

**Waitaki Girls' High School Board of Trustees**  
**Minutes of the Meeting held on Thursday 26 November 2020**  
**at 6pm in the Library**

**Present:** Susan de Geest (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), and Nila Sime (Board Secretary)

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Susan opened the meeting and welcomed everyone to the meeting.

**FINANCIAL REPORT:**

Sally presented the financial reports.

ANZ are phasing out cheques by 31 May 2021.

Sally is waiting for more information before finalising the budgets for the school and hostel. Once she has drafted the budgets she will circulate these by email for approval by the Board.

**Moved that the Board approves the school payments and transfer schedule for October 2020 of \$457,813.48 and the Hostel payment schedule for October 2020 of \$38,793.90.**

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

Sally reported that cyclical painting in the Art/Technology Area and Computer Area will start at the beginning of the summer break. Scaffolding will arrive on 10 December.

**Moved that painting of the Art/Technology Area and Computer Area is approved at a cost of \$57,383.00, the cost of hiring scaffolding at \$13,490.00 plus weekly rental costs.**

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

The Board discussed the purchase of new furniture for the Science Block and Maths Block. The Board agreed to the purchase of chairs and desks and stipulated that the colour of the stools and chairs should be black as this would be more versatile and better long-term.

**Moved that the Executive Officer is authorised to purchase black stools with backs for the Science Block and single desks and black chairs for the Maths Block.**

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

The Head Caretaker vacancy has been advertised. Sally discussed proposals for future grounds maintenance with the Trustees. It was decided that the oak tree in Wilson Park that had previously been earmarked for removal would be looked at for re-sizing and trimming instead.

**HOSTEL REPORT:**

Margi spoke to her report.

After consultation and discussion, it has been decided that all boarders will start 2021 in Romans. The Board discussed the preparations required.

**Moved that the Board approve the improvements to the Romans Block in accordance with the Hostel Manager's Report.**

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

Renting out the Hostel in the holidays looks promising for next year but this still remains dependent on what activities are coming to Oamaru. Boarding for adults has worked well this year and is also looking good for next year. Margi is working with the Principal on marketing for 2021-2022.

**The Hostel Manager left the meeting at 7pm**

**PROPERTY:**

Darryn, Susan and Michael Forgie met on Thursday morning to discuss progress with property projects. It is hoped that a S.I.P tender can go out before Christmas for the work on the Music Suite roof, hall windows and hall walls and that the lights in the hall may be replaced during the school holidays.

The Junior Block project is progressing.

The Board discussed options for the future property projects around the school.

**The Executive Officer left the meeting at 7.10pm**

**PRINCIPAL'S REPORT:**

Liz spoke to her report.

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

The Boarders' Feast / Kahui Ako Celebration of Inquiries / Senior Prizegiving / NCEA Exams begin / Junior Modules begin / Yr 13 Peer Support Training

**Curriculum, Assessment and Reporting:**

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

- Staff presented their inquiries at the Kahui Ako celebration on November 9. Strong themes which came through included the need to focus on changing students' belief in their learning abilities (growth mindsets) and resilience. This has prompted a discussion starting here about what staff will focus on as a staff next year, beginning with PD around Growth Mindsets.
- Vertical Horizons Course was offered to students at risk of not achieving their Level 1 or 2 NCEA this year. 22 students participated in this and gained 16 credits each.
- Junior module learning has started and students have the opportunity to make choices within each Learning Area to select topics that they are interested in.
- Digital Technologies curriculum continues to strengthen. ECR introducing game development which is engaging students, but the long term goal is to develop a programme that will provide a wide range of skills for the students and to establish Digital Technology as a career path for students going forward

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

- Year 10 students will attend a 'Taster Day' at ARA in Timaru.

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

- Pasifika 'Power Up' has concluded for the year. The Principal met with Hana Halalele and they are planning a consultation group meeting with key people who can support our Pasifika students in 2021 and beyond. The plan will include PD for staff around the Pacific Education Plan, and more robust systems of tracking and supporting Pasifika students in their learning.
- Māori engagement meeting this week to look at how we can raise our attendance and engagement of Māori students. This follows a meeting with Julie Anderson (MoE) and the other Waitaki secondary

schools' principals which addressed the higher than average statistics for low attendance in the Waitaki district. Plan to apply for URF as a collective to have someone support and re-engage our Māori families with school.

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

- **Curriculum and classes:** Staffing and timetabling for classes in 2021 has started. WGHS is trying to use the full time staff to avoid overstaffing, but this will be inevitable to 'fill the gaps'
- **School Wide Community Consultation:** The results of the surveys (Staff, Students, Parent) have been collated and shared with BOT. The outcomes will help shape the Strategic Plan and direct decision making for 2021 and beyond.
- **Positive Behaviour for Learning PB4L and Restorative Practices in Behaviour Management:** Behaviour Management processes and cell phone use are the priority areas. Decisions will be made on the basis of the community consultation survey and implemented from the beginning of 2021.

#### **Personnel and Staffing**

Three appointments are currently advertised - Fixed term (Maternity leave) for 2021 - end of Term 1 2022, and full time, permanent Business/Economics/Social Sciences teacher and Assistant Principal position. These close on 25 November.

#### **Finance**

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

#### **Property**

- The BOT walked around the school on 18 November - very worthwhile meeting.
- Meeting with Logic Group 25 November, formal meeting planned for next few weeks

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

- The senior leadership team have recently reviewed the Lockdown procedure and plan to teach and then practice this emergency plan in Term 1, 2021.

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

- The marketing plan for 2021 is underway and includes updating the prospectus pack, website, and better use of electronic sign.

#### **School Events:**

Yr 10 Ara Taster Day / Yr 8 Transition Day / Yr 10 Hanmer Camp / Junior Prizegiving

#### **MINUTES:**

Minutes of the meeting held on 29 October 2020 were taken as read and confirmed as a true and correct record.

***Moved: Jess Wright / Seconded: Nicole Phillips  
Carried unanimously***

#### **CORRESPONDENCE:**

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

##### *Inwards:*

- *KPMG – NZ Mortgage Income Trust Group update*
- *Staff Letter (in committee)*
- *Student – thank you letter x 2*
- *Parent email (in committee)*

##### *Outwards:*

- *Staff Letter (in committee)*
- *Parents Letters (in committee)*

##### *Tabled:*

- *Waitaki Community Recreation Centre – election of trustees*

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

***Moved: Linda Wilson / Seconded: Elizabeth Koni  
Carried unanimously***

## 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: 7.55pm**

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

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

**Time: 8.12pm**

### **NEW RECREATION CENTRE PROPOSAL:**

Some time ago Sport Otago undertook a feasibility study on the building of a new sports centre/recreation centre in Oamaru. A committee has been formed to discuss this proposal. As this would affect the Waitaki Community Recreation Centre (WCRC) the Board needs to be aware of any plans and proposals. Lynda is on the WCRC committee. The WCRC is on Ministry of Education land and the school contributes to the maintenance and upkeep of the building.

### **GENERAL BUSINESS**

#### **Strategic Planning:**

The staff, student and parent consultation survey results were discussed by the trustees. The results inform the Board in their decision making. The Principal is drafting a document for circulation to the Board for consideration. This will be emailed for discussion and feedback.

#### **Health and Safety / Staff Report**

The Board acknowledged receipt of the Health and Safety and Staff Reports.

#### **Policies and Auditing**

Policies and processes were discussed.

**Moved that the Staff Concerns and Complaints Process is adopted as presented to the Board.**

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

The Board discussed the Uniform policy and made some amendments.

**Moved that the Uniform Policy is adopted as amended by the Board.**

***Moved: Nicole Phillips / Seconded: Jess Wright  
Carried unanimously***

The Board decided to remove the Administration Policy as it is covered either in legislation or in other policies.

**Moved that the Protection and Sharing of Intellectual Property (Creative Commons) Policy is adopted as drafted by the NZSTA.**

***Moved: Nicole Phillips / Seconded: Elizabeth Koni  
Carried unanimously***

**Moved that the Protected Disclosures Policy is adopted unchanged.**

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

The adoption of an environmental policy was discussed. The Trustees decided to contact the Enviro Club early next year to invite them to draft a policy for consideration by the Board.

The Board discussed the Smoke Free Policy and the Harassment Policy and Nicole will continue her work on these and bring them back to the Board for consideration at the next meeting. The Triennial Review Plan will be discussed at the first Board meeting next year.

**The Board decided that from 2021 meetings would begin at 5.30pm**

**The meeting closed at 8.55pm**