

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 18 March 2021
at 5.30pm in the Library

Present: Susan de Geest (Chairperson), Darryn Stewart, Lynda Wilson, Susie Sinclair, Nicole Phillips, Jessica Wright and Jess Kelly
Apology for Lateness: Elizabeth Koni (Principal)
Apologies: Margie Baird (Hostel Manager)
In Attendance: Sally Grant (Executive Officer), Gareth Thomas (Totara School BoT Chairperson) and Nila Sime (Board Secretary)

Susan welcomed everyone to the meeting including Gareth Thomas, Chairperson of the Totara School Board of Trustees present to observe.

Moved that Gareth Thomas is granted speaking rights.

Moved: Nicole Phillips / Seconded: Jess Wright
Carried unanimously

FINANCE REPORT

Sally presented her report.

The Lion Foundation Application has been lodged. The school has applied for a grant for the purchase of chrome books, tablets and charging and storage mobile stations.

Access points for the school wifi have arrived and should be installed in the computer suites shortly.

Computers – L18 (digital classroom) and the art area both need to run Adobe and other programmes and the computers need updating. The Board discussed the quote obtained by the Executive Officer from New Era and the types of devices.

Moved that the Executive Officer is authorised, following receipt of a second quote, to purchase the electronic devices as recorded in the report presented to the Board, at the most favourable price.

Moved: Nicole Phillips / Seconded: Darryn Stewart
Carried unanimously

Moved that the Board approves the school payments and transfer schedule for February 2021 of \$166,547.84 and the Hostel payment schedule for February 2021 of \$47,819.58.

Moved: Susan de Geest / Seconded: Susie Sinclair
Carried unanimously

PROPERTY:

Sally and Darryn presented their reports.

An asbestos management report and plan has been completed. The report was forwarded to Michael Forgie and LogicGroup who are commissioned to complete the 10 year property plan. New processes will be put in place to manage.

The School Asset Plan (Maps) has been completed by SSL Consulting and we have checked information and updated. They have now been returned to and forwarded to the Ministry of Education.

Darryn reported that the repairs to the Music Suite have been approved from the 5YA budget (\$70,000 plus GST) and contractors are being contacted to arrange a start date for the work.

Hall project: The work is out for tender currently. The closing date for tenders is 31 March.

The Junior Block: Ian Perry has completed a concept plan for the bottom floor of the Junior Block. The Principal, Board Chairperson, Executive Officer met on Monday 15 March to discuss the plan. Changes were made and have been sent back to Ian Perry for the alterations to be implemented.

10 Year Property Plan: Logic Group representatives met with the Principal, Executive Officer, and Board Chairperson this week to discuss the 10YPP.

Sally left the meeting at 6pm

Liz joined the meeting at 6pm

PRINCIPAL'S REPORT:

Liz spoke to her report.

Highlights the Principal's diary included:

Athletics Day / Pasifika Fono / Marketing at Wanaka Show

Curriculum (NAG 1)

GOAL 1: Excellence in Teaching and Learning

- Junior core class meetings have been held, allowing junior core staff to discuss what is going well and what needs addressing amongst the junior core classes.
- Professional development around cultural capabilities for Pasifika and Maori has been held; staff enjoyed this and there are plans to do more later this term and throughout the year.
- Student tracking 20th Month spreadsheets set up for Heads of Learning, Deans and the Senior Leadership Team to track student progress and identify concerns at the earliest opportunity.
- Indicator reports sent out fortnightly. Deans and Senior Leadership Team review these and follow up grades of concerns.
- Nola Tipa working as Kaiarahi with our Maori students to improve attendance and engagement.
- Pasifika Fono held 9 March to connect with Pasifika families and begin to build relationships so that we can support our students in their achievement.
- Success in URF funding - \$9400 allocated to Pasifika academic and cultural tutoring. We have made two further applications to support students in Year 9/10 identified as needing extra support in the classroom and another for a Pasifika Community Liaison to support attendance and engagement of Pasifika students.
- Year 9 students requiring literacy support are now in literacy classes with EBA 3 periods per week. Jeanette Aker has also just been employed to offer numeracy support for girls identified in Maths.

GOAL 2: Nurturing Wellbeing

- Wellbeing Wednesday professional development for staff March 10 was a great success and included an all-staff morning tea.
- Students involved in Positive Education in Health (Junior) and Positive Education (Senior) classes.
- Deans/Senior Leadership Team/Guidance Counsellor meeting weekly for a Pastoral meeting, to track student pastoral care and deal with any concerns consistently.

GOAL 3: Positive School Culture

- First 'regular' assembly recognised students and staff who had reached personal excellence in their academic and sporting pursuits. Theme for 1/2 was 'Struggles develop strengths'
- Prefects going to run themed assemblies linked to goals this year, including Prefect speeches - theme for 15/3 was 'Choosing courage over comfort'
- Cell phone free classrooms and lunchtimes continue to build a positive school culture. Feedback from students, staff and parents has been overwhelmingly supportive.
- Growth mindset posters made and available to all staff for their teaching spaces following Mindset professional development.

Documentation and Review (NAG 2)

- Reporting to parents: Parent-teacher interviews are scheduled for March 25 using an online booking system. These interviews are to encourage parents to come in and meet their daughter's teachers for the first time.

Finance and Property (NAG 4)

- Sally is working her way through the minor suggestions in Logic Groups 10year property plan.
- Michael Fog has updated staff on plans and progress relating to music suite repairs, upgrade of hall and Junior block redevelopment: first draft for review has come through from Ian Perry
- Budget: no financials to report until after 20th month
- Security: Review of school security system at some stage and the management of alarms/keys in particular after hours use.

Health and Safety (NAG 5)

- Celeste Warner has gone through emergency procedure with staff in a staff meeting.
- Hazard report: 1 incident where a student slipped on moss. All others offsite related to Athletics Sports

Upcoming School Events

Teacher Only Day (Kahui Ako focus) / School production Opening night / PTA Gala

More education will be provided to students around vaping.

Attendance goals were discussed by the trustees. 90% attendance is the goal. Students with attendance below 90% may forgo the privilege of representing the school.

The trustees discussed the Principal's visit to Wanaka and alternative ways to market the Boarding Hostel.

STAFF REPORT

- Young Farmers Group has started for the year.
- Athletic Sports – Athletics was run as a one day event this year. A staff survey will be undertaken to gain feedback on the format.
- Tongan NCEA - Two teachers from the North Island visited Tongan students to discuss Tongan Language NCEA exams.
- Cricket – The WGHS cricket team lost to Otago Girls' in their quarter final for the Gillette Venus Bates Cup. The girls enjoyed the opportunity of playing in Dunedin.
- Year 11 and 13 Geography – Trips have been undertaken in Oamaru and Dunedin.
- Trades Academy – 5 students are placed in the community.
- Year 11 Agriculture – Combined WGHS and WBHS classes have undertaken a field trip to the NOIC head pond, arable, dairy and sheep and beef farms.
- Year 12 ARA students – The L2 Hospitality dual enrolled class at the Oamaru campus is going well.
- Enviro Schools – the 3-Way bins have arrived.
- Learning Centre – The Learning Centre students took part in a Special Olympics sports activities morning with a visiting Sports Education Co-ordinator from Special Olympics New Zealand.
- Aoraki Athletics – 48 girls participated in Aoraki Athletics Champs this week.
- Production – The combined WGHS/WBHS production, "Aotearoa" is going well. The opening performance is on 27 March.

STUDENT REPORT

Jess Kelly presented the Student Representative Report to the Board.

- Peer support continues to be run each Wednesday morning.
- A group of six girls went to the Wanaka Show to promote the school.
- The Enviroclub has the three-way bins ready to go and these will be installed around campus shortly.
- School trips for Year 13 Biology, Geography trips for Years 12 and 13 and Year 12 Physical Education trip have taken place in the last few weeks.
- Aoraki Athletics was on 17 March.
- The Year 13 Ice Breaker with Waitaki Boys' High School night was on 25 February.
- The Year 13 prefects enjoyed their dinner with the Waitaki Old Girls' Association.

MINUTES:

Minutes of the meeting held on 23 February 2021 were taken as read and confirmed as a true and correct record.

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

GENERAL BUSINESS

Cell Phone Procedure (SR)

The Trustees discussed the cell phone procedure. All trustees support the policy; one trustee raised concerns over the overnight confiscation process. Liz and Jess spoke to this and the majority of the Board agreed that the process is sound. The Principal will continue to update the Board on the operation of the cell phone procedure.

POLICIES

The Board discussed the Harassment Prevention Policy and amended some of the wording. This is to be reviewed biennially.

Moved that the Harassment Prevention Policy is adopted by the Board as presented to the meeting and amended.

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

The Triennial Review Plan was discussed and amended. The Trustee Register will be reviewed at the next meeting.

The trustees decided that this year the Principal's appraisal will be a Board led. Next year the appraisal will be conducted by an external appraiser.

Gareth Thomas left the meeting at 7.05pm

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
Confidential Minutes	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 confidential minutes: Protection of privacy of natural persons

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

Time: 7.08pm

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

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

Time: 7.10pm

The Meeting closed at 7.15pm

Next Meeting: 5.30 pm, Thursday 6 May 2021, in the Library