

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 19 September 2019
at 6.30pm in the Library

Present: Susan de Geest (Chairperson), Marg Williams (Acting Principal), Darryn Stewart, Lynda Wilson, Susie Sinclair, Nicole Phillips, Greg Smith and Hannah Acheson
In Attendance: Maddie Forbes, Margie Baird (Hostel Manager) and Nila Sime (Board Secretary)

Susan welcomed everyone to the meeting and congratulated the newly elected Student Representative, Hannah Acheson, on her election.

PRINCIPAL'S REPORT:

Marg spoke to her report.

Highlights from Marg's diary included:

Attending Class Act presentations / Teachers Only Day: hosting Margaret Thorsborne 'Restorative Practices in Schools' / Attending PB4L Conference / Attending NASDAP Conference / Holding successful Pathways afternoon and information evening / Holding Teacher/parent interviews / Mana Wahine Hui held during Maori Language week / Pasifika students performing at Polyfest

Curriculum, Assessment and Reporting:

Annual Goal One:

WGHS is focusing on how Kāhui Ako – Waitaki Ara's achievement goal relates to the school learning community. The school will focus on the in-class engagement and rich learning experiences as well as linking with the wider community. Targets are set in this area relating to reduced Suspension/Stand Down rates; increased Attendance across all Year levels and ethnicities (expectation over 90%), increased Retention Rate – identifying Year 11 as a key transition year; equitable outcomes for learning, culturally inclusive environments, development of learner agency and wellbeing and involvement of Whānau:

- Te Ruma a Ako (The Learning Room) continues to function as expected with students working in this room on as needs basis. This is proving successful to transition students for whom regular class room structure is a challenge.
- Kahui Ako: Staff are working on their inquiries and this is being facilitated across the COL by Rebecca Sweeney from Core education. All staff in the Kahui Ako attended a further workshop at OIS on Monday 9 September. Following government announcement our Kahui Ako is now advertising for 3 Learning Support Co-ordinators. These are non-teaching roles and are open to any registered teachers. These LSCs are to be 'attached' to a BOT but in our Kahui Ako are not assigned to a particular school but will work across all of the schools in the COL. Shortlisting will occur during the holidays (Tracy has offered to be involved) and appointments made early in Term 4. Focus groups are also meeting lead by the ASLs. These Focus groups are working on each of the 3 goals identified for the Kahui Ako.

Annual Goal Two: *Students leave school with a graduate profile that supports their transition into further education/training/employment:*

- Senior students continue to work on the Waitaki Work Ready Passport in their whanau mentoring time and Life Skills programmes. Viv will present to staff focussed areas for staff to work with students on at T and L in week one Term 4.
- Subject selection process for 2020 is underway. Deans are working with students who have been identified as selecting courses not appropriate for them to study. Following these discussions, the timetablers will present class numbers to the Principal and then begins the process of matching classes to staff within our allocated GMFS. Yr 9 students select their option subjects for 2020 early in Term 4.
- Yr 13 students are applying for scholarships that are offered through Universities as well as our own tertiary scholarships. This is being facilitated by Yr 13 Dean.

Annual Goal Three: *To raise student achievement across the curriculum:*

- 20th of month academic reports and tracking to put in appropriate interventions, support and flexible timetables for students who require it. These sit alongside 20th month pastoral reports prepared by Deans and Line Managers
- Junior term tracking of Year 9 and 10 students identifies any students tracking below expectation (Grade Point average below 3 or 3.5). This information is available at the start of each term and Deans and Line Managers are in the process of analysing the Term 2 data and actioning any interventions required.

Strategic Plan, Reviews, Policies, Community (NAG 2)

- **Community Engagement:** Our Pasifika students performed at Polyfest on sept 12. They had worked very hard for this and had raised a significant amount of money to enable them to have new dresses as well as having all travel paid to Dunedin. Jackie Grant worked hard with these students and maintained a close link with the parents involved. As well our Kapa Haka group (Te Au o Te Waitaki Kapa Haka) performed at the North Otago Kaupapa Hui on 27 August and are now fundraising so that they too can purchase new uniforms. A Whanau Hui is planned for Thursday 17 October and Hineau Mackenzie (our Kaiawhina) is instrumental in the organisation of this. A successful Mana Wahine Hui was held during Maori Language week.
- **Pasifika Power-Up:** Each Wednesday from 5.45-8pm (at OIS) our Pasifika students are involved in Power-Up programme- an initiative supported by the MOE and facilitated by Hana Halalele and Aisea Fifita. This programme is for Pasifika students and their families and includes an hour of study/mentoring support given to the students. Nine of our staff have offered to be involved with this and support these students on a rotation basis.
- **School wide review:** ERO report has been received and we have been identified as 'strong'. In addition both Susan and the Principal have received a letter from Chris Hipkins (Minister of Ed) congratulating WGHS on this achievement.
- **Student Support:** Currently 6 students are dual enrolled with Southern Health School. This allows for these students to attend some classes at school and to also work with SHS Educational facilitator on work provided through Te Kura. This is mostly on site; however one student meets with SHS facilitator at the public library.

With the departure of some of our ORS funded students, there is more T/A time available for staff. This is a positive situation and staff are being encouraged to use the T/A assistance available. As a staff we are grateful to the BOT for their commitment to funding these additional hours which allow our students to be supported in their learning.

Yr 12 students are currently applying for and preparing themselves for Student Leader roles in 2020.

Personnel and Staffing (NAG 3):

- Glynis Ingram returned to school on 19 August. We were very grateful to the work that Sue McLean did during her absence and that it was a smooth transition for the students in these classes. Both Sonya Hull and Greg Smith supported and worked with Sue during this time.
- Jamie Walters has resigned from 27 January, 2020. An advertisement has been placed for a Digital Technology teacher to begin in January 2020.
- Dixie Boroman (Laboratory Technician) has resigned from end of Term 3; Lynda Hawkins has been appointed to this position and will commence prior to the end of Term 3 to enable transition time.
- A 2020 intention sheet is currently being completed by all staff.

Finance (NAG 4):

- We are tracking as projected against our budget and staffing projections.

Property (NAG 4):

- Both new vans are onsite and awaiting sign writing. Staff appreciate the purchase of these 2 vans and comment on the ease of driving them.

Overseas Students / Marketing:

- Marketing: Sherilyn Hellier attended Trade Fair in Auckland (9/10 September) where she met with a number of overseas agents. Tracking towards having 15 fulltime Japanese students in the school in 2020
- Yr 9 enrolments for 2020 continue to come in and Christine and I meet with these girls and their parents. Further contact with the contributing schools is being followed up to ensure we receive these enrolments.

School Events

Yrs 11-13 exams 16-19 September/ Pasifika Careers information 19 September at WBHS / Fun Fitness Friday (20 September)-focusing on mental wellbeing and the importance of physical activity to support healthy

sleeping patterns (Yrs 11, 12 &13 Yoga session per 5) / Awards assembly and Dulcie Draw (24 Sept) / Aoraki Sports Volunteers Luncheon (25 Sept) / Theatrix (26 Sept)

The trustees discussed the recently advertised positions of learning support co-ordinators.

HOSTEL REPORT:

Margie spoke to her report.

The boarders have finished winter sports and exams and are looking ahead to dramas and a holiday.

The Tekapo trip went well and was enjoyed by all that went. The Chinese group of girls that stayed had an enjoyable time and the juniors enjoyed mixing with them and helping them.

The hostel will be renting out these holidays. Red Leap Theatre group is staying and then hockey teams are coming in. Cruickshank – has worked well this year with two teachers staying there and now there is a nursing student staying for eight weeks.

Romans bathroom floor has a crack in it and requires fixing. Darryn is investigating to see who can fix it and at what cost. Ten more mattresses have been purchased for the hostel.

There is a clash with the timing of the Board Christmas dinner at the hostel. Monday 25 November at 6.30pm was suggested. Margie will discuss a suitable date with her staff and advise trustees in due course.

FINANCIAL REPORT:

Marg presented the financial reports.

Photographs of the recently sign written 12 seater van were circulated at the meeting.

A quote for a hall motorised screen, projector and TV system for the school hall was tabled at the meeting and discussed.

Moved that the Board approve the purchase of a hall motorised screen, projector and TV system in accordance with the quote from Canon for \$28,547.38 inclusive of GST.

*Moved Lynda Wilson / Seconded Nicole Phillips
Carried unanimously*

Moved that the Board approves the school payments and transfer schedule for July 2019 of \$298,437.81 and for August 2019 of \$300,405.99 and the Hostel payment schedule for July 2019 of \$47,620.01 and for August 2019 of \$67,348.54.

*Moved Susan de Geest / Seconded Nicole Phillips
Carried unanimously*

MINUTES:

Minutes of the meeting held on 1 August 2019 were taken as read and confirmed as a true and correct record.

*Moved Susan de Geest / Seconded Susie Sinclair
Carried unanimously*

CORRESPONDENCE:

Susan reviewed the Inwards, tabled and outwards correspondence and commented on as necessary.

Inwards:

- *Staff Letter (in committee)*

- *ERO Report - Confirmed*
- *Minister of Education – ERO Report*
- *Staff Letter (in committee)*
- *Letter from WGHS Enviro Club*
- *Forest Enterprises Email*

Outwards:

- *WBHS BOT – William Hogg Scholarship MOU*
- *Waitaki District Council – Feedback – Historic Heritage*
- *ERO – Response to Unconfirmed Report*

Tabled:

- *Staff Letter (in committee)*

Moved that the Inwards and tabled correspondence be received and the Outwards correspondence confirmed.

***Moved Susie Sinclair / Seconded Nicole Phillips
Carried unanimously***

The letter from the WGHS Enviro Club was discussed. The trustees agreed that as an Enviroschool it was appropriate for the Board to develop an Environmental policy. The Board will be reviewing the school governance manual soon and this can be incorporated in the review process. The Board will consult with the Enviro Club at this time.

GENERAL BUSINESS

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 | 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 staff: Protection of privacy of natural persons

***Moved Greg Smith / Seconded Lynda Wilson
Carried Unanimously***

Time: 7pm

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

***Moved Susan de Geest / Seconded Susie Sinclair
Carried Unanimously***

Time: 7.10pm

DRAFT MEMORANDUM OF UNDERSTANDING – WILLIAM HOGG SCHOLARSHIP:

The Waitaki Boys' High School Board of Trustees requested a couple of amendments to the MOU which the WGHS Trustees readily agreed to. The ratification and execution of the document can now be undertaken by both school Boards.

JUNIOR BLOCK

Darryn has been in contact with Michael Forgie to ask about progress with the Junior Block project. The contract is still at the GETs Stage with the date for registering interest in the proposal being 25 September 2019.

The meeting closed at 7.20pm

Next Meeting: 21 November 2019 at 6.30pm in the Library