



## Waitaki Girls' High School Board of Trustees

### Minutes of the Meeting held on Thursday 24 February 2022 at 5.30pm

**Present:** Susan de Geest (Chairperson), Liz Koni (Principal), Darryn Stewart, Lynda Wilson, Susie Sinclair, Nicole Phillips and Jessica Wright

**In Attendance:** Helen Anderson (Parent), Brendon Perumal (Parent), Nila Sime (Board Secretary)

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Susan welcomed everyone to the meeting.

#### **MINUTES:**

Minutes of the meeting held on 25 November 2021 were taken as read and confirmed as a true and correct record.

*Moved: Jess Wright / Seconded: Susie Sinclair  
Carried unanimously*

#### **CORRESPONDENCE:**

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

##### *Inwards:*

- Waitaki Recreation Centre Trust
- KMPG
- Public Health Nurse
- Forest Enterprises
- PPTA – Notice of PUM

##### *Outwards:*

- Waitaki Recreation Centre Trust
- Parent Letter (in committee)

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

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

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

Liz spoke to her report.

The Principal explained the new look of her report to the Board. The strategic goals are now reported in the National Education and Learning Priorities (NELPS) format.

There are fewer numbers of Year 9 students this year as there were more boys in the cohort from contributing schools.

The healthy lunches in schools programme launches next week. Wendy Havea and Linda McLelland are working hard to get this underway. Two new staff have been employed to support the programme. Liz outlined the way the system for delivering lunches will work. The school has considered the most environmental responsible way to operate the programme.

NCEA achievement levels for 2021 will be discussed with the Heads of Learning at the next Board meeting in March.

The Principal has been receiving regular bulletins and attending zoom meetings with the Ministry of Education in regard to Covid-19. It is unlikely that there will be national lockdowns. It is expected that schools will

remain open for instruction. The school will be taking advice from the Ministry of Education. Unless the school has to close due to staffing restrictions instruction will remain onsite.

### **HOSTEL REPORT**

Liz spoke to the hostel report from the Boarding Director, Jacqui Paterson.

The Executive Officer and Caretaker are working to fix some repair issues in the Director's residence.

Liz and Jacqui have held meetings with hostel staff and boarders. Jacqui is looking at new ideas for planned activities for boarders and also changing living arrangements to make the hostel more appealing. Liz and Jacqui are looking at marketing plans and staffing.

### **FINANCE REPORT**

Liz spoke to the financial report from Sally Grant, the Executive Officer.

The Principal commented that Sally had done a great job preparing the annual draft budgets. In May the accounting system will be changing to ZERO.

The draft budgets for the school and hostel were tabled and discussed.

**Moved that the Board approve and adopt the 2022 school and hostel budgets as presented to the meeting.**

*Moved: Lynda Wilson / Seconded: Nicole Phillips  
Carried unanimously*

**Moved that the Board approves the school payments and transfer schedule for November 2021 of \$544,213.29, December 2021 of \$269,312.52 and January 2022 of \$122,545.31 and the Hostel payment schedule for November 2021 of \$35,047.20, December 2021 of \$82,974.04 and January 2022 of \$19,437.38.**

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

### **STAFF REPORT**

Jess Wright spoke to the staff report.

### **PROPERTY:**

Darryn provided a verbal report to the Board.

Darryn has been liaising with Michael Forgie. The final draft plans for the ground floor of the Junior Block have been received with one small structural change. This will hopefully go out for tender next month.

The hall project is all but completed. The repairs to the flood damaged area are also nearly completed.

Scaffolding Should be erected for the Junior Block roof and windows project soon.

Liz, Darryn, Susan and Michael Forgie will have a walk meeting at the Junior Block site next week.

### **GENERAL BUSINESS:**

#### **BOARD CHAIRPERSON**

**Moved that Susan de Geest remains as the Chairperson of the Board of Trustees until the next Board of Trustees election.**

*Moved: Lynda Wilson / Seconded: Nicole Phillips  
Carried unanimously*

## **DELEGATION OF AUTHORITY**

The Board moved that the Deputy Principal has the delegated authority to act as the Principal in her absence.

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

The Board moved that the Assistant Principal has the delegated authority to act as the Principal in the absence of both the Principal and the Deputy Principal.

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

## **SCHOOL DONATION SCHEME**

Moved that Waitaki Girls' High School opt into the government's donation scheme for 2023.

*Moved: Elizabeth Koni / Seconded: Lynda Wilson  
Carried unanimously*

## **RATIFICATION OF THE 2022 CHARTER**

The Board discussed the annual charter goals and analysis of variance documents as presented. Attendance processes were discussed and the proposed new Dulcie card/badge system to acknowledge students. The school policy around cellphone use is working successfully.

Moved that the Board approves the annual goals and analysis of variance documents presented to the meeting.

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

## **STAFF 'FLU VACCINATIONS**

Moved that the Board will pay for 'flu vaccinations in 2022 for those staff that would like to be vaccinated.

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

## **FILES FOR DESTRUCTION WITH PERMISSION OF THE BOARD**

Moved that the Staff Files recorded in the tabled list be destroyed as permitted by the Ministry of Education guidelines contained in School Records Retention/Disposal Document.

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

Helen Anderson and Brendon Perumal left the meeting at 6.30pm

## **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>
Students	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 students: Protection of privacy of natural persons

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

**Time: 6.30pm**

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

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

**Time: 7.23pm**

#### **Principal's Performance Agreement Process**

The Board will employ an outside provider to conduct the Principal's performance appraisal this year.

#### **Property Rationalisation Project**

**Moved that the rationalisation project to remove the following property from Waitaki Girls' High School is undertaken:**

<b>The Pool Pump House</b>	<b>Block 10</b>
<b>The Changing Sheds</b>	<b>Blocks 11 and 12</b>
<b>The Caretakers Storage/Plant</b>	<b>Block 14</b>
<b>The Boiler Room Basement</b>	<b>Part of A Block</b>
<b>Boiler and Coal Entrance</b>	<b>Part of A Block</b>

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

**The Meeting closed at 7.35pm**

**Next Meeting: 5.00 pm, Thursday 24 March 2022, in the Library (Heads of Learning Reports)**