

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 24 June 2021
at 5.30pm in the Library

Present: Susan de Geest (Chairperson), Elizabeth 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)

Susan welcomed everyone to the meeting.

FINANCIAL REPORT:

Sally spoke to her report.

The Board discussed the 2020 Annual Report.

Moved that the Board of Trustees approve the Annual Report and accept the management letter from the auditor.

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

The Lion Foundation Grant was successful. The grant is for chrome books to the value of \$25,000.00. The Board will match the funding dollar for dollar. Sally is working with New Era and N4L to find out when the MOE wi-fi upgrade will happen. The upgrade is overdue.

Chairs and tables for the Maths area have been ordered and should arrive in term 3.

Sourcing laptops for L18 has been difficult due to COVID19. They have been ordered and it is hoped they may arrive in August.

Moved that the Board approves the school payments and transfer schedules for March 2021 of \$200,191.44, April 2021 of \$159,468.71 and May 2021 of \$228,413.00 and the Hostel payment schedules for March 2021 of \$47,331.42, April 2021 of 38,311.87 and May 2021 of 35,840.42.

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

HOSTEL REPORT

Margie presented her report.

The boarders celebrated mid-winter with Don House at Waitaki Boys'. They also had a trip to the cinema in Timaru. The hostel is fully booked out for the July basketball tournament. There are four adults boarding in Cruikshank.

Preparations are well underway for the centenary celebrations for the Hostel.

PROPERTY

Ministry funds for the work on the school hall have been received.

Darryn had been in contact with Michael Forgie. The Ministry has finally approved the funding for the work undertaken last year for a special needs student. The funds should be paid to the school shortly. The repair work in the Music Suite has been completed.

The project for the hall windows has been approved and 90% of the funds have been paid to the school. The work is due to start in late July with an eight-week construction period. The work should be completed by late September.

The Junior Block project is progressing. The 5YA funding has been approved in principle. A structural engineer and architectural designer will be inspecting the Junior Block in the upcoming school holidays. The project should go to tender later this year. The feedback received from staff about the concept plan will be relayed to Ian Perry.

The trustees discussed the proposed new recreation centre. Susan will circulate information to the trustees prior to the next meeting and then arrange a meeting with the Friends of the new recreation centre at the following meeting.

PRINCIPAL'S REPORT:

Liz spoke to her report.

Highlights the Principal's diary included:

Careers Week with Careers Expo at end of week / Formal / The Wai Factor / Pink Shirt Day

Curriculum (NAG 1)

GOAL 1: Excellence in Teaching and Learning

- Tracking: Deans and SLT continue to track student attendance and achievement. 20th month reporting helps identify students who need to be followed up and deans/SLT working with students and/or parents on next steps where there are concerns raised.
- The Principal met with other secondary principals to discuss concerns around increasing attendance issues and look at resources/processes in the local community which they utilise to support attendance.
- Junior core class meetings held again for Term 2; giving teachers the opportunity to share what is working, what concerns are, and collectively create goals moving forward.
- Whānau hui held on 22 June. Nola Tipa led this and provided an opportunity to get feedback from Māori parents.
- Pasifika Homework Group continues to run by Sonya Hull each Wednesday.
- WW Indicator reports effectively giving parent feedback on our values.
- Kahui Ako Inquiry: all teachers involved in a new inquiry into their teaching practice, working with staff from WGHS and other schools in the Waitaki Ara.
- Careers Week and Expo: provided students from WGHS and other schools in Oamaru the opportunity to experience and engage with a range of people in the workforce/different career paths.
- Behaviour management processes are ongoing; staff reminded of the expectations and process and students reminded in full school and year level assemblies of expectations.
- Louise Lane running the Enrichment & Extension programme to meet the needs of students who staff have identified as having strengths.
- SLT currently reviewing tracking process for academic achievement so no student 'falls through the cracks'

GOAL 2: Nurturing Wellbeing

- Wellbeing Wednesday for Staff PLD was held on June 9.
- Pink Shirt Day June 16, including a full school pink morning tea.
- Principal's addresses at assembly - building a safe and inclusive school environment and choosing happiness.
- Pastoral care system, involving teachers, deans, the senior leadership team and guidance counsellor, continues to operate effectively.
- Attitude Health presentations for all year levels were held in late May.
- Student Health Committee continues to meet regularly to support student health initiatives.
- Planning underway for neuroscience educator Nathan Wallis to do a session with students at each year level in September and to offer a parent evening to the school and wider community also.
- Mindfulness workshop for staff run by Jenny Corlet on June 22.

GOAL 3: Positive School Culture

- Wai Factor and Arts Week 8 - 11 June provided some fun activities and ways to encourage students to get involved in school life outside of the classroom.

- Positive Education PLD June 16.
- House Choirs practice running this term for inter-house choir festival at the end of this term.
- Waitaki Wai Consultation group continues to meet regularly to promote The Waitaki Way values and expected behaviours.
- Pasifika Parents Assn. had a meeting; this is proving a good way to build connections and relationships with our Pasifika community.
- School haka has been composed and a group of student leaders, Māori students and staff spent the afternoon at Moeraki marae to learn this. The next steps will be to teach the students the haka so that we can use it for special celebrations, welcomes, etc... within our school community.
- World Vision Leadership Group are leading the 40 hour famine and currently encouraging students to get involved.
- Principals Awards held for Term 2 at assembly.

Documentation and Review (NAG 2)

- Live reporting to parents continues via the portal.
- Waitaki Way indicator reports continue to go out to parents fortnightly.
- New staff appraisal cycle has started for 2021. Staff will use Google sites to record evidence and reflect on their teaching practice allowing them to share it with their Head of Learning, the senior leadership team and appraisal partner. Staff also involved in Spiral Inquiry process as part of Kahui Ako.

Finance and Property (NAG 4)

- Sally and Chris will continue to work their way through the minor suggestions in Logic Groups 10YPP.
- Junior Block redevelopment - Staff have been consulted and asked to feed-back on this by June 18.

Upcoming School Events

Queen's High School Interschool at WGHS / PTA meeting / Staff vs Prefects Netball / Waitaki Week Sport / House Choirs Night / Term 2 ends- July 9

The trustees discussed attendance issues and vaping.

STUDENT REPORT

- The annual WGHS Cross Country was held at Centennial Park on 4 May. All students were required to go and able to choose between the options of running or walking.
- 20 - 22 May: Year 12 History Trip to Central Otago.
- Careers Week (24 - 28 May) Different activities were run throughout the week and on Friday, we had our annual Careers Expo.
- 24 May: Tertiary Open Day. Year 13s had the option of travelling to either Otago or Canterbury/Lincoln University. This was an opportunity for the students to see the campus, learn about degrees/subjects and visit residential halls.
- Year 12's Loves Me Not programme (25 May). This was an extensive programme raising awareness about unsafe relationships and the consequences it can bring.
- 27 May: Aoraki Cross-Country.
- 29 May: Waitaki Combined Formal. A great evening with awesome food, the band was entertaining and lively, everyone appeared to have had a nice time, with lots of photos to enjoy.
- Arts Week. Lots of fun activities were held in this week with art exhibitions on display. The annual Wai Factor competition took place with Kowhai Te Moananui-Gamble taking first place for the student entries and Gibson 1 for the whānau entries.
- 13 - 14 June: Otago Secondary Schools Netball - WGHS Senior A came 6th, WGHS Intermediate A came 4th and WGHS Junior A came 5th.
- 16 June: Pink Shirt Day combined with Heart of Gold foundation. Students wore pink to school and there was a school-wide shared morning tea! A whānau competition was held where students had to decorate their classroom doors inspired by Manaakitanga and Heart of Gold, the winners are yet to be announced.

MINUTES:

Minutes of the meeting held on 6 May 2021 were confirmed as a true and correct record.

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

CORRESPONDENCE:

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

Inwards:

- *Deloitte – Auditors Report to the Board*
- *Forest Enterprises*
- *Parent Letter (in committee)*
- *Staff Letters x 2 (in committee)*

Outwards:

- *Staff letter (in committee)*
- *WGHS Student Council*

Moved that the Inwards correspondence be received and the outwards correspondence confirmed.

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

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
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: 6.12pm

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

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

Time: 7pm

LEARNING SUPPORT REPORT

The trustees acknowledged receipt of the report and discussed.

GENERAL BUSINESS

CELL PHONE PROCEDURE

There has been a positive response from students and parents about the new policy. There have been some incidents with cell phone misuse by year 12 students. The Principal will be talking to the year 12 and 13

students about the privilege they currently have. Three schools have contacted the Principal to see how the new procedure around cell phones is operating at WGHS.

POLICIES

A draft wellbeing policy was circulated prior to the meeting.

Moved that the Board adopt the Wellbeing Policy as drafted.

Moved: Nicole Phillips / Seconded: Susie Sinclair

Carried Unanimously

The trustees reviewed the Timetabling Policy and Nicole will bring this back to the next meeting for further discussion.

Moved that following the review of the following policies they are approved unchanged:

- **Health and Safety Policy**
- **Child Protection Policy**
- **Behaviour Management and Physical Restraint Policy**

Moved: Nicole Phillips / Seconded: Darryn Stewart

Carried Unanimously

The operational policies and the Timetabling Policy will be reviewed at the next meeting.

BOARD ARTICLE

Lynda volunteered to write an article for the school newsletter for the end of term issue.

The Meeting closed at 7.25pm

Next Meeting: 5.30 pm, Thursday 29 July 2021, in the Library