hoping to have a launch 'mix and mingle' with all learning centres involved before the end of term.

The school is currently in the process of senior course selection and have held a Senior Course Information evening with good attendance.

A Timetable policy has been developed in consultation with staff and is to be presented to the board for ratification.

Personnel and Staffing:

A teacher aide has resigned to travel to UK for family reasons. A teacher has been employed to run the 'Hub'. We have applied for some MOE funding (Interim Response) to assist with cost of this.

Property:

The paperwork for the Learning Centre building work has now been signed off which will enable the school to be reimbursed for the cost of the work. The Principal received an email from Michael Forgie. He reports that he has a draughtsman working on upgrade plans for the Junior Block project. As there is a shortage of contractors with capacity to take on such a large project in Oamaru, work may not be able to start until next year. Michael Forgie will arrange for a couple of the windows in the Junior Block to be removed and replaced in the meantime in order to conduct functional modelling of the work required for replacing all the windows in the block.

Marketing:

Currently there are four International Students and a Thai tour coming soon. The International Director is developing new agents all the time and also working closely with WBHS and OIS to promote, 'Educate Waitaki.'

The principal is now meeting with all 2019 Year 9 enrolments.

School Events:

Winter Tournament week 3-7 September / Senior NCEA practice exams week 9

HOSETEL REPORT:

Margie spoke to her report.

The Boarders had a skiing trip to Cadrona which was enjoyed by all. Margie has just completed a survey of parents to ascertain the favoured method of communication between home and Waitaki House. The hostel will be renting out next holidays to a pony club attending the Springston Trophy event being held in Oamaru.

Margie recommended an increase in fees of \$50 a term which equals \$200 for the year. Following discussion the Board decided to endorse the proposal.

Moved that the fees for the WGHS hostel are increased to \$11,200.00 per annum commencing 1 January 2019.

*Moved Lyndon McLay / Darryn Stewart Seconded
Carried unanimously*

FINANCIAL REPORT:

The Executive Officer is still 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. Petrol was stolen from the caretaker's shed. The padlock was cut off by the thieves. The Police have been advised.

Moved that the Board approves the school payments and transfer schedule for July 2018 of \$150,907.80 and the Hostel payment schedule for July 2018 of \$54,862.05.

*Moved Lyndon McLay / Tracy Walker Seconded
Carried unanimously*

CORRESPONDENCE:

Lyndon reviewed the Inwards correspondence and commented on as necessary.

Inwards:

- *MOE – Audit arrangements 2018-2020*

Moved that the Inwards correspondence be received.

*Moved Lyndon McLay / Tracy Walker Seconded
Carried unanimously*

TIMETABLING POLICY:

Tracy outlined the process of drafting and consultation which has been followed by the school in respect to the Timetabling Policy. Staff consultation included circulation of the draft policy to all teachers together with staff meetings. The provisions contained in the Secondary Teachers' Collective Agreement 2015-2018 were included in the policy. Following discussion Trustees decided to ratify the policy.

Moved that the Waitaki Board of Trustees adopt the Timetabling Policy as presented to the meeting.

***Moved Tracy Walker / Lyndon McLay 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 students	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 to students: Protection of privacy of natural persons

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

Time: 6.50pm

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

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

Time: 7pm

The meeting closed at 7.00pm

Next Meeting: Thursday 20 September 2018 at 6.30 in the Library.