

**Waitaki Girls' High School Board of Trustees**  
**Minutes of the Meeting held on Thursday 29 July 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)

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Susan welcomed everyone to the meeting.

**FINANCIAL REPORT:**

Sally spoke to her report.

The funds for the Hall capital works has been received. The funds for the Music Suite roof repairs and the property works for a special needs student have not been received yet.

The test and tag programme has been completed at school.

All high and low gutters have cleaned out. The caretaker, with the help of a plumber, has fixed the water leak between the Computer Suite and the Science Block. New LED lights have been installed in the hall as part of the capital works project.

All building warrants for the school and hostel for the year up to 2022 have been received.

A new All of Government Collective has been re-signed. WGHS preferred provider is OfficeMax.

The trustees discussed the oak tree in Wilson Park. The Board asked Sally to obtain a quote for the tree to be either pruned or cut down whichever option was considered to be safer.

**Moved that the Board approves the school payments and transfer schedules for June 2021 of \$240,597.96 and the Hostel payment schedules for June 2021 of \$45,326.70.**

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

**HOSTEL REPORT**

Margie presented her report.

The main event on the hostel calendar for term 3 is the WGHS Boarders' Reunion celebrating the hostel centenary. The planned skiing trip to Cardrona has been cancelled. A trip to Tekapo is being considered as an alternative option.

The hostel rented out to basketballers in the middle week of the holidays.

Margie has been working on the hostel policies and Nicole is now checking them. Once approved, Margie will apply for the hostel licence.

**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>
Student	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: Darryn Stewart  
Carried Unanimously*

**Time: 5.40pm**

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

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

**Time: 5.46pm**

## **PROPERTY**

Hall Project – There is a notable improvement with the new LED lighting in the hall. Michael Forgie is hoping that the work can start in late August. The aluminium for the windows has been ordered and the project is tracking well. Darryn brought carpet samples to the meeting.

Junior Block – A new plan has been submitted. Susan and Darryn met during the holidays to discuss the project. Darryn said that the project should be out to tender and signed off by Christmas.

Sally suggested that reprogrammable key cards should be looked at at the same time as the alarm system for the Junior Block. We also need to make sure that the wifi provisions in the Junior Block are future proof.

## **PRINCIPAL'S REPORT:**

Liz spoke to her report.

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

Queen's Interschool / Staff vs Prefects netball match / Waitaki Week Sport / House Choirs

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

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

- 20th month discussion around processes to improve communication with home and ensure parents are involved in the tracking process, especially where there are concerns.
- Pasifika Homework Group continues to run by Sonya Hull each Wednesday.
- Waitaki Way Indicator reports effectively giving parent feedback on our values.
- Professional development (PLD) continues around digital technologies.
- Staff continue to upskill in digital technologies with the PLD from Cyclone. We are currently looking at wifi in the school and how to address issues with performance/reliability. Parents are being asked for feedback on BYOD and at present this looks positive: 80% of respondents say their daughter has a chromebook/laptop already, but only 37 - 42% bring them to school currently. 81% of parents said they

are in a position to buy/provide a device for their daughters' BYOD and those that are not like the idea of paying a bond to use a school device for school and home.

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

- July 1 - T & L staff Body & Mind session with Lynne Hamilton.
- June 29 - Jenny Corlet led a staff Mindfulness workshop after school.
- Pastoral care system, involving teachers, deans, Senior Leadership Team and the Guidance Counsellor, continues to operate effectively.
- 'Too much punch for Judy' Health presentation for seniors was held on July 26
- Health Committee have created 'Brain Food' posters and are marketing this for whānau time.
- We are currently looking into the free lunches in schools programme and have sent a survey out to parents regarding this. We would be looking at running the programme through the hostel as opposed to having an outside provider. Early feedback shows that 75% of parents would support the programme at WGHS.

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

- House Choirs was a great celebration for the school and for house spirit
- World Vision Leadership group ran a successful 40 hour famine, raising over \$3700.
- Waitaki Way badge system will begin in Term 3 where students will be awarded bronze, silver and gold badges dispensing on the number of Dulcie cards they complete.
- Student Volunteer Army Service Awards scheme will begin Term 3 for students.
- Uniform requirements for 2022 have been shared with parents (ie blazer compulsory) and the feedback for this is very positive. The uniform committee will meet again in Term 3 when samples of the sports uniform have arrived from Kukri.

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

- Parent-teacher interviews are scheduled for Week 3 this term.
- Reporting to parents: All students for all subjects should now have comments for Term 2 on the parent portal.

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

- Sally and Chris continue to work their way through the minor suggestions in Logic Groups 10YPP.
- Junior Block redevelopment - Property team have met to consider staff feedback and plans back with Ian Perry for finalising.

### **Upcoming School Events**

Open Evening / Teacher Only Day / Parent - Teacher Interviews

### **STUDENT REPORT**

- Year 9 and 10 students attended the Kahui Ako Careers event last term.
- House Choir night was won by Burn House with Gibson winning the overall music competition.
- Waitaki Boys' High School won the annual rugby match against St Kevin's College
- Year 11, 12 and 13 students attended the theatrical performance "Too Much Punch for Judy". Students found the play confronting but worth watching.

### **STAFF REPORT**

- Last term Year 13 Chemistry students attended the Mellor Laboratories at Otago University to complete a practical analysis assessment.
- Year 9 and 10 students attended the Kahui Ako Careers event last term. This was followed by a rural health team visit.
- The annual Arts week was held 8 – 11 June.
- SADD – Following donations from the community Aidan Theatre company presented a play about responsible choices and behaviours needed whilst driving to the senior school students. The production was positively received by students.
- The borders are currently closed for international students. Online exchanges have been undertaken. Mrs Hellier has completed training for an interactive teaching programme for additional language learners.
- A group of Year 9 students will be attending the semi-finals of the NZ Aotearoa Spelling Bee in Dunedin.
- Ms Hull attended the NZ History Teachers conference in Waitangi during the holiday break. Planning for the inclusion of Aotearoa Histories into the curriculum is being undertaken.

- Enrichment and Extension – a group of year 9 and 10 students participated in a national online social studies spelling competition. The best placed team gained 4<sup>th</sup> place out of over 60 entries.
- WGHS Netball teams have been competing at Otago SS competition and the South Island Tournament.
- Charlotte Lane, Year 10, won a gold and silver medal at the Trampoline National Championships during the holiday break.
- Learning Centre – Students participated in a 10 pin bowling competition with St Kevin’s College and WBHS at the end of term 2. Students and staff hosted a Matariki morning tea for all staff at the Learning Centre. Students have been working towards gaining NZ certificate in Skills for Living (Supported). Pupils have been participating in a sensory ceramic project and also dance and drama lessons.
- Last term 3 students attended a Culinary Arts showcase at the Otago Polytechnic. Ms Gillies attended the Materials Technology conference in Wellington at the end of term.
- There are several interschool competitions coming up in Term 3.

**MINUTES:**

Minutes of the meeting held on 24 June 2021 were confirmed as a true and correct record.

*Moved: Elizabeth Koni / Seconded: Susie Sinclair  
Carried unanimously*

**CORRESPONDENCE:**

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

*Inwards:*

- *Caregiver Letter (in committee)*
- *Staff Letters x 2 (in committee)*
- *Forest Enterprises*

*Outwards:*

- *Staff letter (in committee)*

*Tabled:*

- *Waitaki Events Centre Trust*

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

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

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

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

**Time: 6.07pm**

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

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

**Time: 6.20pm**

## **GENERAL BUSINESS**

### **COMMUNITY OF LEARNING**

The report was acknowledged by the trustees and discussed.

Several trustees expressed interest in attending a proposed Treaty of Waitangi Workshop.

### **POLICIES**

The Timetabling and Employer Responsibility Policies were discussed and reviewed.

**Moved that the Board adopt the amendments to the Timetabling Policy as drafted and presented to the meeting and that the Employer Responsibility Policy is reviewed and accepted unchanged.**

*Moved: Nicole Phillips / Seconded: Susie Sinclair  
Carried Unanimously*

Nicole has reviewed the hostel policies with the Hostel Manager. Margie will send the policies to the Board Secretary to be formatted and these will be brought to the Board for approval at the next meeting. The Financial and School Donations Policies will be reviewed next time.

### **BOT STUDENT REPRESENTATIVE ELECTION:**

**Moved that Nila Sime is appointed as Returning Officer for the upcoming BOT Student Representative election and that the election date be set at 7 September 2021.**

*Moved Lynda Wilson / Seconded Jess Wright  
Carried unanimously*

### **WAITAKI COMMUNITY RECREATION CENTRE**

The Waitaki Community Recreation Centre Trust Deed was circulated and discussed.

The letter from the Waitaki Events Centre Trust was discussed. It was decided that due to the fact that the school has its gymnasium as part of the recreation centre the Board would not send a letter of support for the proposed events centre. The Chairperson will reply on behalf of the Board.

### **NEWSLETTER**

Susie volunteered to write an article for the school newsletter.

**The Meeting closed at 7pm**

**Next Meeting: 5.30 pm, Thursday 26 August 2021, in the Library**

Nicole Phillips is unavailable for next month's Board meeting.