

**Waitaki Girls' High School Board of Trustees**  
**Minutes of the Meeting held on Thursday 17 September 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), Jess Kelly, and Nila Sime (Board Secretary)  
**Apologies:** Margie Baird (Hostel Manager)

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Susan opened the meeting and welcomed Liz Koni and Jess Kelly.

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

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

**HOSTEL REPORT:**

Margie's report was discussed.

This term the boarders have introduced "theme nights" which has been a great success. Di Talanoa has been taking the girls for fitness instruction. There have been no trips away due to Covid restrictions. The hostel will be renting out in the holidays.

The Trustees were made aware that it will be 100 years since the establishment of the Boarding Hostel in 2021. The Board felt that this event should be acknowledged and celebrated.

The Board dinner is scheduled for Tuesday 1 December 2020.

**FINANCIAL REPORT:**

Sally presented the financial reports.

The Boarding Hostel does not meet the requirements to qualify for the Hostel Wage Subsidy Extension. The Ministry of Education has announced extra funding for cleaning and sanitising costs and for international student transition funding. Both payments will be included in the October operations grant. There has also been a change for relief teaching funding for staff on sick leave for terms 2 and 3 which has dropped from 8 days to 4.

A new school map is in the last stages of design. The next step is to look at signage around the school.

The photocopier contract is coming up for renewal and Sally is acquiring quotes from providers. The Trustees discussed the lease, buy or rent options. With interest rates being so low at the moment buying the photocopiers may be the most cost effective option, with an additional service contract.

**Moved that the Board authorise the Executive Officer and Principal to secure the most advantageous contract for acquisition of new photocopiers for the school.**

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

**Moved that the Board approves the school payments and transfer schedule for August 2020 of \$241,048.89 and the Hostel payment schedule for August 2020 of \$42,192.76.**

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

## **PROPERTY:**

Sneeze shields are being erected in the office area. This is to help with Covid protection and will also act as a sound barrier in a noisy area of the school.

Three trees from beside X Block are being removed on 19 September.

The carpet is to be replaced in Room X46 during the school holidays with surplus carpet tiles. There will not be quite enough carpet tiles to complete the whole room.

**Moved that the Executive Officer is authorised to purchase additional carpet tiles to carpet Room X46.**

*Moved: Lynda Wilson / Seconded: Jess Wright  
Carried unanimously*

Darryn reported on progress with school building projects.

Junior Block: The replacement of the aluminium windows in the Junior Block is an ongoing project. Flashing the windows successfully is problematical. Drawings are 90% complete.

Hall windows: Discussions are continuing. The fall of the butanol roof section of the hall roof is a problem.

Signage Project for student: Work is complete, but Sally is still waiting for invoices.

Maths Block: Painting will be undertaken in the holiday break. Trustees asked that the Maths Resource Room also be painted as part of the project.

Painting Colours: Heritage New Zealand has approved the roof colour - Grey Friars. Half Spanish White (walls), Gauntlet (Fascia and spouting) and Red Berry (wooden doors) were approved by the Board. The colours will be displayed to staff for any comments.

**The Executive Officer left the meeting at 7.05pm**

## **PRINCIPAL'S REPORT:**

Marg spoke to her report.

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

Sports and Cultural photos / OGHS interschool (jnr) / Y11 PE trip / Y13 Chemistry trip / Y12 History trip / Winter tournament week / Y11 Science Assessment Day / Y13 PE Ski trip / Careers week / Aoraki Principals' meeting / Kahui Ako Inquiry meeting / Pacific Language week / Talent Challenge / Y12 PE Bike trip / Pathways afternoon & evening / Get2Go / Mana Wahine / OSS Netball (Yr 9 & 10) / Green week (interruption free) / Maori Language Week / BOT student rep voting / Mufti Day & brunch – Breast cancer

### **Curriculum, Assessment and Reporting:**

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

Kāhui Ako – Waitaki Ara's achievement goal relates to the learning community. Further PLD will be facilitated on 17 and 18 Sept with Janelle Stevenson on Learning Progressions Framework with workshops in Term 4 to be led by our WSLs.

The focus of the Kahui Ako PLD in 2019 was using the Spiral of Inquiry to improve teacher practice. Some groups worked collaboratively across the Kahui Ako with staff from other schools, while some groups were across different Learning areas at WGHS. The outcomes of these inquiries will be presented at an across Kahui Ako meeting on Monday 9 November.

The intent of 2020 was to scope and plan for a new junior curriculum in 2021. Year 9 & 10 students have been made aware of these changes to their end of year programme and will have the opportunity to make choices within each Learning Area early in term 4. Parents of Years 9 & 10 have also been notified of this change.

Our junior tracking continues to inform our practises and the next data date 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.

At the last HOLs meeting, the Acting Principal gave feedback from BOT regarding Literacy issues which were identified across several Learning Areas. Since that meeting, the Acting Principal has had communication from staff who have expressed an interest in supporting staff in this area.

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

Work has continued in defining and providing appropriate courses for students to transition from school into the workplace. This has included students undertaking work experience; attending ARA for a day to gain an understanding of what may be involved in a particular trade and on November 27 all Year 10 students will attend a 'Taster Day' at ARA in Timaru. This is an initiative which sees all Year 10s in Oamaru at this taster day. 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. At this stage only one week of the programme has run; the provider has not continued with this programme during Level 2.

**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 of our 'at risk' Maori and Pasifika students. Hana reports that this is positive and the students are engaging with her.

The Junior Core Class meetings which are led by Deans are much more 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 very successful Careers Week was held with former pupil Kellie Milmine (Williams) speaking on her career in the Air Force and more recently in returning to Oamaru and setting up her Real Estate Business. The culmination of this week was our Pathways afternoon and evening which allows Y 10, 11 & 12 students the opportunity to view the subjects available to them in 2021. The Careers Expo planned for 11 September had to be cancelled owing to Level 2 restrictions.

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 our students.

An application has been made by Acting Principal to MOE for funding through the URF (Urgent Response Fund). This has been targeted at providing further Teacher Aide hours of support.

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

*Curriculum and classes:* Subject information material is now available on the website; however students in Year 10, 11 & 12 have until 27 October to make their decisions on the portal. This has been kept later than previously to enable sound decision-making after the completion of benchmark exams.

*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 now due on 14 September; currently there are 18 local businesses on board.

*Positive Behaviour for Learning PB4L and Restorative Practices in Behaviour Management:* The school continues to develop Tier Two implementation of PB4L which looks at Functional Behaviour Analysis and developing appropriate plans for students presenting with Tier 2 behaviours.

#### **Personnel and Staffing**

Vacancies have been advertised in Phys Ed and Acct/Economics. Both these positions close on 25 September. Anna Beckingsale will finish at the end of Term 3 owing to changes in 'acting up' duties.

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

We are tracking as projected against our budget and staffing projections.

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

Removal of trees from outside Maths prefabs scheduled for 19 September.

Completion of SEPE (school evaluation of physical environment)

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

While at level 2, the school continues with restrictions and practices as required Health & Safety cttee met 2 September; notes from this meeting shared with BoT

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

A very successful 'Hands On' afternoon was held with Year 8 students on 28 August. Currently the Acting Principal and DP are meeting with all Year 8 students and parents who have enrolled for 2021. This is a very positive part of the transition and enrolment process.

### **School Events**

NB: All of these events are subject to meeting the requirements of the current Covid Alert Levels. Benchmark exams for Year 11, 12 & 13 / Primary school Gymnastics competition (Year 10 students are involved as judges) / End of Term 3 / Official welcome to Liz Koni / Mentoring presentation to Year 11 students / WGHS Tertiary Scholarship interviews / STP Hui / Voting for Head Girl 2021 / Voting for House Captains 2021.

Trustees discussed aspects of the Principal's report including:

- the school evaluation of physical environment which is being completed by Sally and Margaret;
- culturally responsive mentoring;
- Literacy; and
- roll numbers.

### **MINUTES:**

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

***Moved: Hannah Acheson / Seconded: Susie Sinclair  
Carried unanimously***

### **CORRESPONDENCE:**

Susan reviewed the inwards and outwards correspondence and commented on as necessary.

#### *Inwards:*

- *WGHS Enviro Club – Proposal*
- *Staff Letter (in committee)*

#### *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***

The letter received from the Enviro Club was received and discussed. The Trustees were impressed with the students' thorough investigation of the issues and commended the girls for their work. Trustees supported their endeavours. Trustees also expressed their intention to work on an Environmental Policy.

### **GENERAL BUSINESS**

#### **Policies and Auditing**

The Board of Trustees reviewed the following policies:

- Student Achievement Policy
- Teaching and Learning Policy
- Information Technology Policy
- Finance and Assets Policy
- Employer Responsibility Policy
- International Fee Paying Students Policy
- Use of School Facilities Policy
- Drugs, Alcohol and Tobacco Policy

**Moved that the Student Achievement Policy and the Finance and Assets Policy are adopted as presented to the Board.**

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

Nicole will continue her work on the remainder of the above policies and bring these back to the Board at the next meeting for consideration.

**Health and Safety:**

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

**Pastoral Reports:**

The trustees reviewed and discussed the reports.

**Staff:**

Margaret Williams has been appointed as the Waitaki Ara Kahui Ako Leader. The Trustees congratulated her on her appointment.

**Moved that the Waitaki Girls' High School Board of Trustees approve the appointment of Margaret Williams as the Waitaki Ara Kahui Ako Leader commencing on 28 January 2021 and concluding on 27 January 2023.**

*Moved: Susan de Geest / Seconded: Jess Wright  
Carried unanimously*

Elizabeth Koni and Jess Kelly left the meeting at 8.25pm

**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: Lynda Wilson  
Carried unanimously*

**Time: 8.25pm**

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

*Moved: Lynda Wilson / Seconded: Susie Sinclair  
Carried unanimously*

**Time: 8.28pm**

**The meeting closed at 8.30pm**

**Next Meeting: 6.30pm, 22 October 2020, in the Library**