

**Waitaki Girls' High School Board of Trustees**  
**Minutes of the Meeting held on Thursday 21 May 2020**  
**at 6.35pm 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)

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Susan welcomed everyone to the meeting. Susan expressed the Board's gratitude for all the work that school staff have done during the lockdown period. The Acting Principal said that she was well supported throughout the period by the senior leadership team, Deans, teachers and support staff, with everyone doing their part during lockdown. There continues to be staff discussion around the timing of annual events including school exams and prize-giving. There are many school events that need to be reviewed or rescheduled.

Due to the COVID19 pandemic the Board was unable to hold an election for a new staff representative for the Board of Trustees. It was agreed Greg Smith would continue as staff representative on the Board of Trustees.

**Moved that Greg Smith continue as staff representative on the Board of Trustees.**

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

**HOSTEL REPORT:**

The Acting Principal thanked the Hostel Manager for the work she had done over the lockdown period.

Most boarding students are back in the hostel. There has been a fluctuation in the numbers boarding. Due to the situation with COVID19 the Hostel was unable to "rent out" in the holiday period. It is unclear if the Hostel will be able to "rent out" during the July holidays. The weekend cook has resigned and the position will be advertised shortly.

**FINANCIAL REPORT:**

Sally presented the financial reports.

The Board thanked Sally for the work she did on behalf of the school during lockdown.

- The Board were presented with a copy of the final draft annual report. It is currently with the auditors.
- The Boarding Hostel Financial Performance to the end of April 2020 was tabled at the meeting.
- The hall projector and motorised screen has been installed and is functioning.
- The staff room carpet was replaced during Level 3 restrictions. The two lower offices still need to be carpeted.
- The Senior Leadership Team are reviewing the proposals and format for the new school website.

**Moved that the Board approves the school payments and transfer schedule for March 2020 of \$198,190.67 and April 2020 of \$130,177.37, and the Hostel payment schedule for March 2020 of \$58,708.56 and April 2020 of \$28,126.83.**

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

<b>General Subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Finance	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 finance

**Also moved** that Sally Grant and Margie Baird be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the financial matters. This knowledge, which will be of assistance in relation to the matter discussed, is relevant to that matter because their staff roles.

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

**Time: 6.56pm**

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

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

**Time: 7.11pm**

**Sally Grant and Margie Baird left the meeting at 7.11pm**

**PROPERTY:**

Darryn presented the property report.

- The markings and support for a partially sighted student should be undertaken in the next school holidays.
- School Improvement Package: to be signed off by the end of the month.  
Michael Forgie to organise a asbestos report.
- A meeting with the Acting Principal, Executive Officer, Board Chair, Darryn Stewart and Michael Forgie will be scheduled for next week. A school tour will be undertaken, followed by discussions regarding plans for a wellness centre and progress on the Junior Block project.
- The Board need to decide on colours for the Junior Block roof and the hall windows. These will be submitted to Heritage New Zealand by Michael Forgie.
- Work on the Junior Block windows is progressing.
- Painting – next week the painting schedule will be discussed.
- The oak tree in Wilson Park needs to be removed. The Board discussed options and suggested a local wood turning group could possibly be interested in using the wood for projects if suitable.

**PRINCIPAL'S REPORT:**

Marg spoke to her report.

**Highlights from Marg's diary included:**

Return to school / Student Leaders' meeting

**Curriculum, Assessment and Reporting:**

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

On-line learning has been the focus of the whole community since the country went into lockdown in March. During the school holidays, considerable work was done by SLT and Deans to ascertain the students who did not have access to either a device and/or internet. Initially the decision was made to respond to MOE requests for students without devices; however it soon became apparent that Waitaki Girls' was not going to be a top priority for the MOE distribution as this was done according to school decile. The Principal spent time with Anil Joy sorting and sending over a total of 60 chromebooks to students without a device; this was supported by Sally Grant liaising with Whitestone Post to ensure these were delivered promptly to our students. The Principal was grateful that the BOT previously supported the purchasing of these devices and that we had them available for our students.

In addition, hard copy resources provided by MOE were sent to all Yr 9 & 10 students and these proved invaluable. Staff were also able to request hard copy resource packs in some areas be sent to students in Yrs 11-13. Once the country entered Level 3, staff were able to access school and many took this opportunity to prepare and send hard copy resources to students, which was of huge value as it became apparent that many students struggled with on-line learning. In addition, although requested through the MOE portal, some of our families did not have a modem delivered until last week and so that severely limited the capability of a student to work on-line.

Throughout this period of time, all staff have worked incredibly hard to ensure that no student will be disadvantaged in their learning.

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

During the "lockdown" period the Principal was in contact with Ivan Hodgetts, MOE Principal Advisor Secondary Transitions and he was supplied with the names of Maori and Pasifika students in Yrs 11, 12 & 13 who have been identified as being at risk of not achieving their desired qualification level without support. At this stage, the Principal is waiting to hear how many of our students have been accepted into this mentoring programme before approaching personnel to work with the students.

Considerable work has continued during this time with Dual Pathway students who have been unable to continue with the practical aspects of their courses. The Pathways Co-ordinator has been in regular contact with the students and ARA have given consideration as to how these programmes will continue to enable the students to gain the credits expected.

Two students attended their beauty class last Thursday and ARA have informed students of how their classes will look in the future and also shared a change to campus rules for the time being.

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

The school PB4L values were walked and talked throughout Level 4 & 3 and it was particularly heartening to see the lead that was taken by Student Leaders through their videos and posts on social media. The learning that has taken place for all students during this time cannot be quantified and everyone will look back at 2020 as a time of unspecified but massive learning.

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

- Curriculum and classes: Another Year 11 Science class has been created to better manage the pressure point which had developed owing to a large class.
- COVID19: As information became available from MOE, this was communicated to staff. Letters to parents, students and facebook notifications were made throughout the period of Level 4 & 3. A Health & Safety plan has been prepared for the return of staff and students effective 18 May. This has been prepared using information from MOE as well as considering constraints of the school campus to ensure the most effective use of large classrooms and ensuring that all necessary precautions have been adhered to.

#### **Finance (NAG 4):**

- EO has prepared and audited 2019 Annual Report and is with the auditor for final sign off

#### **Property (NAG 4):**

- Progress is happening with the Junior Block project and scoping around this is currently underway –this is part of the school 5 year plan.
- Hall upgrade/lighting-as part of the School Improvement Package; application due by 31 May 2020-this is currently with Michael Forgie.
- Markings and support for partially sighted student is being undertaken and expected to be completed by the start of Term 3. This application is also with Forgie and Hollows.

#### **Health & Safety /Student Management (NAG 5):**

- Health and Safety Committee met on Thursday 14 May to finalise the health and safety plan for return to school.
- The Principal acknowledged the work undertaken by Sally Grant, Jenny and Duncan Gillies in preparing the school campus 'student ready' for 18 May.

#### **Overseas Students / Marketing:**

- We had a presence at Wanaka Show (13 and 14 March) with Waitaki Boys'
- Visits to country contributing schools with Waitaki Boys' will happen prior to Open Day. It may be that this will have to be transferred to Term 3.
- Chiba GHS from Japan will not be visiting in July.
- Mukogawa GHS have expressed interest in coming to Waitaki in March 2021.
- Following emails with a representative from World Challenge, the presentation to Yrs 10, 11 & 12 has been transferred to Term 3. The intent is that a trip can still happen in October 2021.

The Board requested that the Health and Safety Committee Minutes be made available to them after each meeting and that this matter is added to the agenda for each meeting.

#### **MINUTES:**

Minutes of the meeting held on 19 March 2020 were taken as read and confirmed as a true and correct record.

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

#### **CORRESPONDENCE:**

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

##### *Inwards:*

- *Forest Enterprises Updates*
- *Fund Managers Otago Ltd Update*

##### *Outwards:*

- *Michael Forgie*

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

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

#### **GENERAL BUSINESS**

##### **Policies and Auditing**

Nicole has reviewed the Board's governance policies. Having compared the Board's current policies and the NZSTA template policies Nicole has suggested the addition of three new policies which would be reviewed triennially:

- Conflict of interest
- Relationship between Principal and Chair
- Appointments Policy

Nicole has also suggested the Board create some Board process documents in regard to a Student Behaviour Management Committee, a concerns, complaints process check list and a trustee induction process check list. Nicole has drafted a policy review timetable for this year. Documents are to be shared with trustees.

The Board may have to postpone Jan Hudson's scheduled appointment with the Board of Trustees.

**The meeting closed at 8.00pm**

**Next Meeting: 6.30 pm, 25 June 2020, in the Library**

