

**Waitaki Girls' High School Board of Trustees**  
**Minutes of the Meeting held on Thursday 25 June 2020**  
**at 6.30pm 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 (Secretary)

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**HOSTEL REPORT:**

Margie spoke to her report.

Waitaki House is back and up and running and the girls are enjoying the return of sporting and cultural activities. The boarders enjoyed a pink birthday party with games and Margie thanked the Annah Brown and Anna Onuma, Year 13, for organising this event. The boarders will enjoy a shopping trip to Dunedin on Saturday and are joining Don House at Waitaki Boys' for the Mid-Winter Xmas dinner on Wednesday 1<sup>st</sup> July.

Margie has been visiting contributing schools with Margaret and promoting the school and Waitaki House. Margie and Hineau have been working on an updated web page for the new website.

**FINANCIAL REPORT:**

Sally presented the financial reports.

The school and hostel financial performance to the end of May 2020 were presented to the Board.

**Moved that the Board approves the school payments and transfer schedule for May 2020 of \$142393.99, and the Hostel payment schedule for May 2020 of \$25,188.72.**

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

The trustees congratulated Sally for all her work on the yearly audit.

The Oamaru stone wall which borders Ouse Street and Thames Street by the Junior Block has worn away and deteriorated. Sally presented photographs at the meeting. The trustees authorised Sally to approach Michael Forgie to see if the work to repair the walls can be incorporated into the planned work to the Junior Block together with the felling of the tree marked for removal. Traffic management plans will be required for all of these projects.

The trustees discussed the purchase of capital items for the year. The Science area has asked for some high-backed chairs for the Science Laboratories. It is estimated that the cost may be around \$18,000.00. Sally asked for permission to approach the Otago Community Trust for a grant.

**Moved that the Executive Officer may apply to the Otago Community Trust for a grant for the purchase of chairs for the Science Learning Area.**

*Moved: Lynda Wilson / Seconded: Darryn Stewart  
Carried unanimously*

The Science Learning Area would like to purchase a 3D printer. Sally was authorised by the Trustees to research 3D printers and obtain quotes.

The Technology Learning Area will purchase two Bernina sewing machines. This is part of the scheduled upgrade of the sewing machines in the Textiles Technology Learning Area.

The trustees reviewed the School's inclusion in the Government's School Donations Scheme whereby the school receives \$150.00 for each student provided that the school does not solicit parents for a donation.

The trustees decided that the School should continue to belong to the scheme.

**Moved that Waitaki Girls' High School continue to opt into the Government's School Donations Scheme.**

*Moved: Susan de Geest / Seconded: Hannah Acheson  
Carried by Majority  
(Abstained – Greg Smith)*

**The Executive Officer and Hostel Manager left the meeting at 6.55pm**

**PROPERTY:**

Darryn presented this report.

Darryn has been in consultation with Bronwyn Beauchamp from the Waitaki District Council about the heritage colours for the Junior Block project. Proposed colours have been sent to Dunedin for approval and are waiting for a response.

The bus shelter was discussed as it is no longer used for its original purpose and is an addition to the heritage building. Hannah advised that it was still used as a form of shelter and girls used it to shelter their bags under when going into the hall.

Painting work for a visually impaired student should be underway soon.

**PRINCIPAL'S REPORT:**

Marg spoke to her report.

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

Mufti Day / Otago University information meeting / Lincoln University information meeting / Yr 13 First Aid course / Visits to contributing schools / Aoraki Principals' meeting / 'Loves-me-Not' workshop / Yr 10 speech competition / On-line Acting and Beginning Principals' Hui / Interhouse debates / Assembly / Yr 9 speech competition / Kahui Ako Principals meeting

Curriculum, Assessment and Reporting:

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

Staff are focusing on how our Kāhui Ako – Waitaki Ara's achievement goal relates to the school learning community. The focus of the Kahui Ako in 2019 was on inquiry learning using the Spiral of Inquiry as the framework for staff professional development (PD). Essentially this gives a framework for staff to reflect on their classroom practice and adjust their practice as identified. Recent focus of our PD has been on reflecting on the experiences gained from enforced on-line learning.

The Learning Support Coordinators (LSCs) are currently undertaking observations of particular students across a number of subjects. This is to support the work our staff are doing and for the LSCs to feed back to the staff considered strategies around engagement and achievement

PD focus of Kahui Ako in 2020-2021 is on the Learning Progressions Framework. On 22 June, the Principals and LSCs met with PLD facilitators and on 23 June, WSLs plus Acting Principal and HOL English met to focus on the next steps for Waitaki Girls'.

The intent of 2020 was to scope and plan for a new junior curriculum in 2021; for a number of reasons this timeline will need to be extended to 2022. It is hoped that a trial timetable can be introduced to Years 9 and 10 in Term 4 allowing students to select their courses of learning.

Restorative practice is an embedded part of the school following intensive resourcing in this area in 2019. 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. Jenny Corlet has also led staff PD on this and a key part is that all participants understand their role in the process.

Junior tracking has identified those learners requiring increased support. Louise Lane has accepted responsibility for a Gifted and Talented programme based around problem solving.

Two bi-lingual support workers have been appointed in Oamaru and we have access to them for a total of 2 1/2hrs per fortnight. They are first language speakers of Tongan and Tuvaluen and work closely with Sherilyn Hellier.

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

The appointment of a Pathways Coordinator in addition to a Careers Advisor is proving invaluable. The Pathways Coordinator has also now gained responsibility for further transitioning from school into the workforce.

Term 3 will see the launch of the Ko Wai Ahau (Waitaki) Oamaru Ara programme which will allow at risk students in Yrs 9 & 10 to engage in an off-site programme (one day/week). The provider of this programme is Te Hou Ora Whanau services. The lead person is Christine Williams (DP with responsibility for Alternative Education).

**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 junior tracking information. Staff are aiming 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 2 is being a team player and emphasis is on core values.

The Junior Core Class meetings which are led by Deans are focused on sharing practical strategies to embed good classroom practice.

Junior Curriculum Review remains a key focus for 2020 although timeline implementation has needed to be assessed.

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

Curriculum and classes: Following the confirmation of our FTEs and Unit allocation, additional staffing has been used in Science Learning Area. Unallocated MUs and MMAs have also been allocated.

Government Donation Scheme: A decision is required by the BOT regarding the continuation of this in 2021 and is required to be reported to MOE in July 1 roll return.

Culturally responsive mentoring has been confirmed by MOE and there are 10 students who have been identified as being at risk of not gaining their intended level of qualification without some support. Our current focus is on finding a mentor(s) for these students.

WaiYou (Youth Employment Success) This is a community funded web-based platform connecting youth with employers which allows businesses to upload information about their business and also job vacancies aimed at school leavers. This is being facilitated by Cara Tipping-Smith at Business Hive.

Positive Behaviour for Learning PB4L and Restorative Practices in Behaviour Management: Staff continue to develop Tier Two implementation of PB4L which looks at Functional Behaviour Analysis and developing appropriate plans for students presenting with Tier 2 and 3 behaviours. In addition, a Restorative Practice working group has been established led by the guidance counsellor.

### **Personnel and Staffing**

Richard Bell has accepted the position as Accounting/Economics Teacher for a fixed term. Jeanette Aker is working in the Science Learning Area (4 hours/week) and Pippa Holdsworth has been appointed Dean of Year 9 beginning 2021

Allocation of MUs and MMAs has allowed for staff to become responsible in areas of additional curriculum support as well as targeted projects. These have been allocated on fixed term basis and are roll dependent. Areas include: English LA, Social Science LA; Gifted and Talented; Mathematics 'problem solving' project; Restorative Practice, Transitions from school to workforce and EnviroSchool leader.

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

The school is tracking as projected against budget and staffing projections.

Having a strong and well supported team of Teacher Aides means that staff can work down into the next tier to provide classroom support to both teachers and students who require it.

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

Work around the campus required for a partially sighted student is currently being undertaken.

Walk through of junior block completed and consultation is being asked for from staff regarding the use of under-utilised areas.

Discussion is underway with Heritage NZ regarding suitable colours.

Hall upgrade/lighting-as part of the School Improvement Package application made by 31 May 2020.

### **Health and Safety / Student Management (NAG 5)**

Post lockdown Health & Safety plans were written and adhered to in accordance with MOE and MOH guidelines.

With the move to Level One, there has been a return to pre lockdown practices; however, students and staff are still able and encouraged to use hand sanitiser around the campus. The first full school assembly was held on 23 June.

Information has been received from Waitaki District Council regarding a proposed roundabout at the Ouse/Derwent/Reed St intersection. While not on campus, this will have a considerable impact on the speed of much of the traffic in the upper part of Ouse St and should see a reduction in traffic noise for the hostel.

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

The Acting Principal together with the Hostel Manager and WBHS Rector will have visited all 10 country contributing schools by the end of this term.

Deputy Principal and Year 9 Dean (2021) are scheduled to visit OIS to speak to and provide an enrolment pack to all Year 8 girls.

Our Open Day is scheduled for Tuesday 28 July which coincides with our Hostel Open Day (Sunday 26 July) and WBHS Open Day. These were intended to have been held in Term Two.

#### **School Events**

Mana Wahine (focus Matariki) / Inter-house debates / Music Competition / Principal's Awards Assembly / Peer Support break up / Cross-country / Parent/teacher subject interviews.

#### **MINUTES:**

Minutes of the meeting held on 21 May 2020 were taken as read and confirmed as a true and correct record.

*Moved: Susie Sinclair / Seconded: Margaret Williams  
Carried unanimously*

#### **CORRESPONDENCE:**

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

##### *Inwards:*

- *Deloitte Report to the Board*
- *Staff Letter x 2 (in committee)*
- *International Director's Report to the Board*
- *Forest Enterprises*
- *NZ Mortgage Income Trust x2*
- *Memorandum of Understanding - WBHS & WGHS*
- *Waitaki District Council - Roading*

##### *Outwards:*

- *Deloitte – Representation Letter*

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

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

The trustees discussed the letter received from the Waitaki District Council outlining the proposed roundabout at the intersection of Reed, Ouse and Derwent Streets. The trustees noted that this would be an improvement in traffic management and it is hoped this will slow traffic coming along Ouse Street.

#### **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>
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

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

**Time: 7.20pm**

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

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

**Time: 7.25pm**

## **GENERAL BUSINESS**

### **Policies and Auditing**

The Board of Trustees reviewed and amended a number of processes and policies presented at the meeting.

**Moved that the following documents are adopted by the Board for inclusion in the WGHS Governance Manual:**

- **Conflict of Interest Policy**
- **Policy Audit Schedule Process**
- **Relationship between Chair and Principal Policy**
- **Student Behaviour Management Committee Terms of Reference Policy**
- **Trustee Induction Process**

*Moved: Nicole Phillips / Seconded: Greg Smith  
Carried unanimously*

### **Health and Safety**

The trustees received a copy of the most recent School Health and Safety Committee minutes. Trustees commented that they were impressed with all the work that was done around procedures and processes with the return to school after lockdown.

**The meeting closed at 8.00pm**

**Next Meeting: 6.30 pm, 23 July 2020, in the Library**