

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 19 March 2020
at 6.55pm 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: Sally Grant (Executive Officer), Margie Baird (Hostel Manager) and Nila Sime (Board Secretary)

Susan welcomed everyone to the meeting.

HOSTEL REPORT:

Margie gave a verbal report to the Board. Numbers at the hostel are steady. Unfortunately with the situation with COVID19 letting for the Easter holidays has been cancelled. Margie has been busy with preparation for COVID19. The two German GAP girls will be going home next week as they cannot stay on. Should the hostel have to close down then the two international students would come into Margie's home.

FINANCIAL REPORT:

Sally presented the financial reports.

Moved that the Board approves the school payments and transfer schedule for February 2020 of \$137,427.93, and the Hostel payment schedule for February 2020 of \$33,438.46.

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

- The first meeting with the new website developers went well.
- Sally has been organising the contract for All of Government electricity supply. This has been a long process but has finally been concluded for the period from February 2020 to March 2023.
- Delta have removed trees on the Reed Street hostel boundary. Network Waitaki has agreed to cover the cost.
- From April 1 2020 the school and hostel have been registered online on the Resident Withholding Tax exemption register.
- An application has been made for a grant from Network Waitaki for our Academic Excellence Awards 2021.
- A donated tree from the Otago Polytechnic has been planted.

PROPERTY:

Sally and Darryn presented the property report.

- The blue van has been sold on Trade Me.
- The hall motorised screen, projector and TV system have been installed.
- Sally requested that she be authorised to replace the threadbare carpet in the staff room and the Deputy Principal's office this term break. Quotes have been received and the project manager has confirmed that the costs can be covered under repairs and maintenance.

Moved that the Executive Officer may arrange for the staff room carpet and Deputy Principal's office carpet to be replaced.

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

- The 2019 Special Needs Project has been completed. The Board is waiting for forms from Michael Forgie for sign off to enable the school to claim funding.
- Sally is still waiting for quotes for tree removal.

- Cyclical maintenance budget – Working on a painting plan. Sally has received some quotes.
- \$280,000 from the School Investment Package (SIP) must be utilised by 6 December 2021. The Board discussed which areas of the school should take priority.

Moved that the School Investment Package should be used for:

1. Replacement of hall windows with double glazed windows and LED lighting for the hall
2. An asbestos report
3. Plans for a Wellness Centre including office, office entrance, boiler removal and principal's car park area.

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

Junior Block

Darryn reported on progress with the Junior Block project. A second window has been removed. The project manager and team are trying to design an aluminium window that resembles the current windows. They will have to be approved by Heritage New Zealand and this will take time. The Board will need to choose colours for the roof and windows and this will also have to be approved by Heritage New Zealand. The Board will choose a few different options and consult with the staff and student body.

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: Lynda Wilson
Carried unanimously*

Time: 7.25pm

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

*Moved: Lynda Wilson / Seconded: Greg Smith
Carried unanimously*

Time: 7.30pm

Sally Grant and Margie Baird left the meeting at 7.30pm

PRINCIPAL'S REPORT:

Marg spoke to her report.

Highlights from Marg's diary included:

Athletics Sports / Year 13 Ice breaker / Old Girls and Student Leader supper / STP Hui / Otago Principals' meeting / Timaru Girls summer exchange / Yr 11 NCEA information evening / PTA AGM / Principal Hui in Gore

Curriculum, Assessment and Reporting:

Annual Goal One: *To increase engagement of learners, teachers, whānau and community as a means of raising student achievement*

The school is focusing on how the Kāhui Ako – Waitaki Ara's achievement goal relates to our learning community. The focus will be on in-class engagement and rich learning experiences as well as linking with the wider community. The aim is to have a more student focussed junior programme in situ for student choice going into 2021 through developing a future focussed approach to improve engagement with more student choice. An opportunity to map curriculum in order to focus on student and staff interest eg: relevant issues; more locally developed curriculum with more student focus; linking local and global issues. This supports the opportunity to consider a change of approach to Level 1 with less emphasis on assessment and more focus on teaching for learning.

In Yrs 9 & 10 offer a modular timetable where students select the course of study. 2020 is a year of scoping with the aim of introducing this in 2021. For both teachers and students this will bring more choice=more engagement. It is a chance to discard previous content and develop more relevant content that develops key competencies and lifelong learners.

Restorative practice is embedded part of the school and following intensive resourcing in this area in 2019, our aim is for the development of greater positive relationships between staff and students which leads to fewer stand downs and suspensions/ fewer classroom withdrawals/more acknowledgement of positive behaviour. All students engaged in learning with fewer behaviour incidences on Kamar (pastoral 20th of month reports). Restorative meetings have been held with staff and students and these have proved positive and allowed for both parties to express their perspectives that led to the development and subsequent resolution of the issue. Teachers will be attending a Teacher Only Day on the 24th March with all members of the Kahui Ako based on setting up professional learning inquiries and collaborating on strategies to increase student engagement and achievement.

The aim is to improve our junior tracking and Hols have been shared a template which will allow them to report the level at which students are achieving. This will then enable appropriate supports and interventions to be introduced for identified students and to evaluate progress.

Pasifika PowerUp is scheduled to begin 25 March and staff are invited to be resource teachers at these sessions. This is being facilitated by Hana Halalele and Justin Kaufana and the programme in 2020 for the secondary hub has a holistic focus on overall engagement and well-being rather than being a homework session as previously.

Annual Goal Two: *To develop coherent pathways so that students can transition smoothly both into the school, through the school and beyond school*

The Waitaki Work Ready Passport is now being used within the Yr 12 & 13 Lifeskills programme as a way of giving this more relevancy. Use of Work Ready Passport is part of staff professional development informed by Careers Adviser. Individual student profiles are recorded on Kamar SMS which allows for the build-up of each individual profile. In addition the Careers Adviser works with students using Career Central as a platform for career focused discussion and planning. The Acting Principal and Deputy Principal will attend Kamar Conference in May and a focus of this is to develop our capacity and knowledge using our SMS to record and build-up individual profiles.

The 3 local secondary principals are in discussion with Ivan Hodgetts, MOE Principal Advisor Secondary Transitions on practical community response to enable at risk young people to remain engaged in education with community and agency support. Term 2 will see the launch of the Ko Wai Ahau (Waitaki) programme which will allow at risk students in Yrs 9 & 10 to engage in an off-site programme (one day/week). It is envisaged that here will be up to 3 students identified from WGHS. The school's lead person is Christine Williams (DP with responsibility for Alternative Education) and Safer Waitaki has confirmed they can provide the oversight component to the programme. This will provide a reporting mechanism for evaluation purposes.

Within School Leader with responsibility for transitions has undertaken a transition survey with both parents and Yr 9 students to seek feedback on their transition process in to Waitaki Girls'.

Annual Goal Three: *Students to be equipped to fully engage in education while at school and beyond.*

Plans are in place to make more use of our junior tracking information as identified above. The aim is to increase student self-efficacy and resiliency in learning and the Within School Leaders are investigating more strategies around this.

The focus of the Waitaki Way Consultation Group in Term 1 is in acting responsibly and the students have made as their focus the correct wearing of uniform.

The Junior Core Class meetings led by Deans are much more focused on sharing practical strategies to embed good classroom practice. These start week beginning 16 March.

Our Kahui Ako inquiries will focus on developing cross curricular links, differentiation and Universal Design for Learning – providing students with more choice about how they can use more student voice to base planning on; more variety of pace within lessons and wider variety of activities.

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

- **Covid 19:** As information becomes available from MOE, this is communicated to parents and staff. A letter and facebook notification was made on Friday 13 March prior to Government announcement of 14 day self-isolation for people entering NZ.

Personnel and Staffing (NAG 3):

- 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. They are beginning work within the school through classroom observations in Yrs 9 & 11.
- The Acting Principal reported on staff matters.

Finance (NAG 4):

The school is preparing for the 2019 financial audit.

Property (NAG 4):

- Progress is happening with Junior Block project and scoping around this is currently underway prior to tenders being called for.
- BOT members have met with EO and identified areas of required ongoing maintenance.
- Staff have been asked to identify any areas of maintenance especially those presenting health and safety concerns

Health & Safety /Student Management (NAG 5):

- An emergency evacuation was activated on Wednesday 11 March during lunchtime. Students and staff responded appropriately to this.
- Health and Safety Committee had their first meeting on 26 February
- Bronwyn Gillies and Mandy Wilson have been elected as Workplace H & S representatives

Overseas Students / Marketing:

- The school had a presence at Wanaka Show (13 and 14 March) with Waitaki Boys' and will also be at Fairlie Show (Easter Monday).
- The Acting Principal intend to make visits to all contributing schools during Term 2 with the Open Day/evening on May 18.
- Thursday 2 April, Hostel Manager and I will have a meeting in Ikawai Hall at 4pm of interested families.
- Following a meeting with a representative from World Challenge, there will be a presentation to Yrs 10, 11 & 12 on Tuesday 26 May followed by a parent presentation on Thursday 4 June. Both these presentations are undertaken by World Challenge.

The Board discussed the carpeting project in the financial/property report and discussed the threadbare carpet in the Executive Officer's room.

Moved that the carpet in the Executive Officer's room is replaced at the same time as the carpet in the staff room and the Deputy Principal's Office.

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

MINUTES:

Minutes of the meeting held on 20 February 2020 were taken as read and confirmed as a true and correct record.

*Moved: Susan de Geest / Seconded: Susie Sinclair
Carried by Majority*

*For: Susan de Geest, Susie Sinclair, Darryn Stewart, Hannah Acheson, Lynda Wilson and Nicole Phillips
Abstained: Greg Smith (not read the minutes)*

CORRESPONDENCE:

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

Inwards:

- *Staff (in committee)*
- *Forest Enterprises*
- *NZSTA Memorandum re: Board Election*

Outwards:

- *Letter to School community re: Appointment Process of new Principal*

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

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

The Board discussed the NZSTA Memorandum and decided to support Mr Eugen Dupu in his nomination to the NZSTA Board.

Moved that the Board vote for Mr Eugen Dupu in the NZSTA Board Election.

*Moved: Lynda Wilson / Seconded: Greg Smith
Carried unanimously*

EXCLUDING THE PUBLIC

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Item in regard to staff: Protection of privacy of natural persons

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

Time: 7.45pm

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

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

Time: 7.55pm

GENERAL BUSINESS

Coronavirus

A letter has been sent to all parents and staff updating the current situation at school. Most sports events have been cancelled including netball and all practices. The joint school production has been postponed indefinitely and the Netball trip to Australia has also been cancelled. Any EOTC overnight trips proposed are to be self catering. The Senior Leadership Team has surveyed students regarding internet access in the event of school closure. 90% have internet access but there are issues with reliability and costs.

Staff Representative By-Election

The current Staff Representative on the Board of Trustees has resigned.

Moved that the date of the by-election a staff representative on the Board of Trustees will be held on Wednesday 13 May 2020.

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

Election of Returning Officer

Election of a Returning Officer for the upcoming Board by-election was discussed.

Moved that Nila Sime, the Board Secretary, be appointed as the Returning Officer for the by-election to be held on 13 May 2020.

Moved: Nicole Phillips / Seconded: Hannah Acheson

Policies and Auditing

The Board has 19 policies to audit. The Board will create an audit schedule. The trustees will look at the Student Achievement Policy at the next meeting.

Hannah asked that the Board also look at an Enviro Schools Policy or Procedure.

The meeting closed at 8.15pm

Next Meeting: 6.30 pm, 21 May 2020, in the Library