

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 20 February 2020
at 6.45pm in the Library

Present: Susan de Geest (Chairperson), Margaret Williams (Acting Principal), Darryn Stewart, Lynda Wilson, Susie Sinclair, Nicole Phillips, Greg Smith and Hannah Acheson
In Attendance: Jan Hudson (Contractor/Consultant), Sally Grant (Executive Officer), Margie Baird (Hostel Manager) and Nila Sime (Board Secretary)

Susan welcomed everyone to the meeting.

BOARD CHAIRPERSON

Moved that Susan de Geest remains as the Chairperson of the Board of Trustees for the forthcoming year.

*Moved: Nicole Phillips / Seconded: Lynda Wilson
Carried unanimously*

PRINCIPAL'S REPORT:

Marg spoke to her report.

Highlights from Marg's diary included:

Yrs 11, 12 & 13 course confirmation / Yrs 9 & 13 orientation day with formal welcome to Yr 9 students / WBHS hosting our staff for afternoon tea on 3 Feb / Student Leader Badge assembly / Sports and Cultural Expo / Meeting with Sandra Sidaway (adviser to new and Acting Principals) / Whanau and House photos / Swimming Sports / PTA Meeting / 'Welcome to Waitaki' evening –Yr 9 / Excellence Assembly / Attending WBHS Scholars assembly / Challenge Wanaka triathlon / Athletic Sports

Curriculum, Assessment and Reporting:

The Acting Principal reported on the NCEA results for 2019, which had been forwarded to Trustees prior to the meeting. The Trustees were provided with the Analysis of Variance Documentation for 2019 together with the Annual Goals for 2020.

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

- **Curriculum and classes:** The Acting Principal outlined the structure of year level classes this year.
- **Government Donation Scheme:** Parents have been informed of the BOTs' decision to participate in this scheme.
- The team of 8 Teacher Aides established in 2019 is appreciated by the staff – the board's provision of additional resourcing in this space means we can offer a much broader range of support from within the Learning Support Centre, The Ako Room and in the classroom.
- **Waitaki/Waimate Work Ready Passport:** this passport requires a more consolidated approach to its use and subsequently will be used as a key part of the Life Skills Programme with Yrs 12 &13. Hannah noted that there isn't enough time to work on the passports and Whanau time.
- **Positive Behaviour for Learning PB4L and Restorative Practices in Behaviour Management:** With six new staff this year the staff have had a 'refresher' around Tier One of PB4L. A key area of focus is around the use of cell phones on the school campus especially in classrooms. The school continues to develop the Tier Two implementation of PB4L which looks at Functional Behaviour Analysis and developing appropriate plans for students presenting with Tier 2 behaviours. All Year level Deans will have completed a 3 day training workshop with Margaret Thorsbourne by the end of March.

Personnel and Staffing (NAG 3):

- The Kāhui Ako, Waitaki Ara now has three Learning Support Coordinators. At this stage their role is in establishing links with the schools within the Kahui Ako and also establishing a register of students who have 'mild to moderate' needs.
- Six new staff began in 2020. Elize Crouse as a Digital Technology teacher, Claire Gilder as a science teacher and Robert Bryce (Christchurch) as a Music/Performing Arts teacher, Anna Sillibourne in the English

Learning Area, Mel Searle as Pathways Coordinator and Sue McLean in a part time capacity in English and Social Sciences. Judy Sinclair has been appointed as HoL English.

- All year level Deans will now move with their cohort through the school. Currently Helen McIntyre (Yr 11) has been the Dean of this cohort since they were in Year 9 and it is evident the value of these relationships bring to this role.

Finance (NAG 4):

The school is preparing for the 2019 audit and Annual Report

Property (NAG 4):

Progress is happening with Junior Block project and scoping around this is currently underway prior to tenders being called for.

Progress is underway regarding the modifications needed on the campus to meet the needs of a partially sighted student.

Health & Safety /Student Management (NAG 5):

An evacuation drill was held on 12 February, students and staff responded appropriately to this. The Health and Safety Committee have their first meeting on 26 February-lockdown procedure needs to be a key part of this meeting.

Overseas Students / Marketing:

- Mukogawa High School (Japan) have postponed their March trip owing to coronavirus.
- The school will have a presence at Wanaka Show (13 and 14 March) with Waitaki Boys' and also Fairlie Show (Easter Monday).
- The Acting Principal intends to make visits to all contributing schools during Term 2 with the Open Day/evening on May 14. Facebook continues to be one of the main marketing tools with the school page having a large reach into the community and wider. The hostel are hoping to develop a Facebook page this year.
- The principal sought approval to scope the possibilities of a trip to Vietnam in late 2021. The trip would involve participants being involved in community work in Vietnam. The Board agreed to the Acting Principal investigating the possibility of a 10-12 day trip in 2021.

FINANCIAL REPORT:

Sally presented the financial reports.

The Blue Van is going on sale this week – as is where is. The Board agreed that Sally could advertise the van for sale on Trademe with a starting price of \$1.

The hall motorised screen, projector and TV system will be installed on 20 and 21 February 2020.

School newsletters are now being published on "Hail". This is a user-friendly, electronic platform for the newsletter. Trustees asked Sally to investigate the options for printing a hard copy of the newsletter.

The school website needs to be upgraded as it is outdated. A quote from "Hail" has been received and this includes training costs.

Moved that the school contract "Hail" to design a new school website with an initial cost of \$7,500.00 for the set up and with a continuing monthly cost of \$80.00.

*Moved: Lynda Wilson / Seconded: Susie Sinclair
Carried unanimously*

Moved that the Board approves the school payments and transfer schedule for November 2019 of \$207,782.15, December 2019 of \$216,652.55 and January 2020 of \$58,295.05 and the Hostel payment schedule for November 2019 of \$71,256.63, December 2019 of \$51,722.51 and January 2020 of \$22,412.17.

*Moved: Susan de Geest / Seconded: Lynda Wilson
Carried unanimously*

School Budget

Moved that the Board approve the 2020 school budget presented to the meeting.

*Moved: Nicole Phillips / Seconded: Darryn Stewart
Carried unanimously*

WGHS Netball Club Australian Trip

Moved that the Board approve Sally Grant obtaining a credit card for Linda Borrie for use during the WGHS Netball Club Australian Trip. This trip is self funded and the limit of \$3,600.00 is the amount students would have paid into school before the trip starts. The card will be destroyed and cancelled at the conclusion of the trip.

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

JAN HUDSON

Jan Hudson spoke to the Board about her background as a contractor/consultant to organisations including Otago Polytechnic and Otago Boys' High School. She queried what the Board were looking for with the strategic plan and review of the school policies. She outlined some of the processes that she used and explained what she could offer. Jan would be available in the third term to work with the Board.

DELEGATION OF AUTHORITY

The Board moved that the Deputy Principal has the delegated authority to act as the Acting Principal in her absence.

The Board moved that the Acting Deputy Principal has the delegated authority to act as the Acting Principal in the absence of both the Acting Principal and the Deputy Principal.

*Moved: Susan de Geest / Seconded: Hannah Acheson
Carried unanimously*

MINUTES:

Minutes of the meeting held on 21 November 2019 were taken as read and confirmed as a true and correct record.

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

CORRESPONDENCE:

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

Inwards:

- *Forest Enterprises*
- *Office of the Auditor-General – 2018 school Audits*
- *Fund Managers Otago Limited*
- *Assoc. Minister Education*
- *NZSTA – Board Elections 2020*

Outwards:

- *Letter to School community re: Principal's resignation*
- *Staff x 6 (in committee)*
- *M Forgie – WGHS 10 Year Property Plan*
- *ANZ Bank Limited*

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

*Moved: Susan de Geest / Seconded: Darryn Stewart
Carried unanimously*

GENERAL BUSINESS

RATIFICATION OF THE 2020 CHARTER

The Board discussed the strategic plan, annual goals and analysis of variance documents.

Moved that the Board approves the annual goals and analysis of variance documents presented to the meeting.

*Moved: Greg Smith / Seconded: Margaret Williams
Carried unanimously*

STAFF 'FLU VACCINATIONS

Moved that the Board will pay for 'flu vaccinations for those staff that would like to be vaccinated.

*Moved: Susan de Geest / Seconded: Greg Smith
Carried unanimously*

FILES FOR DESTRUCTION WITH PERMISSION OF THE BOARD

Moved that the Staff Files recorded in the tabled list be destroyed as permitted by the Ministry of Education guidelines contained in School Records Retention/Disposal Document.

*Moved: Susan de Geest / Seconded: Nicole Phillips
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	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: Susan de Geest / Seconded: Susie Sinclair
Carried Unanimously*

Time: 8.30pm

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

***Moved: Hannah Acheson / Seconded: Susie Sinclair
Carried Unanimously***

Time: 8.40pm

The meeting closed at 8.40pm

Next Meeting: 6.30 pm, 19 March 2020, in the Library