

**Waitaki Girls' High School Board of Trustees**  
**Minutes of the Meeting held on Thursday 29 October 2020**  
**at 6.05pm in the Library**

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

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Lynda opened the meeting and welcomed everyone to the meeting.

**BOARD PHOTOGRAPH:**

As Susan was absent from the meeting it was decided that a group Board photo would be taken at the next meeting.

**FINANCIAL REPORT:**

Sally presented the financial reports.

A new photocopier contract has been signed with Canon. There should be at least \$5,000.00 in savings each year for the next five years.

The new school map is finished and the next step is looking at signage around the school.

**Moved that the Board approves the school payments and transfer schedule for September 2020 of \$202,941.68 and the Hostel payment schedule for September 2020 of \$52,046.03.**

***Moved: Lynda Wilson / Seconded: Nicole Phillips***  
***Carried unanimously***

**PROPERTY:**

The tree removal at the Maths Block has been completed with a \$550.00 discount on the quote.

There is a leak in the roof at the Music Suite. This has been referred to Michael Forgie who will have someone from Placemakers make an inspection to see what is required.

Darryn provided an update to the Board on progress with the Junior Block and other building projects around the school.

A consultant has been appointed to the school for the 10 Year Property Plan.

**HOSTEL REPORT:**

Term 4 is well under way and the seniors are preparing for NCEA exams.

Numbers for next year are looking at being around the same as this year. The Principal and Hostel Manager have discussed how best to approach the issues this brings.

Site Management – the hostel has two sites to house the boarders and with numbers as they are we need to have them in one place. The Principal and Margi are going to meet with all boarders on Monday night and put the options to them and get their feedback.

Margi approached New Zealand Boarding Association regarding applying for additional wage subsidy funding. They knew of no hostel that had done so under the criteria available for Covid 19.

Renting out went well in the holidays and teams have re-booked for next year.

The Board dinner will be held on Tuesday 1 December at 6pm in the hostel dining room.

**The Executive Officer and the Hostel Manager left the meeting at 6.35pm**

**PRINCIPAL'S REPORT:**

Liz spoke to her report.

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

Hand Over to WGHS / Yr 13 Scholarship Interviews / Head Student voting / Course Selection for Yr 10 – 12

**Curriculum, Assessment and Reporting:**

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

Staff continue to work on their Spiral of Inquiries with the outcomes to be presented at an across schools Kahui Ako meeting on 9 Nov. Teachers are working in pairs, LAs and an across-school cluster to help get a broader picture for what our respective schools are doing and therefore can identify how primary can segue into secondary better.

Staff are looking at running a Vertical Horizons Course to some Yr 11 & 12 students to enable them to gain further NCEA. This follows teachers completing a Student Tracking summary to identify students who are at risk of not achieving their NCEA, as well as students who are tracking for endorsements.

Staff who are under their FTTE have been allocated Year 13 study supervision for the remainder of the year. Students will be informed that Study leave will be a privilege, not a right and students who have not gained their NCEA will continue to work here at school to gain it once study leave begins.

Louise Lane is currently coordinating work for our identified 'gifted and talented' learners in Years 9 and 10. The girls have been offered time and support to undertake 'passion projects' that enable them to explore and make connections. This is currently in the 'exploratory phase' and we will look to formalise for 2021. The ultimate goal is to enrich and extend their learning across the whole curriculum in order to help them develop as deep, insightful thinkers and problem solvers.

Cross curricular links in Mathematics and Science - Year 11 Numeracy class (Maths) have used a Physics context in Science to review skills for data collection, linear algebra and data analysis. The girls then undertook the planning, data collection, graphing, analysis and conclusion for a Physics experiment.

Staff continue to prepare for the junior module learning weeks at the end of Term 4. Year 9 & 10 students will have the opportunity to make choices within each Learning Area early this term.

Paul Seidman essay for the NZ Holocaust Centre and the other UC School of Law essay competitions are being promoted for students to extend their learning/essay writing skills and challenge themselves.

Our Tongan language support worker, Talanoa, continues to support Pasifika students at fortnightly meetings and advise staff about culture. She has recently been allocated another 15 hours a week across the schools she currently working with, with the focus of this funding being liaising with families especially around attendance.

**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 27 November all Year 10 students will attend a 'Taster Day' at ARA in Timaru.

The Dean and Line Manager of the new Year 9 cohort are set to meet with teachers of students at contributing schools over the coming weeks, with extra transition sessions planned for students who have higher anxiety/needs. The Transition Day for all Year 8 students is set for 3 December, as well as visits to the rural contributing schools in Week 6 and the Intermediate on 25 November. The aim of these visits is to build on the information we acquire about each student's abilities, needs, interests etc. This information helps with class placement and ensuring the transition to WGHS goes smoothly.

**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 'at risk' Maori and Pasifika students. Hana reports that this is positive and the students are engaging with her. Pasifika 'Power Up' is running for four weeks this term. The Principal attended these and been part of the team who share study tips, motivational activities and tutoring to the students to help them prepare for their NCEA external exams.

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.

Library Reading Challenge is underway: School engagement in this is promising and it is great to see reading of a wide variety of genre.

Our co-curricular Amnesty International group meets with Sonya Hull regularly. The students are extremely motivated to promote and make as visible as possible any issues which relate to Human Rights abuses.

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

**Curriculum and classes:** Students in Years 10 – 12 are currently making subject selections for 2021. Once these numbers are collated classes/staffing and timetabling for 2021 can be addressed.

**School Wide Community Consultation:** This process has been alluded to in the newsletter and parents/caregivers can expect to receive a survey in the coming weeks.

**Staff and Student Consultation:** Both a staff and student survey are currently being collated to get feedback from these groups around what is working well at WGHS and where improvements can be made.

**Positive Behaviour for Learning PB4L and Restorative Practices in Behaviour Management:** Cellphone use in the classroom and addressing this is a growing concern. The processes and consequences for cellphone use in class have been discussed by the Waitaki Way consultation group and will be shared with staff and the school community in the coming weeks.

#### **Personnel and Staffing**

We have appointed a first year PE/Health teacher who we are very excited have to join our staff for 2021.

The Economics/Accounting position will be re-advertised when we have subject numbers and can define the position we need filled more specifically.

We will be seeking a fixed term Food and Nutrition Technology teacher to fill a maternity leave position part way through Term 1, 2021 until the end of Term 1, 2022.

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

The Senior Leadership Team recently reviewed the lockdown procedure and plan to teach and then practice this emergency plan in Term 1, 2021.

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

The international director and Principal have reviewed the international students Compliance Review Report for 2020.

The Principal has spoken to the hostel manager about plans for marketing the hostel to prospective students. Plans are also underway for a review of our current school marketing to contributing schools, with the hope that a clear marketing plan will be in place for 2021 intake.

#### **School Events:**

Year 10 exams / Boarders' Dinner / Senior Awards Assembly / Senior Prize-giving / NCEA external exams begin / Junior Curriculum Programme begins / NCEA teacher only day

The Principal discussed the correct wearing of school uniform. Uniform rules will be followed and there will be consequences for non-compliance or defiance.

Liz is working with Hineau on a new propectus and obtaining new photographs for marketing in preparation for next year.

#### **MINUTES:**

Minutes of the meeting held on 17 September 2020 were taken as read and confirmed as a true and correct record.

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

## **CORRESPONDENCE:**

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

### *Inwards:*

- *MOE (in committee)*
- *Letters x 3 (in committee)*
- *MOE – Guide “Relationships and Sexuality Education”*

### *Outwards:*

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

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

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

## **Principal – Delegations**

**Moved that the principal’s delegations contained within the Waitaki Girls’ High School Governance Manual are duly granted to the newly appointed principal, Ms Elizabeth Koni.**

***Moved: Lynda Wilson/ Seconded: Nicole Phillips  
Carried unanimously***

## **GENERAL BUSINESS**

### **Policies and Auditing**

The Board of Trustees reviewed the following policies:

- Health and Safety Policy
- Child Protection Policy
- Harassment Prevention Policy
- Behaviour Management Policy
- Visitors Policy
- Drugs, Alcohol and Tobacco Policy

**Moved that the Teaching and Learning Policy, Information Technology Policy, Employer Responsibility Policy are adopted as presented to the Board together with the Health and Safety Policy, Child Protection Policy and Behaviour Management Policy as discussed and amended.**

***Moved: Nicole Phillips / Seconded: Jess Wright  
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.

### **Strategic Planning**

The Principal distributed copies of the staff survey to Board members for discussion. There are also plans to survey the school community and students. Canvassing the school community will assist with strategic planning.

### **Staff Report**

Jess read the staff report to the Board. Copies will be distributed by email.

Hannah Acheson left the meeting at 7.47pm

#### 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: Lynda Wilson / Seconded: Nicole Phillips  
Carried unanimously*

**Time: 7.48pm**

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

*Moved: Lynda Wilson / Seconded: Nicole Phillips  
Carried unanimously*

**Time: 8.24pm**

**The meeting closed at 8.25pm**

**Next Meeting: 6.30pm, 26 November 2020, in the Library**