

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 25 November 2021
at 5.30pm in the Library

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

Susan welcomed everyone to the meeting.

Susan acknowledged and thanked Margie for her valued contribution to the hostel and to the school over the years that she has been Hostel Manager and wished her a happy retirement.

HOSTEL REPORT:

The Boarders' Feast and Senior Prizegiving were enjoyed by both the boarders and staff.

Two members of staff have resigned, one supervisor and the weekend cook. All boarders will start next year in Romans and planning is underway for this. Renting out is looking promising for next year but this will be dependent on what activities are coming to Oamaru.

Margie has been contacted by the NZ Boarding Association regarding a survey being conducted about mandatory vaccination for boarding students. The Trustees agreed to the hostel participating in the survey.

Margie thanked the Board for the support she has received as Hostel Manager during her years in the position.

FINANCIAL REPORT:

General

The new LED screens have arrived. A part has gone missing and the new piece is coming from Australia.

The school will be taking advantage of the free drop off to clear out old computer / electronic waste. All areas of the school are participating and Chris Wilson, the Caretaker will drop this off.

A new sign has been erected in front of the Maths Block.

The Executive Officer is attending a zoom meeting for the start of this year's audit. Sally has already started scanning required documentation to the auditor.

The end of Year NOVOPAY has been completed.

Whilst hard to predict the hostel is tracking towards the anticipated deficit.

Budgets are still in draft and the Trustees agreed that they could be circulated for approval when finalised.

Moved that the Board approves the school payments and transfer schedules for October 2021 of \$239,210.63 and for November 2021 of \$370,515.59 and the Hostel payment schedules for October 2021 of \$28,211.34 and for November 2021 of \$166,061.15.

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

Property

Junior Block - burst pipe above basement toilets. SSL consulting has put in a claim for the school and the insurance assessor has visited. Funds should be approved within the next two weeks. The school has paid \$13,290.00 in expenses so far, the difference will be paid to the school which will be reserved for the Junior Block redevelopment.

SIP Funding. An email has been received from the MOE stating that in order for the project to be delivered by June 2022 the Procurement Recommendation Report and Opening Project Documents must be submitted to the Ministry, no later than 31 January 2022. If the documents are not received by this date the SIP funds will become unavailable.

The Oak trees have been risk assessed at Wilson Park and a quote has been requested.

Quad toilets. The Student Council has asked for the quad toilets to have hot water to the hand basins. The approximate cost to install this is \$3,000.00 and the Student Council will pay for this. The ongoing costs will be the schools' cost.

Moved that the Board approve the installation of hot water to the hand basins in the quad toilets at the approximate cost of \$3,000.00.

***Moved: Darryn Stewart / Seconded: Susie Sinclair
Carried unanimously***

Science Area Stools and Tables. 28 desks, 120 stools (15 stools will be free as Jess Wright won 30 maxi chairs and Sebel is willing to exchange these for stools). The cost will be approximately \$22,000.00 plus freight.

Moved that 28 desks and 120 stools are purchased for the Science Area at the estimated cost of \$22,000.00 plus freight.

***Moved: Elizabeth Koni / Seconded: Jess Wright
Carried unanimously***

Hall Improvements. Sally has received a quote of \$2,661.65 (exclusive of GST) for the stage curtains and valance. The black curtain at the back with the holes cut into it has been sent for repair and claimed on insurance. Cost the school is the \$500.00 excess.

Blinds. Sally is obtaining quotes for the blinds. The cost is approximately just under \$10,000.00 with the school doing the installation. This cost will also cover the scaffolding as well.

Moved that blinds are purchased for the hall windows at the approximate cost of \$10,000.00.

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

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
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 confidential minutes: Protection of privacy of natural persons

*Moved: Susan de Geest / Seconded: Darryn Stewart
Carried Unanimously*

Time: 5.50pm

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

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

Time: 5.57pm

Sally and Marg left the meeting at 6pm

PROPERTY

Darryn provided a verbal report.

The hall project is all but completed. There is some painting to be finished which will be done after NCEA exams.

Junior Block: Fire reports and structural reports are coming in. Final drawings have been re-done by Ian Perry. The process takes time.

STUDENT REPORT

- Students farewelled the Year 13 students at Senior Prizegiving on 15 November. Sophie McMillan-Sinclair was appointed as Head Girl with Katie Kinnaird as Deputy Head Girl.
- Senior Awards Assembly which was held on 16 November acknowledged a large number of students for academic, sporting and cultural achievements. The prefects for 2022 were announced.
- The Leavers' Dinner and Boarders' Feast have both taken place.
- Senior exams are underway.
- All prefects and Year 13's who wished to be part of the peer support programme next year attended a Year 12 Leadership Training Day on 17 November.

STAFF REPORT

- Aoraki Junior Volleyball Competition. One team went to Timaru and competed very well finishing in second place.
- Hanmer Camp. 56 girls are scheduled to attend the camp.
- Year 10 Japanese. Di Roberts is taking a group of Year 10 students to Dunedin to a Japanese restaurant on Friday 26 November to experience eating Japanese food.
- Pasifika Parents Evening. A meeting was held with staff and parents to discuss issues around practices and fundraising for Sei Tiare for next year.
- Aotearoa New Zealand Histories Curriculum. A cross school meeting was held to discuss the draft curriculum. Once more material is released a meeting will be held so that clear guidelines can be set for curriculum/unit development from Years 5 – 10.
- Health and Safety Course. 11 students from Years 11 and 13 attended a 2 day Health and Safety Course facilitated by Vertical Horizons. This course enabled students to gain 16 credits across Levels 1, 2 and 3.
- Kahui Ako. A leadership meeting was held on 18 November. This was an opportunity to reflect and hear feedback from the work undertaken in 2021. 300 hours of professional development for 2022 – 23 has been secured with the key priority being on local curriculum and across school workshop initiatives.

PRINCIPAL'S REPORT:

Liz spoke to her report.

Highlights the Principal's diary included:

Senior Prizegiving / Senior Awards Assembly and Leadership Assembly / Leadership & Peer Support Training for 2022 Leaders.

Curriculum (NAG 1)

GOAL 1: Excellence in Teaching and Learning

- NCEA exams have started; deans tracking attendance at these and contacting parents if need be.
- An Outside provider has run a two day catch up course for students Year 11 - 13 who are close, but at risk of not achieving their NCEA.
- Digital Readiness modules for Year 9 & 10 were held 23-24 Nov, with staff & Cyclone facilitators. The school will look to run these again with new Year 9, Year 12 & 13 students early in 2022.
- The Principal and Executive Officer have met with New Era around the refurbishment and reallocation of devices in departments for 2022. L18 will have new desktops for the beginning of next year, L20 will have refurbished devices and departments will have new chromebooks as back-ups when needed.
- The school is close to being fully staffed for 2022 and covering the widest range of subjects we are able to with our staffing entitlement.
- Junior exams held Week 5 for English, Maths, Science and Social Studies.
- Senior Prizegiving was a success, despite the implications of being under Level 2 restrictions. Junior Prizegiving will follow a similar format. Positive feedback from the community about having it live streamed.

GOAL 2: Nurturing Wellbeing

- Stronger Waitaki Group - liaising with other local schools around building stronger mental health support services for students and schools.
- Kickstart Breakfast programme will begin Term 1 2022; Prefects to run this programme.
- The Nathan Wallis talk has been rescheduled for Term 1, 2022.

GOAL 3: Positive School Culture

- Assembly Meets with whānau classes continue to run fortnightly on Mondays (due to Level 2 restrictions and hall renovations)
- Staff and students continue to receive regular reminders regarding expectations for behaviour and uniform.
- New enrolment interviews with Principal and the senior leadership team are currently taking place. Celeste Warner and Nila Sime are liaising with contributing schools to follow up those who have not enrolled formally but are coming to Waitaki Girls' in 2022.

Documentation and Review (NAG 2)

- Fortnightly indicator reports continue to go out fortnightly.
- End of term comments on the parent portal to give parents feedback on academic progress.
- Student feedback: The Principal is currently getting student feedback with Principal's Lunch with each year level

Personnel (NAG3)

- The Director of Boarding position has been appointed to Jacqui Paterson, who will begin January 2022.
- One Teacher Aid will finish their fixed contract at the end of the year due to less funding coming in with Learning Support students.

Upcoming School Events

Year 8 Transition Day / Year 10 Hanmer Camp / Junior Prizegiving / Staff First Aid Course.

Lunches in Schools programme – plans are going ahead for the hostel to provide student lunches from next year. The Ministry will pay for minor capital items. The canteen will still supply non-perishable items. The Memorandum of Understanding for this pilot programme should be signed off next week.

BYOD – BYOD is all set for next year. Sessions for students from outside providers are being organised.

WGHS OLD GIRLS' AND STAFF ASSN. REPORT

The WGHS Old Girls' & Staff Assn. reports were circulated to the Board.

MINUTES:

Minutes of the meeting held on 28 October were confirmed as a true and correct record.

*Moved: Jess Wright / Seconded: Elizabeth Koni
Carried unanimously*

CORRESPONDENCE:

Susan reviewed the inwards correspondence and commented on as necessary.

Inwards:

- *H Melton – Futures Trust Scholarship*
- *B Milmine – Futures Trust Scholarship*
- *J Kelly – BoT prize*
- *MOE – 10 Year Property Plan*

Moved that the Inwards correspondence be received.

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

GENERAL BUSINESS

Proposed Meeting Schedule

The meeting schedule for 2022 was circulated to the Trustees.

Waitaki Community Recreation Trust

Lynda advised that the Trust are currently holding monthly meetings and she is attending a meeting next week. The Trustees are reviewing maintenance costs. Lynda will keep the Board updated.

Hanmer Camp

All relevant EOTC documentation for the upcoming Year 10 Hanmer Camp was circulated to the Trustees.

Moved that the planned Year 10 trip to Hanmer Camp is approved.

*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:

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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: 6.30pm

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

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

Time: 6.37pm

The Meeting closed at 6.40pm

Next Meeting: 5.30 pm, Thursday 24 February 2022, in the Library