

**Waitaki Girls' High School Board of Trustees**  
**Minutes of the Meeting held on Tuesday 23 February 2021**  
**at 5.30pm in the Library**

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

---

**BOARD CHAIRPERSON**

**Moved that Susan de Geest remains as the Chairperson of the Board of Trustees for the forthcoming year.**

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

Susan welcomed everyone to the meeting.

**HOSTEL REPORT**

Margie spoke to her report.

The Boarders went for a trip to the Waitaki Lakes. It was a very successful day. Margie and the Principal will be attending the Wanaka Show to market the Hostel.

The common rooms have been painted and new furniture has been installed. New curtains and a pin board in the girls' room looks good. A heat pump will be installed in the junior common room in March.

**Margie left the meeting at 5.40pm**

**FINANCE REPORT**

Sally presented the financial reports.

The budgets for the school and hostel were tabled and discussed. The Executive Officer and Principal will be looking at potential cost savings for next year. Lynda thanked Sally on behalf of the Board for all her work preparing the budgets.

**Moved that the Board approve the 2021 school and hostel budgets presented to the meeting.**

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

**Moved that the Board approves the school payments and transfer schedule for November 2020 of \$242,716.02, December 2020 of \$244,078.98 and January 2021 of \$99,576.03 and the Hostel payment schedule for November 2020 of \$61,782.52, December 2020 of \$45,834.44 and January 2021 of \$15,176.30.**

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

The Canon photocopier contract roll-out has been completed after some delays due to COVID-19.

The Kamar student management system has been upgraded.

In early March the wifi system will be strengthened with the installation of five new access points.

The Executive Officer proposed that the Board of Trustees make an application to the Lions Foundation for the purchase of new electronic devices to increase, replace and upgrade the current school stock. After discussing the process for application it was agreed that the school should apply. The total required for the purchase is \$84,802.

**Moved that the Principal and Executive Officer make an application to the Lions Foundation for \$84,802.00 for the purchase of 263 devices and two storage carts. The school will commit \$25,000 from the Eunice Brown bequest to the purchase of the same.**

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

**PROPERTY:**

Sally and Darryn presented reports regarding property.

**Carpark/Swimming Pool area** – Any decision on the sale of these two areas will be left to a later date.

**Music Suite** – Repairs to the roof of the Music Suite were due to start on 22 February. The insurance claim has been declined. In order to complete the work from 5YA funding, approval has to be obtained from Argest, which will delay the work. Trustees discussed the most effective way to get the necessary work done before further damage to the Music Suite occurs. It was decided that if funding the repairs from school reserves in the meantime would speed up the process this would be the best way forward.

**Moved that if using school reserve funds to repair the damage in the Music Suite would hasten the completion of the project then it approves the use of \$70,000 to complete the work.**

*Moved: Darryn Stewart / Seconded: Elizabeth Koni  
Carried unanimously*

**Building Warrant** – A jockey pump has been replaced in the SS1 sprinkler system section by WaterForce Oamaru at a cost of \$842 plus GST. Wormald quoted \$3,180 plus GST for the same job.

**Cyclical Maintenance** – All the approved painting work has now been completed on the Maths Block, Technology/Art/Quad toilets/Kiln Room/L Block/Walkways.

**Junior Block** – The Trustees discussed the amount of funds which could be committed from school funds towards the Junior Block redevelopment.

**Moved that the Board of Trustees approve the Futures Trust reserve funds of \$306,000 be committed to the redevelopment of the administration area in the Junior Block.**

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

Darryn, Susan, Sally, Liz, Ian Perry and Michael Forgie met for a meeting regarding the Junior Block. A solution to the windows is still being investigated. Ian Perry is drafting a concept plan and are hopeful this will be completed by the end of February. The work is waiting to go to tender.

**Hall** – The first stage of the work on the hall is due to go out to tender soon.

**Sally left the meeting at 6.20pm**

**PRINCIPAL'S REPORT:**

Liz spoke to her report.

### **Highlights the Principal's diary included:**

Teacher Only Day / Mihi whakatau / Yr 9 Orientation Day / Swimming Sports / Yr 9 parent BBQ / Athletics Day  
**Curriculum (NAG 1)**

#### ***GOAL 1: Excellence in Teaching and Learning***

- Teacher Only Day was spent looking at the strategic plan and understanding what it means for all staff. Expectations for behaviour, attitude, effort and appearance were also discussed.
- Weekly PLD plan is in place to address staff development around Positive Education, Cultural Capabilities and COL goals.
- A stronger focus on student tracking this year will allow us to pick up students at risk of not achieving earlier rather than later.
- Indicator reports went out last week to parents tracking student effort and behaviour.
- Gifted & Talented Student register shared with staff to contribute to.
- Nola Tipa employed as Kaiarahi across Waitaki secondary schools to work with Maori students to improve attendance and engagement.

#### ***GOAL 2: Nurturing Wellbeing***

- Positive Education and Positive Leadership PLD for all staff on Teacher Only Day.
- Senior students have had their first few weeks of Positive Education classes.
- Deans have shared relevant pastoral information with all staff so they are aware of student needs in the classroom.
- Deans/Senior Leadership/Guidance Counsellor are meeting weekly for a Pastoral meeting, all student pastoral care can be tracked and any concerns consistently dealt with.

#### ***GOAL 3: Positive School Culture***

- The Principal spoke about school culture at the first assembly.
- Prefects are going to run themed assemblies linked to goals this year, including Prefect speeches.
- Cell phone free classrooms and lunchtimes have a lovely feel and despite a small number of unhappy parents, there has been a positive response from the community.
- High expectation Professional Development from the Principal and Growth Mindset PD from Mrs Lane and Ms Hull for Teaching and Learning so far this term. Visual reminders of the strategic goals/behaviour management flow chart have been put up in each classroom. Growth mindset posters to come.

#### **Documentation and Review (NAG 2)**

- Analysis of Variance submitted to BOT for approval. This includes promising data around achievement, particular the number of students who received Merit and Excellence endorsement in NCEA for 2020. The Māori and Pasifika data is well above national averages in most cases.
- 2021 Annual Plan submitted to BOT for approval.
- Achievement in NCEA and UE for WGHS shared with BOT
- New Professional Development system in place for 2021 so that PD is tracked and funding is distributed equitably across departments and staff. PD action plan included in 2021 Annual Plan.
- New school prospectus completed (available to view at BOT meeting) and marketing plan for 2021 currently being completed in liaison with WBHS and our contributing schools.

#### **Personnel (NAG 3)**

- The school is fully staffed for the year. Two late resignations (Claire Gilder and Helen McIntyre) have resulted in fixed term positions for the Science department.

#### **Finance and Property (NAG 4)**

- Logic Group 10YA assessment was positive.
- Plans are tracking positively around the upgrade of the hall
- Junior block redevelopment: planning meetings going well
- Music suite programme in place to get fixed.
- Security: the school security system will be reviewed at some stage and the management of alarms/keys in particular after hours use.

#### **Health and Safety (NAG 5)**

- A more robust behaviour management plan has been shared with staff who have in turn relayed this to students in Whānau/classes. There are clear expectations around behaviour and clear consequence if these expectations are not met.

#### **Upcoming School Events**

Ex-girls & Prefects evening / Academic Awards Assembly / Teacher Only Day / Parent-teacher interviews / School production Opening night / PTA Gala

**Susie left the meeting at 6.30pm**

#### **RATIFICATION OF THE 2021 CHARTER**

The Board discussed the annual goals and analysis of variance documents.

**Moved that the Board approves the annual goals and analysis of variance documents presented to the meeting.**

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

#### **MINUTES:**

Minutes of the meeting held on 26 November 2020 were taken as read and confirmed as a true and correct record.

*Moved: Elizabeth Koni / Seconded: Jess Wright  
Carried unanimously*

#### **CORRESPONDENCE:**

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

##### *Inwards:*

- *MOE (in committee)*
- *MOE – 5 year property plan*
- *KPMG - Wind up of NZ Mortgage Income Trust*
- *Forest Enterprises - update*
- *WGHS Old Girls' Assoc. report*
- *Staff x 4 (in committee)*

##### *Outwards:*

- *Staff Letter (in committee)*
- *Parent Letter (in committee)*
- *MOE (in committee)*

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

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

**WGHS Old Girls' Association Report – The Board acknowledged receipt of the report.**

#### **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: Protection of privacy of natural persons

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

**Time: 6.45pm**

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

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

**Time: 6.50pm**

#### **RECREATION CENTRE PROPOSAL**

The proposal for a new recreation centre is in the very early stages. The Trustees decided that until matters are at a more advanced stage they do not need to liaise with the planning committee.

#### **GENERAL BUSINESS**

##### **DELEGATION OF AUTHORITY**

**The Board moved that the Deputy Principal has the delegated authority to act as the Principal in her absence.**

**The Board moved that the Assistant Principal has the delegated authority to act as the Principal in the absence of both the Principal and the Deputy Principal.**

*Moved: Susan de Geest / Seconded: Elizabeth Koni  
Carried unanimously*

##### **STAFF 'FLU VACCINATIONS**

**Moved that the Board will pay for 'flu vaccinations in 2021 for those staff that would like to be vaccinated.**

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

##### **FILES FOR DESTRUCTION WITH PERMISSION OF THE BOARD**

**Moved that the Staff Files recorded in the tabled list be destroyed as permitted by the Ministry of Education guidelines contained in School Records Retention/Disposal Document.**

*Moved: Jess Wright / Seconded: Darryn Stewart  
Carried unanimously*

##### **STAFF REPORT**

The Board acknowledged receipt of the Staff Report.

##### **POLICIES**

A number of policies which have been reviewed and amended were discussed by the Board.

**Moved that the Alcohol, Drugs and Other Harmful Substances Policy, Appointments Policy, Delegation Schedule Policy, Smokefree Policy, Visitors Policy and Use of School Facilities Policy are adopted by the Board as presented to the meeting.**

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

**The Meeting closed at 7.30pm**

**Next Meeting: 5.30 pm, Thursday 18 March 2021, in the Library**