

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 20 September 2018 at 6.30pm
in the Library

Present: Lyndon McLay, Tracy Walker, Darryn Stewart, Jackie Grant,
Susan de Geest, Lynda Wilson and Emma Middlemass, Susie Sinclair
Apologies for Absence: Bronwen Ardouin
In Attendance: Sally Grant (Executive Officer)

Lyndon welcomed everyone to the meeting.

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
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 students: Protection of privacy of natural persons

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

Time: 6.35pm

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

***Darryn Stewart Moved /Emma Middlemass Seconded
Carried Unanimously***

Time: 7.20pm

MINUTES:

Minutes of the meeting held on 29 August 2018 were taken as read and confirmed as a true and correct record.

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

REPORTS:

PRINCIPAL'S REPORT:

Tracy spoke to her report.

Highlights from Tracy's diary included:

Attending Class Act in Dunedin, Hosting the BEATS (Built Environment and Transport to School) survey; hosting Mike King visit.

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. We have also included 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. This programme is currently being reviewed to look at how we can better meet student need. We have been assisting with the development of a Waitaki/Waimate Workready Employment Ready Passport which is currently undergoing consultation with Otago Chamber of Commerce and other interested business and community groups

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.

Doing classroom observations to collect tier 2 learning and behaviour data to inform interventions and support. Gathering and analysing pastoral reports on the 20th of each month, along with academic, to analyse trends in order to put in the most useful interventions. The Guidance Counsellor has presented to all staff during teacher professional learning time on processes for identifying Tier 2 classroom behaviours and supports available. Staff have shared classroom behaviour and strategies as it has been identified that when tier 2 and 3 behaviours appear; everybody needs to ensure they are following the expected routines and classroom expectations. We held two teaching and learning professional development sessions in which staff shared good practice around - Start of lesson, de-escalation, dealing with off-task behaviour, end of lesson etc. Further embed Mana Wahine programme: The girls will be doing a flax making activity at their next 'Kai and Catch Up' and 10 students have been invited to take part in a Waka Ama programme. It is 10 weeks; mostly based in Karitane called, 'Hauteruruku ki Puketeraki', with the aim of connecting members and whanau to the sea through the heritage of Waka and Te Ao Takaroa. Our Kapa Haka has also been combining with WBHS and will present at the Hampden/Moeraki Kapa Haka Festival on September 25. We have made a successful application to Core Education Putea Tautoko Matauranga Maori na Tatai Aho Rau 2019 which will give us \$1000 towards continuing Mana Wahine costs.

Strategic Plan, Reviews, Policies and Community: Waitaki Ara's draft Achievement Plan for 2019 to 2021 has been completed and sent to each board for endorsement. A mix and mingle for staff of each learning organization has been organized by the lead principal, Mary Healey, for Monday 24th September 3.30 to 5pm at the Oamaru Club. Mary will also address the group and give more information regarding Lead Teacher and Across School Teacher positions and the progress of the Kahui Ako.

Property: We have received sign off for the Learning Centre Project

Marketing: We currently have four International Students and a Thai tour coming soon. Our International Director has attended a Seiba sponsored workshop on Code of Compliance and completed our code to NZQA and ERO specifications. We have reviewed it and will send the review away for due date of October 1st. This is a self-review process but we need to provide the evidence if asked for it.

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

School Events: Fun Fitness Friday 21 September, Theatrix 27 September.

HOSTEL REPORT – No hostel report this month.

FINANCIAL REPORT:

Sally presented the financial reports.

Moved that the Board approves the school payments and transfer schedule for August 2018 of \$188,668.90 and the Hostel payment schedule for August 2018 of \$53,264.91.

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

CORRESPONDENCE:

There was no inwards or outwards correspondence.

GENERAL BUSINESS:

Waitaki Ara Kahui Ako Achievement Plan 2019-2021– tabled
International report tabled

Moved that the boarding fees for international students to remain at \$12,500 for 2019.

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

Co-Option Parent Representative

Moved that Susie Sinclair be co-opted as a trustee. Her background in social work, education and also representing our rural people in our district will make her a welcome addition to the Board.

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

Staffing

The Board discussed staffing levels for the next school year. Trustees decided to allow the staffing levels to be increased as a short term measure in order to meet current diverse learning and behaviour needs. An extra Year 10 class will be created.

Moved that Tracy, if necessary, can “overstaff” the school in 2019 temporarily, using Board funding reserves, to meet current diverse student needs.

***Lyndon McLay Moved / Linda Wilson Seconded
Carried unanimously***

The meeting closed at 7.50pm

Next Meeting: Thursday 29 November 2018 at 6.30pm in the Library.