

**Waitaki Girls' High School Board of Trustees**  
**Minutes of the Meeting held on Thursday 23 July 2020**  
**at 6.30pm in the Library**

**Present:** Susan de Geest (Chairperson), Margaret Williams (Acting Principal), Darryn Stewart, Lynda Wilson, Susie Sinclair, Nicole Phillips 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.

Term Three is underway and many girls are enjoying the start of winter sports and cultural activities.

There was no renting out in the July Holidays. This was the first time since I started working at the Hostel. One group is booked in for basketball in September holidays at this stage and Margie is hopeful there may be one other.

Two student teachers are staying for four weeks and one member of staff.

Planning for a marketing trip is underway with Don House at Waitaki Boys' which is scheduled for August.

**FINANCIAL REPORT:**

Sally presented the financial reports.

A new school website is being developed and the Executive Officer is hopeful it will be ready soon.

A grant has been received from Network Waitaki for the Excellence Awards for next year.

Staff 'flu vaccinations have been paid for by the Ministry of Education this year.

The Trustees discussed the international tuition and the boarding hostel fees for next year.

**Moved that the international student tuition fees increase to \$13,600.00 per annum and that the boarding hostel fees increase to \$11,600.00 per annum in 2021.**

*Moved: Susan de Geest / Seconded: Darryn Stewart  
Carried by Majority  
Abstained: Nicole Phillips*

**Moved that the Board approves the school payments and transfer schedule for June 2020 of \$223,497.02, and the Hostel payment schedule for June 2020 of \$88,269.23.**

*Moved: Susan de Geest / Seconded: Marg Williams  
Carried unanimously*

**PROPERTY:**

Two of the lower offices have been re-carpeted.

Painting has been completed around the school for a visually impaired student. Some extra work is needed. Sally will liaise with Peter Stringer. On commissioning the painting the Board was advised that if the work exceeded \$2,500.00 the Ministry of Education would pay the costs. Darryn will liaise with Michael Forgie.

Darryn has met with Michael Forgie. Details regarding the all windows need to be drawn up by Ian Perry. The tender for the Junior Block project will hopefully go out in a month's time. Clarification from the Board is required as to the upgrade for the Junior Block classrooms and basement and ideas for the administration block.

It was decided that Sally, Darryn, Susan and Michael Forgie meet next week to discuss progress and details of property projects.

Scheduled painting work to be undertaken around the school could be started in the September holidays and the this needs to be confirmed.

### **The Executive Officer and Hostel Manager left the meeting at 7.15pm**

#### **PRINCIPAL'S REPORT:**

Marg spoke to her report.

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

Mana Wahine (focus Matariki) / Inter-house debates / Music Competition (individual/group performances) / Assembly-recognising a number of awards/Dulcie draw / Peer Support break up / Parent/teacher subject interviews

#### **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 the Kahui Ako – Waitaki Ara's achievement goal relates to the school learning community. PD focus of Kahui Ako in 2020-2021 is on the Learning Progressions Framework and Coherent Pathways Framework and the Acting Principal is more confident that this focus will bring about increased consistency of tracking across the Kahui Ako and identify where additional support is needed for learners. The Senior Leadership Team continue to work with the Within School Leaders as they align their roles and lead staff in the implementation of these.

The Senior Leadership Team are giving strong consideration to introducing a modular approach for the final 3 weeks of Term 4 for Year 9 & 10 students.

Following the information provided by Learning Areas, an initial analysis has been undertaken to show the percentage of students performing below and above the expected NZC levels in both years 9 & 10. The value of this data becomes more valid once staff obtain the next set of data (due end of August) to see what movement has occurred within Learning Areas and across NZC levels.

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

A small number of students in Years 11 & 12 are struggling with remaining engaged in their learning and are being supported through work experience opportunities. These allow for these students to work on a modified programme while giving them experience in the workforce.

**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. We are aiming to increase student self-efficacy and resiliency in learning and the Within School Leaders are investigating more strategies around this. WSLs will lead staff using designated Teaching and Learning time throughout the term.

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

**Culturally responsive mentoring** has been confirmed by MOE and we have 8 on this programme. This has reduced from 10 as we were only able to secure one mentor (Hana Halalele). Hana and the Acting Principal had an initial meeting with the students and their parents and Hana will continue in this role and complete reports as required by MOE.

**Science Learning Area** review was originally scheduled for 2020 - this may be delayed until Term 4.

#### **Personnel and Staffing**

Richard Bell has joined the staff in Social Science Learning Area.

Currently 2 teacher trainees from University of Otago are working in the Science and Social Science Learning Areas.

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

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

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

Work around the campus required for a partially sighted student has finally been completed

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

During a recent visit to Weston School the Acting Principal was impressed with their Administration Centre and suggested that this could be used as a basis for considering the refit of the administration/pastoral area.

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

Clean-up of school grounds undertaken on last day of Term 2 by 4 classes. Students are encouraged to be responsible for their own litter to avoid such clean-ups happening.

Next H & S committee meeting scheduled for 5 August.

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

The Hostel Manager is undertaking a combined marketing visit (with WBHS) to West Coast and Twizel region in early August.

The school Open Day is scheduled for Tuesday 28 July which coincides with our Hostel Open Day (Sunday 26 July) and WBHS Open Day.

#### **School Events**

Opening Day Nth Otago Netball / Old Girls luncheon / Open Day –Hostel / Open Day/Evening / Year 13 History trip (Akaroa) / Top Art in school / Quad Tournament in Timaru / Athletics / Waitaki Formal / Amnesty Freedom Challenge week / Hols presentations to BOT / Triangular Tournament

The Kahui Ako Leader, Mary Healey, has extended an invitation to the school boards to meet at Oamaru Intermediate School on Thursday 6 August at 7pm for an update and get-together.

#### **MINUTES:**

Minutes of the meeting held on 25 June 2020 were taken as read and confirmed as a true and correct record.

***Moved: Hannah Acheson / Seconded: Darryn Stewart  
Carried unanimously***

#### **CORRESPONDENCE:**

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

##### *Inwards:*

- *NZEI – Paid Union Meeting Notice*
- *Forest Enterprises*

##### *Tabled:*

- *Staff Letter (In Committee)*

**Moved that the Inwards and table correspondence be received.**

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

#### **GENERAL BUSINESS**

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

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

The following policies were discussed and drafted. Once prepared and circulated they will be reviewed at the next meeting:

- Board Roles and Responsibilities Policy
- Trustees' Code of Conduct Policy
- Chairpersons Role Policy
- Student and Staff Trustee Role Policy

- Meeting Process and Procedures Policy
- Committees of the Board Policy
- Policy Audit Policy
- Community Consultation Policy
- Principal's Performance Appraisal Policy
- School Donations Policy

## 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: Susie Sinclair  
Carried unanimously***

**Time: 8.18pm**

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

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

**Time: 8.25pm**

**The meeting closed at 8.30pm**

**Next Meeting: 5.30pm, 13 August 2020 – Heads of Learning Presentation, in the Library  
6.30pm, 20 August 2020, in the Library**