

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 20 August 2020
at 6.30pm in the Library

Present: Susan de Geest (Chairperson), Margaret Williams (Acting Principal), Darryn Stewart, Lynda Wilson, Susie Sinclair, Nicole Phillips, Hannah Acheson and Jessica Wright
In Attendance: Elizabeth Koni, Sally Grant (Executive Officer), Margie Baird (Hostel Manager) and Nila Sime (Secretary)

Susan opened the meeting and welcomed the new staff representative, Jessica Wright, and Elizabeth Koni the newly appointed Principal.

Moved that Elizabeth Koni is granted speaking rights at the meeting.

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

HOSTEL REPORT:

Margie presented a verbal report.

Boarder numbers were discussed.

With the move to Level 2 restrictions, it is uncertain if there will be renting out at the hostel during the holidays. Margie is waiting to see if the situation changes.

Unfortunately, the marketing trip which had been planned to the West Coast had to be cancelled at the last minute due to Covid-19 restrictions.

FINANCIAL REPORT:

Sally presented the financial reports.

Moved that the Board approves the school payments and transfer schedule for July 2020 of \$111,032.20 and the Hostel payment schedule for July 2020 of \$37,602.40.

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

The new website has been launched. Hineau Mackenzie has been working with Digital Journey and has managed the project expertly.

PROPERTY:

The school trailer has been stolen and the Police notified. \$1,500.00 was received from insurance. At this stage Sally will not replace the trailer as usage has decreased. It was used mainly for recycling.

Electrical testing, building warrants and LPG compliance certificates have been completed for the year.

There are some outstanding accounts to come in for the work which has been completed for the visually impaired student. Once the project has been completed it will be determined if the final costs meet the threshold for MOE payment.

Darryn, Susan, and Sally met with Gordon James and walked around the school to organise scheduled painting work. The Board discussed work required for cyclical maintenance. The first project will be repainting the roof and exterior of the Maths Block. Additionally, 3 overgrown trees need to be removed. This work will be carried out in the September holidays. Sally presented quotes to the Board and will further investigate costs. Painting colours were discussed as the intention is to use the same colours for work around the school thus unifying the visual appearance of campus buildings. Darryn is waiting for confirmation from Heritage New Zealand that the chosen colours are acceptable. At this stage the choices are:

- Grey Friars for rooves
- Red Berry for wooden doors
- Half Spanish White for soffits etc...
- French White for windows

Moved that the Board approve the plan to paint the roof and exterior of the Maths Block and the removal of the three trees in the September holidays as proposed.

Moved: Lynda Wilson / Seconded: Nicole Phillips

Carried unanimously

The Board expressed the need to obtain an asbestos report so that the extent of asbestos on school property is known for future projects. Susan will bring an example of an asbestos report to the next meeting.

The Executive Officer and Hostel Manager left the meeting at 7pm

PRINCIPAL'S REPORT:

Marg spoke to her report.

Highlights from Marg's diary included:

Opening Day Nth Otago Netball / Old Girls luncheon / Open Day –Hostel / Open Day/Evening / Year 13 History trip (Akaroa) / Quad Tournament in Timaru / Mufti Day-funds raised for Light it Orange /Mathletics / Otago Principals' meeting / Formal / Aoraki Basketball / Amnesty Freedom Challenge week / Year 13 Tertiary Open / Hols presentations to BOT

Curriculum, Assessment and Reporting:

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

Teaching staff have attended professional development regarding Waitaki Kāhui Ako-Waitaki Ara's achievement goals.

Following successful observations undertaken by our LSCs (Learning Support Co-ordinators), feedback has been provided to relevant staff with a focus on sharing successful strategies to support these students. This focussed on next steps re engagement and active interventions.

Teaching staff intentions for 2020 included planning for a new junior curriculum in 2021. This timeline will need to be extended to 2022; however, staff are now committed to planning for a change to the Year 9 & 10 programme after the seniors leave on 13 November. Christine Williams has responsibility for leading this initiative and the plan is that the Learning Areas who offer rotations in Year 9 & options in Year 10 (The Arts, Technology & Languages) will continue with these options while all other LAs will have the whole of a cohort for 3 days and are able to plan how they wish to use this time. Research and practice indicates that when students have a choice about what they take their engagement is considerably greater.

Restorative practice is an 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. Max Gold (MOE PB4L practitioner) undertook a Tiered Fidelity Index evaluation at the school on 14 August. This involves interviews with staff as well as students around their understanding of school values and practises. A report will be presented following this visit.

Junior tracking continues to inform our practises and the next data sate is end of term. It is encouraging that the students who are performing below the expected NZC level are already identified and gaining further support.

Louise Lane continues to develop and facilitate a Gifted and Talented programme through giving self - identifying students the opportunity to explore an area of interest or passion where-by the skills linked with a particular subject 'fall out' of their learning discovery.

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. In addition to the work being undertaken in her role as Pathways Co-ordinator, Mel Searle has also been pro-active in supporting a number of Yr 11, 12 & 13 students to seek work experience.

Finally, Term 3 has seen the launch of the Ko Wai Ahau (Waitaki) Oamaru Ara programme which allows 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.

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

Culturally responsive mentoring is underway and Hana Halalele is mentoring 7 Maori and Pasifika students. Staff are looking to PB4L values and Waitaki Way Consultancy group (students and staff) to keep promoting resiliency in learning. The focus of the WWCG in Term 3 has remained being a team player and the emphasis is on how to espouse core values. Each Whanau group has been challenged with presenting a 30 sec Tic Tok involving all students in the Whanau group.

The Junior Core Class meetings which are led by Deans are focused on sharing practical strategies to embed good classroom practice. These are now held once a term for both Years 9 & 10 and it is a requirement that all teachers of these classes attend these meetings.

A successful Tertiary Open Day was held on 10 August with Year 13 students visiting the institutions of their choice in either Dunedin or Christchurch.

Plans are underway for the Year 10 Taster Day at ARA Polytechnic in Timaru to be held on 27 Nov for all Year 10 students from the 3 secondary schools in Oamaru.

Waitaki STP Hui was held via Zoom and a key focus of this discussion was on the courses being offered by ARA next year for students.

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

Curriculum and classes: Subject information material is currently being updated and will be made available on the website from 7 Sept. The decision has been made to have students make their subject choices later and after results from school benchmark exams are known with the intent that they will be better informed in their decision-making.

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. Launch due on 1 September.

Positive Behaviour for Learning PB4L and Restorative Practices in Behaviour Management: Tier Two implementation of PB4L continues. This looks at Functional Behaviour Analysis and developing appropriate plans for students presenting with Tier 2 behaviours. Work is also being done around plans to support staff working with 2 students who present with Tier 3 behaviour. In addition, a Restorative Practice working group has been established led by Jenny Corlet (GC) and at this stage this involves the pastoral team.

Waitaki way Consultation Group (student led) has focussed on 'being a team player' for the remainder of term.

Personnel and Staffing

Letters of resignation have been received from Paul Selbie (Phys Ed) effective 27 January and Duncan Gillies (Caretaker) effective 9 December.

Two teacher trainees completed successful practicums in Science and Social Science Learning Areas.

Teacher trainee currently undertaking a practicum in The Arts Learning Area.

Finance (NAG 4)

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

Property (NAG 4)

A walk through of junior block has been completed and consultation undertaken staff regarding the use of underutilised areas (eg basement)

Health and Safety / Student Management (NAG 5)

A successful school formal was held on 8 August.

Preparation is underway should there be a move in Covid Alert levels.

With the move to Level Two, there has been a return to required practices. This includes the possible postponement of future school events.

Information will be communicated with parents as it becomes available from MOE or MOH. This will be on school website and also through emails and the Facebook page.

Students from Enviro Club undertook a rubbish audit on 14 August.

Overseas Students / Marketing

Open Day was very successful with many positive comments shared after the event.

School Events

Marg noted that events are subject to Covid-19 level changes.

Mid-term break / Sports and Cultural photos / OGHs interschool / Year 11 PE trip / Year 13 Chemistry trip / Year 12 History trip / Winter tournament week / Year 11 Science Assessment Day / Year 13 PE Ski trip / Careers week / Aoraki Principals' meeting / Talent Challenge / Year 12 PE Bike trip / Pathways afternoon and

evening / Lincoln & Otago Uni planning / Careers Exp / Get2Go / OSS Netball / Green week (interruption free) / Tuvaluan Language week) / BOT student rep voting / Mufti Day funds for Breast cancer

The Board discussed and requested that they be presented with a regular statistical report on pastoral incidents – to see behavioural patterns emerging.

The newly available MOE Urgent Relief Fund has been implemented to provide students with support especially in the wake of Covid-19 restrictions. Marg will investigate how this fund might be accessed and utilised at WGHS.

MINUTES:

Minutes of the meeting held on 23 July 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 and outwards correspondence and commented on as necessary.

Inwards:

- *Parent letter – Open Day*
- *MOE – 2021 dates*
- *Staff Letter (in committee)*
- *Forest Enterprises – Update*

Outwards:

- *Staff Letter (in committee)*

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

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

GENERAL BUSINESS

Policies and Auditing

The Board of Trustees reviewed and adopted the following policies and processes:

- 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
- Rules for Public Participation at Board Meetings.

Moved that the above listed policies and procedures as presented to the Board are adopted.

***Moved: Nicole Phillips / Seconded: Hannah Acheson
Carried unanimously***

The Board discussed the Board Self-Review Policy and Nicole proposed an amendment.

Moved that the Board adopt the Board Self-Review Policy with amendment as presented to the Board.

*Moved: Nicole Phillips / Seconded: Susie Sinclair
Carried unanimously*

The new Drug and Alcohol Policy was discussed and remains in draft form. Nicole will research further and bring back to the Board at the next meeting.

The Complaints Policy was reviewed. The Board decided to adopt the format provided by the NZSTA.

Moved that the Board adopt the Concerns and Complaints Policy and the procedural flow chart as drafted on the NZSTA website.

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

Nicole will email further policies for review prior to the next Board meeting.

Health and Safety:

The trustees acknowledged receipt of the notes from the last school health and safety meeting.

Heads of Learning Presentation:

The Board discussed the Heads of Learning presentation and expressed concern regarding the information from all Learning Areas in respect to literacy. Marg discussed various strategies that were in the process of being implemented in the junior curriculum areas to help to improve literacy and student engagement.

Elizabeth Koni left the meeting at 7.55pm

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

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

Time: 7.58pm

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

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

Time: 8.05pm

The meeting closed at 8.08pm

Next Meeting: 6.30pm, 17 September 2020, in the Library