

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 28 October 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, Nila Sime (Board Secretary)

Susan welcomed everyone to the meeting.

HOSTEL REPORT

Senior students are preparing for the NCEA exams. The girls are enjoying playing touch and basketball. Renting out in the holidays had to be cancelled due to COVID 19 restrictions.

The Board dinner will be held on Monday 29 November at 6pm in the hostel.

FINANCIAL REPORT:

General

The trustees discussed the fees for the Boarding Hostel for 2022. Due to rising costs, it was decided that there was little option but to increase the fees for next year.

Moved that the Boarding Hostel fees for 2022 are increased to \$12,500.00 per annum.

*Moved: Susan de Geest / Seconded: Darryn Stewart
Carried by majority – Nicole Phillips abstained*

The new LED screens have arrived. The replacement should be completed in the next two weeks.

The Futures Trust funds were discussed by the Board.

Moved that on a yearly basis the Futures Trust funds will be used to finance up to 6 entrance scholarships of \$500.00 each and up to two Year 13 scholarships of \$1,000.00 each.

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

Sally was authorised to ask for quotes for curtains for the hall.

Moved that the Board approves the school payments and transfer schedules for September 2021 of \$160,143.97 and the Hostel payment schedules for September 2021 of \$47,139.79.

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

Property

Junior Block - burst pipe above basement toilets. SSL consulting are the Emergency Response co-ordinators for the MOE and they are dealing with the process. SSL personnel inspected site on the day of the meeting.

The Oak tree in Wilson Park has been risk assessment and has been rated as a moderate risk. The risk needs to be reduced to low. Following discussion, the Board agreed that the tree should be retained but trimmed to reduce risk as outlined in the report received from Downer. A quote will follow.

Moved that the Board agree that the large oak tree in Wilson Park should be retained and trimmed to reduce the risk to low as recommended in the report prepared by Downer.

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

PROPERTY

Darryn reported that the work in the hall is progressing well. The target date for completion of work is Friday 12 November. There may be some small jobs to be completed following prize-giving and exams.

The 10YPP has not been received yet – awaiting Ministry of Education approval.

Sally and Marg left the meeting at 6pm

PRINCIPAL'S REPORT:

Liz spoke to her report.

Highlights the Principal's diary included:

Zoom assembly - Head student speeches / New Year 9 interviews begin / Inter house Debating finals / Interviews for Year 13 scholarships

Curriculum (NAG 1)

GOAL 1: Excellence in Teaching and Learning

- Senior school exams were held in Week 10. The focus now is on seniors finishing up their internal assessments so that revision for external exams can begin.
- Deans/SLT are working closely to track students academic progress, meet with parents where there are concerns, and looking at alternative courses where students may be able to attain credits. Possibility of an outside provider coming in to run a two day L2 12-credit course for students who are at risk of not achieving L2.
- Digital Readiness modules are confirmed for BYOD next year: Yr 9 & 10 students will do these 23-24 Nov, with new Yr 9, Yr 12 & 13 doing them early next year. Cyclone and some staff will facilitate these.
- ICT audit identified needs/wish list for departments. Once new devices are here for L18, the current devices and those in L19 and L21 will be reconfigured and set up in L19. Chromebooks, laptops and tablets have been purchased for distribution to departments as per requests ready for next year.
- Student subject selection has now been completed; classes and staffing for next year are now being considered and shortly timetabling will begin for 2022.
- Junior exams will take place in Week 5; exams set for English, Maths, Science and Social Studies
- Covid restrictions - we will need to make alternate arrangements for Prize-giving and Transition Day if we remain at Level 2. Currently considering options for live streaming prize-giving.

GOAL 2: Nurturing Wellbeing

- Lunches in Schools programme – The Principal met with MoE via Zoom about trialling this at WGHS for next year. This will involve running the programme with an internal model - which may prove difficult as it coincides with the new Director of Boarding starting. Last resort is the option to look at an offsite model, though feedback on these has not been very positive.
- Kickstart Breakfast programme all set ready to go by Prefects for Term 4. However, hall space is still not available to use. Leftover Weetbix & milk from Term 3 has been distributed to families and we will look for 2022 Prefects to run this programme.
- Nathan Wallis talk rescheduled for Term 1, 2022. Movie night fundraiser held Week 1, Term 4.

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 SLT currently taking place. Currently sitting on approximately 60 enrolments. Celeste Warner and Nila Sime liaising with contributing schools to follow up those who have not enrolled formally but are coming to WGHS 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)

- Kaye Taylor has started in the library and uniform shop while Tangiwai Robinson takes maternity leave.
- Kim Todd has been appointed in the Student Office/Admin role to replace Helen Leslie
- New teaching staff for 2022: Jolene Herrick appointed new Business Studies/Economics/Accounting teacher - WGC, Dean, Lauren Haueppauff - Physical Education/Science, Chloe Renshaw - Science /Biology, Amy Hunter Physics/Science, Sophie Pilbrow - Music/Performing Arts.

Upcoming School Events

Senior Awards Assembly / Senior Prizegiving / Aoraki Junior Sports Week / Year 8 Hand-on Science Day (Level 1 dependant)

The trustees discussed plans for Prize-giving at COVID 19 Level 2. There can be no outside guests on site. Options were debated. Lynda Wilson will investigate potential options for an offsite venue for Year 13 parents to watch a live stream of the event.

STAFF REPORT

- The International Director has pencilled in a tour group for July 2022 from Kojimachi Girls' High School. There will be an online exchange with St Hilda's Middle School sometime in Term 4.
- Aoraki Sports Awards will be judged this year but not awarded at a ceremony. Each school will be notified of their winners and will present the awards as they see fit.
- The Learning Centre has a ceramic art exhibition in the school library entitled "At the Beach".
- Waitaki Kahui Ako – Sarah Sharpe (a neurodiversity education specialist) was hosted a 3 day series of workshops and meetings. The Kahui Ako wide spiral inquiry groups have gained momentum this year. Work continues on updating the Achievement Plan with refreshed achievement goals. Work is also being done on graduate profiles which recognise key capabilities at various stages of student learning. The Kahui Ako has been granted 300 hours of professional development for 2022 – 2023. The Lead Principal is developing the delivery plan for the professional development.
- Year 12 PE students biked to Rakis Railway Tunnel on the Alps to Ocean trail and back on 21 October. This was an assessment for Level 2 NCEA.

STUDENT REPORT

- School exams have been completed.
- Wilson House won the school interhouse debates.
- Year 13 students have been receiving notice of scholarships and halls of residence from tertiary institutions.
- Year 13 school scholarship interviews were held last week.
- A mufti day was held last Friday. Proceeds to the proposed events centre.

MINUTES:

Minutes of the meeting held on 23 September 2021 were confirmed as a true and correct record.

*Moved: Susan de Geest / Seconded: Elizabeth Koni
Carried unanimously*

CORRESPONDENCE:

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

Inwards:

- *Forest Enterprises*
- *PWC – OPI Finance Ltd*

Outwards:

- *MOE (in committee)*

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

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

GENERAL BUSINESS

SCHOOL DONATION SCHEME

Following verbal agreement at the meeting held on 24 June 2021, moved that Waitaki Girls' High School opt into the government's donation scheme for 2022.

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

COVID 19 MANDATED VACCINATIONS

All schools have been directed by the Ministry of Education that all staff must be vaccinated by 15 November 2021. A register is currently being compiled of staff vaccine status.

LUNCHES IN SCHOOLS

Trustees discussed the Lunches in Schools scheme. The majority of parents have been supportive of the programme. Currently the school is looking into external providers or a mixed model with potentially some lunches being provided by the hostel.

HEADS OF LEARNING MEETING

The Heads of Learning Meeting was postponed until March 2022.

WAITAKI COMMUNITY RECREATION CENTRE

Lynda attended a Waitaki Community Recreation Centre Trust meeting with Gary Kircher and Kevin Malcolm. The Board decided that a comprehensive maintenance list including costs should be requested from the Recreation Centre. This would enable the Trust and the school to be informed of the state of the building. The Chair draft a letter.

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:

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
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Staff	Good reason to withhold exists under Section 9 of the Official Information Act 1982	S 48(1)(a)(ii)
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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: 6.52pm

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

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

Time: 6.56pm

The Meeting closed at 6.58pm

Next Meeting: 5.30 pm, Thursday 25 November 2021, in the Library