

**Waitaki Girls' High School Board of Trustees**  
**Minutes of the Meeting held on Thursday 23 September 2021**  
**at 5.30pm in the Library**

**Present:** Susan de Geest (Chairperson), Elizabeth Koni (Principal), Lynda Wilson, Susie Sinclair, Jessica Wright, and Jess Kelly  
**Apologies:** Nicole Phillips and Darryn Stewart  
**In Attendance:** Sally Grant (Executive Officer), Mady Rawson (Student Rep. Elect), Nila Sime (Board Secretary)

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Susan welcomed everyone to the meeting and congratulated Mady Rawson on her election win.

#### **HOSTEL REPORT**

The boarders have settled back into the Hostel well, glad to see their friends and catch up. The Year 13's have done a great job creating two theme nights which everyone has enjoyed. Renting out for the school holidays has been cancelled due to COVID restrictions.

#### **FINANCIAL REPORT:**

##### **General**

New LED screens for the electronic signs are delayed. The furniture for the Maths Block has arrived and has been installed. Two new uniform contracts have been signed with Kukri for sports uniforms and NZ Uniforms for kilts and trousers.

##### **Property**

There was a burst pipe above the toilets in the basement of the Junior Block. SSL Consulting are the Emergency Response co-ordinators for the MOE who are now dealing with the process, arranging all the contractors regarding the damage, drying out, etc... and the insurance claim.

The quote for oak trees to be risk assessed at Wilson Park and Junior Block has been accepted.

The 10 Year Property Plan has been delayed and Sally is waiting to hear from the Ministry.

**Moved that the Board approves the school payments and transfer schedules for August 2021 of \$174,011.68 and the Hostel payment schedules for August 2021 of \$43,001.13.**

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

#### **PROPERTY**

Susan presented the information received from Michael Forgie regarding the progress of school property projects.

The replacement of the hall windows is currently in progress. The second stage will commence after the completion of the East side. The sub-floor ducting insulation Class A asbestos removal and additional exterior painting will be part of the contingency sum.

The Junior Block project has been approved in principle. The detailed design process with consultants is continuing. All documents should be tendered by the end of the year with work commencing in 2022. Options for access to classrooms during the project was discussed as it is anticipated that the Junior Block may be unavailable for use for 12 months.

**Sally left the meeting at 6pm**

## **PRINCIPAL'S REPORT:**

Liz spoke to her report.

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

Lockdown / Returning to school from Lockdown / Assembly via Google Meet

## **Curriculum (NAG 1)**

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

- Senior school exams will be in Week 10 now due to Lockdown. Teachers and students are embracing the opportunity to do digital exams this year and practice exams will be a chance to try these.
- Waitaki Way Indicator reports effectively giving parent feedback on school values - feedback on this system of reporting is positive from parents.
- Digital Readiness modules are being planned with New Era and Cyclone 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. Year 9 & 10 students will likely do these in Term 4 after junior exams.
- BYOD letter to go out from the Board to families around the move and benefits.
- Parental feedback in BYOD: 79% of respondents confirm their daughter has their own device, but only 43% are currently bringing them to school regularly. 84% 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. Currently looking at buying devices for distribution amongst departments which will act as 'back ups' next year.
- Discussion beginning around how to best support learners who need extra support, especially in literacy and numeracy. Learning Area's feeding back to the Senior Leadership Team and we will timetable for 2022 accordingly.
- Pathways process for student subject selection underway; slightly adapted due to Covid restrictions.

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

- 70% of parents who responded to the survey support the free lunches in schools programme and 25% said maybe. Only 5% have replied "no". We would be looking at running the programme through the hostel as opposed to having an outside provider. Due to Covid, any trial of the programme might be pushed out to 2022 now.
- Kickstart Breakfast programme also pushed out due to Lockdown.
- Nathan Wallis talk rescheduled for Term 1, 2022.
- Kindness Challenge currently underway, introduced at our Zoom assembly and this will continue for this term.

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

- Currently having weekly Assembly Meets with whanau classes in lieu of not being able to hold full school assemblies.
- Strong emphasis continues at assembly to celebrate a wide range of successes that WGHS students have.
- Waitaki Way badge system has started, with teachers encouraged to sign Dulcie cards so students can be awarded badges.
- Student Volunteer Army Service Awards continue with two students receiving Bronze awards.
- Uniform for 2022 has been confirmed. The Uniform Committee has approved new sports uniform items and the first order with Kukri is underway.

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

- Fortnightly indicator reports continue to go out fortnightly.
- Parent-teacher conferences held just prior to Lockdown were successful and a good way for the teachers and members of the BOT to meet with parents.

## **Upcoming School Events**

Senior Exam Week / Term 3 ends

## **STUDENT REPORT**

- In person learning resumed on 9 September.
- Zoom assemblies have been occurring on Mondays due to the hall being out of action.
- Mady Rawson was elected as the Student Representative on the Board on Monday 20 September.

- School exams begin on 27 September.
- Up until school exams, students have been in “Green Weeks” where students have nothing clashing with their regular school timetables and can focus on studying.
- St Taki won the South Canterbury Secondary Schools Rugby finals.
- 13 – 17 September was Māori Language Week. Students were encouraged to use te reo Māori in their everyday life to improve their skills and celebrate the language.

#### **ENRICHMENT AND EXTENSION REPORT**

The trustees discussed the report, appreciated and acknowledged the work being done in this area.

The report covered the vision, goals, and running of the programme. The various student opportunities and competitions during 2021 were outlined. The report included a reflection from Louise Lane, the teacher in charge, on the future of the programme.

#### **MINUTES:**

Minutes of the meeting held on 2 September 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:*

- *Deloitte (x3) re: Audit*
- *KPMG – Re: NZ Mortgage Income Trust*

##### *Outwards:*

- *Deloitte (x2) re: Audit*
- *Staff Letter (in committee)*

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

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

#### **GENERAL BUSINESS**

##### **POLICIES**

The Board reviewed the School Donation Policy, the Student Behaviour Management Committee Terms of Reference, the Concerns and Complaints Process, the Staff Complaints Process and the Concerns and Complaints Policy.

**Moved that the following are approved and unchanged:**

- **School Donation Policy**
- **The Student Behaviour Management Committee Terms of Reference**
- **The Concerns and Complaints Process**
- **The Staff Complaints Process**

**and the following policy is amended as discussed at the meeting and approved and adopted:**

- **The Concerns and Complaints Policy**

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

## WAITAKI COMMUNITY RECREATION CENTRE

Liz, Lynda and Susan will attend a meeting with the Trustees of the Waitaki Community Recreation Centre on Tuesday 28 September to discuss the proposal for a Waitaki Events Centre.

**Mady Rawson left the meeting at 6.15pm**

### 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: 6.15pm**

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

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

**Time: 6.22pm**

**The Meeting closed at 6.25pm**

**Next Meeting: 5.30 pm, Thursday 28 October 2021, in the Library**