

**Waitaki Girls' High School Board of Trustees**  
**Minutes of the Meeting held on Thursday 2 September 2021**  
**at 5.30pm via video conference**

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

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Susan welcomed everyone to the meeting.

**HOSTEL REPORT**

All boarding students went home at the commencement of Covid 19 Alert Level 4. Margie Baird is keeping in contact with families. Waitaki House can operate at Alert Level 2. All procedures to enable reopening will be followed so that the hostel can open in a safe and organized manner.

**HOSTEL POLICIES and PROCEDURES**

The Board discussed the Waitaki House policies and procedures which were circulated to trustees prior to the meeting.

**Moved that the following Waitaki House policies and procedures have been reviewed, are approved and adopted by the Waitaki Girls' High School Board of Trustees:**

- Discipline Policy
- Complaints Policy
- Finance Procedure
- Evacuation Procedure
- Alcohol, Drugs and Other Harmful Substances Procedure
- Waitaki House – Unattended Procedure
- Bullying Procedure
- Dealing with Infectious Diseases Procedure
- Employment Procedure
- First Aid and Injury Procedure
- Pandemic Procedure
- Cleaning Procedure
- Temporary Accommodation Procedure
- Lock Down Procedure
- Leave Procedure
- Gas Leak Procedure
- Governance Procedure
- International Procedure

*Moved: Nicole Phillips / Seconded: Darryn Stewart  
Carried unanimously*

**FINANCIAL REPORT:**

**Property/Capital works**

- The Music Suite roof repairs have been completed but still need to be closed off by Mr Forgie and reimbursed by the Ministry. So far \$2,334.85 is owed to school
- Special Needs property project has been completed but still needs to be closed off by Mr Forgie and reimbursed by the Ministry. So far \$6,108.05 is owed to school

- Hall Renovations – the scaffolding has been erected. Covid 19 Alert Level 4 has stopped work. The balance of \$200,925.36 has been prepaid by the Ministry
- Junior Block – This is still at the planning stage. The balance of \$73,777.10 has been prepaid by the Ministry
- Oak tree at Wilson Park – this needs to be revisited. The Executive Officer had booked an arborist and tree assessor to come but lockdown prevented the visit. Sally will try again to book him in.

### General

- Electronic Sign. – New LED screens have been delayed. ETA in Lyttleton 11 Sept 2021.
- Chairs and Desks for Maths Block – Finally on a boat from Australia. Estimated time 3-4 weeks.
- Donation – Isa Holdings \$2,000 donation received. They would like it to be used in the Agriculture Area of the school. Students in Agriculture Learning Area visited and planted trees.
- Hostel Reunion has been postponed until 27-28 May 2022. Refunds have been offered but so far most happy to roll over to next year.

**Moved that the Board approves the school payments and transfer schedules for July 2021 of \$672,489.35 and the Hostel payment schedules for July 2021 of \$95,258.02.**

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

### PROPERTY

The trustees discussed progress with school property projects.

Darryn reported that final measurements had been taken in the Junior block. The structural engineers had requested confirmation of the numbers of personnel that would be using the spaces in the Junior Block. The Principal has provided this information. Revised plans will be made available for staff to see and provide feedback following return to school after lockdown. The Chair offered to meet with staff who may have queries regarding the plans.

The scaffolding has been erected in the hall in preparation for work.

### STUDENT REPORT

- **3rd - 19th August: Otago Polytechnic, University of Canterbury, University of Otago and ARA Planning days.** This was a chance for Year 13 students, who are interested in tertiary study, to plan out their courses for the coming year.
- **9th - 13th August: Amnesty International Freedom Challenge Week.** The focus for the Amnesty group this year was gaining freedom for Asylum seekers in New Zealand who are imprisoned instead of helped. Badges and bumper stickers were sold, and the “world-famous” Bake Sale took place on the Friday. Around \$400 was raised from this bake sale.
- **Other:** Throughout the term, the 4 Houses have been working on auditioning and practicing for the Theatrix competition that was scheduled to take place at the end of Term 3. This has now been cancelled.
- Defensive Driving courses began in August. This is a programme that is half theory-based and half practical. It allows for its successful participants to take 6 months off of their Restricted License time, and learn how to drive with more awareness and safety.
- During the Level 4 lockdown classes have resumed via Google Meet. It has been challenging doing school work at home, but teachers have made the transition easy and manageable.

### PRINCIPAL'S REPORT:

Liz spoke to her report.

### Highlights the Principal's diary included:

Quad Tournament / Open Evening / Parent-teacher meetings

### Curriculum (NAG 1)

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

- Senior school exams will be in Week 9. Teachers and students are embracing the opportunity to do digital

exams this year.

- WW Indicator reports effectively giving parent feedback on our values.
- Professional development continues around digital technologies. Learning Area sessions taking place with Cyclone experts and planning meeting help to plan for BYOD next year. This includes Digital Readiness modules which all students (and staff) will go through to make sure they are confident with the basics and that their device is ready to use at school.
- An ICT audit has been completed so we can ascertain what each curriculum area requires for next year. New Era is supporting the school to ensure we have the hardware, software and infrastructure to manage BYOD school-wide in 2022.
- Parental feedback in BYOD: 80% of respondents confirm their daughter has their own device, but only 35% are currently bringing them to school regularly. 83% of respondents say they are in a position to purchase a device for their daughter, of those who would like to use a school device, 61% prefer the term by term option with a \$20 bond.
- Teachers combined with WBHS for the latest NCEA Teacher Only day, looking at the specifics of the upcoming NCEA changes to their curriculum area.
- Successful careers Seminars Day at WBHS for Yr 11 & 12 students to encourage broad thinking about career options.
- Despite lockdown for the past two weeks, student engagement with their teachers and their learnings remains positive. The Senior Leadership Team/Deans are tracking students who do not engage and are in contact with home where there are concerns. NCEA external exams have been moved back two weeks at the end of the year (from an 8 November to a 22 November start date). This is positive but will have implications for current dates in our calendar, such as senior prize-giving and other end of year events.
- Regular communication home and to staff and students is keeping everyone updated re lockdown and its implications.

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

- 67% of parents who responded to the survey support the free lunches in schools programme and 27% said maybe. Only 6% have replied no. The school is looking at running the programme through the hostel as opposed to having an outside provider. The Principal is liaising with WBHS and meeting with the MoE Coordinator next week to look at trialing the programme in Term 4.
- Prefects are currently working with the Principal to get the Kickstart Breakfast programme up and running for students.
- Nathan Wallis talk for community and students is booked in and currently being advertised in the community. Due to Covid, this is unlikely to go ahead.
- Wellbeing during lockdown remains the number 1 priority for staff and students. The Pastoral team and Heads of Learning are checking in regularly with their staff and students. EAP Services have offered free counselling for all educators and their families for the next three months due to lockdown.

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

- Waitaki Way badge system has started in Term 3 where students will be awarded bronze, silver and gold badges based on the number of Dulcie cards they complete.
- Student Volunteer Army Service Awards scheme began in Term 3 for students, with three students already being awarded badges in assembly.
- Uniform requirements for 2022 have been shared with parents (ie. blazer compulsory) and the feedback for this is very positive. The uniform committee met in Week 3 to confirm the sports uniform items with Kukri. The school will look to have a contract with them and also NZ uniforms for the pants option of the formal uniform.
- Strong emphasis continues at assembly to celebrate a wide range of successes that WGHS students have.
- Random Acts of Kindness week: focus on kindness to self and others. This was to happen this week, but a new date will be chosen for this when school resumes.

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

- Parent-teacher interviews Thursday 12 August
- Reporting to parents: All students for all subjects have comments for Term 2 on the parent portal.
- Fortnightly indicator reports will go out next week, even with lockdown. This will give parents a good overview of how their child is tracking with their work rate and engagement in online learning.

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

- Sally and Chris continue to work their way through the minor suggestions in Logic Groups 10 Year Property Plan.

### **Upcoming School Events**

Maori Language Week

### **STAFF REPORT**

- Dunedin Science Fair – Rhiannon and Cerys Thomas won awards
- Quadrangular was held in week 2 this term, again successfully at Aorangi Park. Christchurch Girls' High School won the tournament.
- The annual winter tournament week has been cancelled for 2021. This is disappointing for the teams and coaches involved, however, inevitable under the circumstances. The Triangular interschool with Otago Girls' High and Southland Girls' High Schools and the Aoraki Ski Championships were also cancelled.
- A group of Year 9 and 10 students are working on a project to encourage use of reusable coffee cups. The mission is to "save the planet, one disposable coffee cup at a time". Investigations are underway and will resume following return to school.
- A group of year 11 and 12 Agriculture students attended a Growing Future Farmers information day on 13 August at Awakino Station.
- On 29 July a group of 30 students from the Agriculture Learning Area travelled to Queens Flat to do some riparian planting for Isa Holdings as part of the 1 billion trees scheme. It was a very successful day with nearly 200 trees and shrubs plants. A substantial donation was made by Isa Holdings to the Agriculture Learning Area.
- It has been decided to cancel the Theatrix competition this year due to the current situation.
- Schools International Business Association membership fees have been put on hold for the coming year as there are no international students.
- Amnesty International – The Freedom Challenge was held from 9 -13 August. The theme this year was "Take me to a safe place" highlighting the situation for asylum seekers when they arrive in NZ. The Bake Sale raised \$450.00 for Amnesty International.
- Year 11 History students made a trip to the Hocken Library in Dunedin. This was a successful trip with students gathering primary sources for their internal assessment.

### **MINUTES:**

Minutes of the meeting held on 29 July 2021 were confirmed as a true and correct record.

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

## 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: Liz Koni  
Carried Unanimously***

**Time: 5.51pm**

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

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

**Time: 5.55pm**

## GENERAL BUSINESS

### WAITAKI COMMUNITY RECREATION CENTRE

Lynda Wilson and Susan de Geest will organise a meeting with the WCRC Trust once the community is at Alert Level 2 for discussions regarding the future of the Rec Centre.

### 45/47 TRENT STREET

Discussions regarding the school properties at 45/47 Trent Street will be postponed until Alert Level 2. After investigation with the Ministry it has been established that both pieces of land were purchased by the school; 45 Trent Street in 1926 and 47 Trent Street in 1967.

Susan acknowledged the work undertaken by the Senior Leadership Team, teachers and the support staff during the lockdown to keep the students engaged with learning. The Principal will pass on the trustees' thanks to the staff.

**The Meeting closed at 6.08pm**

**Next Meeting: 5.30 pm, Thursday 23 September 2021, in the Library**

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