

**Waitaki Girls' High School Board of Trustees**  
**Minutes of the Meeting held on Thursday 6 May 2021**  
**at 5.30pm in J39**

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

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Susan welcomed everyone to the meeting.

#### **PROPERTY**

A draft concept plan for alterations to the Junior Block was circulated. Amendments to the plan will be made and the plan will be displayed in the staff room once completed.

Funding will be sourced from the current 5YA and next 5YA funding, SIP funding, LSC funding, modernisation funding, school reserve funds and supplementary funding will need to be applied for.

The window treatments for the Junior Block have now been approved by Heritage NZ.

The first section of the Music Suite repairs has been completed. The second will be completed by the end of next week. Funding for repairs will be sourced from the 5YA funding.

The hall upgrade estimated cost is now \$247,000 (part of 5YA funding).

Michael Forgie is having a meeting on Monday next week with the MOE and Logic Group to discuss WGHS building and repair projects. Following these discussions, the 10YPP will come back to the Board for approval.

#### **HOSTEL REPORT**

Margie presented her report.

The Boarders are going on a trip to Dunedin next weekend. Margie, Liz and two boarders attended the Fairlie Show at Easter to promote the hostel.

A heat pump was installed in the Junior common room during the school holidays.

There are 9 people accommodated in Cruickshank and Kirkness currently. The hostel also rented out to a touring "Lego Group" during the holidays.

#### **PRINCIPAL'S REPORT:**

Liz spoke to her report.

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

School Production / International Book Day celebration / Fairlie Show / Pasifika Parents Association meeting / Gala / Contributing Schools visit - Duntroon and Waitaki Valley

#### **Curriculum (NAG 1)**

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

- End of term reporting comments on Kamar for students, along with 20th month tracking and fortnightly indicators allow for continuous tracking and early identification of students who are at risk of not achieving.
- PLD around using te reo Maori for staff occurred at Wednesday's Teaching and Learning late last term, along with digital technologies Professional Development from Cyclone, who will be running the whole staff 200 hours PLD for digital technologies which we have had approved by the MoE. This will provide the opportunity for staff to upskill and have one-on-one and group support to develop their confidence using

digital technologies, as the precursor to implementing a BYOD policy for students in 2022.

- Nola Tipa is continuing to work as Kaiarahi with our Maori students to improve attendance and engagement.
- Pasifika Parents Association meeting has been held and it was a good way to introduce staff and planning to support Pasifika engagement and achievement this year.
- Success in two further URF funding applications - \$8000 TA support for at risk Yr 9 and 10 students, and \$10,420 to support Pasifika engagement and cultural development.
- COL TOday initiated staff to think about their inquiries for 2021 and who they would work with across schools on these.
- G & T register a working document to track students who need enrichment and extension.

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

- Staff continue to build a culture where issues are addressed at the earliest possible time so that resolution can be found amongst staff and students where there are concerns/incidents.
- Students involved in Positive Education in Health (Junior) and Pos Ed (Senior) classes continue. The first rotation of subjects for seniors finished at the end of Term 1. They now move on to a new topic and a new teacher.
- Deans/Senior Leadership Team/Guidance Counsellor weekly meetings support a wrap around and holistic approach to pastoral care; as well as supporting new deans to understand their role.

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

- Assemblies continue to focus on celebrating success. Principal's awards (PB4L) handed out at the end of Term 1.
- Prefects continue to support assemblies with their prefect speeches.
- The school continues to receive positive feedback - from parents, staff and students - about the benefits of not having phones at school.

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

- Reporting to parents: Parent-teacher interviews held on March 25th and three-way conferencing meetings this week also held to inform parents and students of goals and academic progress.

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

- Staff have completed their appraisal cycle for 2020 and we will begin a new cycle this term. Staff will use Google sites to record evidence and reflect on their teaching practice allowing them to share it with their Head of Learning, SLT and appraisal partner.

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

- Michael Forgie has provided updates regarding the upgrade of the hall and Junior block redevelopment: second draft for review of the Junior block redevelopment has been returned to Ian Perry.
- The school has negotiated to have as much of the new 5YA allocated to Block B (Junior block) project.
- Documents have been signed reallocating 5YA and SIP funding; SIP to Block B, 5YA to hall.
- Positive result from Heritage NZ re windows in Junior Block means this project will not be held up further.
- Sally/Liz will investigate how the Swimming Pool block was 'gifted' to the school before the decision is made regarding selling as this could have negative implications for the school regarding any profits made from sale.
- Sally and Chris will continue to work their way through the minor suggestions in Logic Groups 10YPP.
- The principal met with the Lions Foundation during the holidays and the school has been granted \$25,000 to go towards upgrading chromebooks.

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

- Practice Lockdown drill March 29. This was a good reminder for students and staff of the lockdown process.

### **Upcoming School Events**

May 12 - Waitaki House Open Day / May 11 - Teacher Only Day (NCEA changes) / May 24 - Careers Week

Liz outlined the plans for electronic device use in school for next year and into the future. Staff are receiving professional development around digital technology throughout 2021.

The school sign is not working properly and needs to be updated. The Principal is in the process of obtaining three quotes for repair.

**Moved that the repair and updating of the school electronic sign is approved up to the amount of \$20,000.00. The Principal and Executive Officer are authorised to accept the most advantageous quote for the work.**

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

#### **STAFF REPORT**

- 12 WGHS students travelled to the Maadi Cup Regatta at Lake Karapiro. 3 crews reached the B finals.
- 25 Junior students volunteered as timekeepers at a recent primary school swimming event.
- 22 students attended a sailing experience provided by Yachting New Zealand (Kōkōkaha).
- On March 23, 120 teachers attended a Kahui Ako meeting held at WGHS.
- The Learning Centre had a visit from Special Olympics NZ who ran a workshop. This will be an ongoing relationship. Jennifer Devon attended a hui regarding a new initiative from Employment Service in Schools. WGHS has signed up to be part of a pilot project.
- WGHS science teaching practice has been mentioned in a recently released ERO report – “Growing Curiosity”.
- Gala – A huge effort from the whole community and driven by a committed PTA has helped to raise over \$10,000.00
- A survey has been conducted regarding this year’s peer support programme. It indicates a generally positive response.
- The Amnesty International group continue to be active on campus.
- International Book Day this year was well supported by both staff and students this year.
- Pasifika Homework Club – numbers of students involved are growing.
- The Social Sciences Learning Area are preparing for changes to the new history curriculum.
- A German Handball advisor recently visited WGHS.
- Planning is underway for this year’s formal. The theme this year is “Secret Garden”.
- The Student Council – a recent mufti day raised \$422 for the Student Council Scholarship Fund.
- International – A virtual exchange has been proposed by the school’s main Japanese agent.
- ANZAC Parade – The school was well represented.

#### **STUDENT REPORT**

Jess Kelly presented the Student Representative Report to the Board.

- Academic Excellence Assembly was held on 29 March.
- Peer Support – a break up celebration was held on the last day of term 1.
- Gala – Great effort from students and staff went into running this successful event.
- Year 13s have been attending liaison visits from tertiary institutions.
- Two boarders attended the Fairlie Show to promote the school hostel.
- 14 students attended the South Island Athletics Championships. The Waitaki team did well.
- Year 13 students enjoyed a Year 13 History trip and an Agriculture trip to an apple orchard at the end of term one.

#### **MINUTES:**

Minutes of the meeting held on 18 March 2021 were discussed, amended, and confirmed as a true and correct record.

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

#### **CORRESPONDENCE:**

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

*Inwards:*

- *Growing Curiosity – Education Evaluation Centre*
- *Staff Letter (In committee)*

**Moved that the Inwards correspondence be received.**

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

A letter was tabled from the Chairperson of the Student Council regarding uniform rules about wearing earrings. After discussion the trustees recommended that a one term trial will be held. Any extension of the trial will be dependent on students' compliance with the rules. The principal will reply to the Student Council on behalf of the Board.

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

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

**Time: 6.22pm**

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

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

**Time: 6.25pm**

#### **GENERAL BUSINESS**

##### **CELL PHONE PROCEDURE**

The process is working well in the classroom. Teachers are also noticing an improvement at break times.

##### **PRINCIPAL'S APPRAISAL**

The format for this year's Principal's Appraisal was discussed. Susan and Nila will draft a format, including objectives, and a timeline using the NZSTA guidelines.

#### **STUDENT BEHAVIOUR MANAGEMENT (SR)**

The Board discussed the process involved in running student behaviour management meetings to ensure that meetings are run effectively and fairly and that all guidelines are followed.

#### **POLICIES**

Nicole has been tasked with drafting a Wellbeing Policy. She is continuing her investigations.

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Item in regard to confidential minutes: Protection of privacy of natural persons

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

**Time: 7.02pm**

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

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

**Time: 7.15pm**

**The Meeting closed at 7.15pm**

**Next Meeting: 5.30 pm, Thursday 24 June 2021, in the Library**