



## Waitaki Girls' High School Board of Trustees

### Minutes of the Meeting held on Thursday 23 June 2022 at 5.30pm

**Present:** Susan de Geest (Chairperson), Jessica Wright, Susie Sinclair, Nicole Phillips, Darryn Stewart, Lousiale Fifita and Helen Anderson. Liz Koni (Principal) and Matt Haywood – via video link

**Apologies:** Lynda Wilson

**In Attendance:** Nila Sime (Board Secretary)

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Susan welcomed everyone to the meeting.

#### MINUTES:

Minutes of the meeting held on 26 May 2022 were taken as read and confirmed as a true and correct record.

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

#### CORRESPONDENCE:

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

##### *Inwards:*

- Forest Enterprises x 4
- MOE – Carbon Neutral Government Programme
- Deloitte – Report to the Board for the year ended 31/12/2021
- Parent Letter (In committee)

##### *Outwards:*

- Staff Letter (in committee)
- Parent Letter (in committee)

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

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

The email regarding the Carbon Neutral Government programme was discussed and it was agreed that Susan will confirm agreement for the MOE to collate information.

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 students: Protection of privacy of natural persons

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

**Time: 5.38pm**

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

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

Time: 5.41pm

**PRINCIPAL'S REPORT:**

Liz spoke to her report.

The trustees discussed the recent 3 way learning conversations afternoon.

**FINANCE REPORT**

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

**Annual Report**

The Board discussed the 2021 Annual Report.

Moved that the Board of Trustees approve the Annual Report and accept the management letter from the auditor.

*Moved: Susan de Geest / Seconded: Helen Anderson  
Carried unanimously*

**Issue with Power Connection to School**

Moved that having discussed the increased power demand at school the Trustees approve WGHS moving to the next electricity load group up with Network Waitaki. The Board further approve the one-off payment of \$10,207.00 (exclusive GST) out of budget expense.

*Moved: Jess Wright / Seconded: Nicole Phillips  
Carried unanimously*

**MK Dunning Hall**

Moved that the Board approves the payment for the extra painting work on the MK Dunning Hall which was previously approved by the Trustees of \$7,026.36.

*Moved: Darryn Stewart / Seconded: Helen Anderson  
Carried unanimously*

**Southern Hospitality Invoice**

Moved that the Board approves the payment of the invoice from Southern Hospitality of \$23,370.36 (GST inclusive) for equipment including a combi stand, electric combi oven and combi cutter for the Boarding Hostel kitchen.

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

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

*Moved: Nicole Phillips / Seconded: Helen Anderson  
Carried unanimously*

Moved that the Board approves the school payments and transfer schedule for May 2022 of \$424,513.72 and the Hostel payment schedule for May 2022 of \$67,991.57.

*Moved: Susan de Geest / Seconded: Susie Sinclair  
Carried unanimously*

**PROPERTY:**

Darryn spoke to property.

**Junior Block:**

There has been a delay obtaining the roofing iron. Some of the roofing iron has been delivered and contractors should start erecting the roof next week. The street side scaffolding may be taken down if the

work is not delayed in the first or second week of the holidays. The contract for the Junior Block is getting closer to going out to tender. Darryn will follow up with Michael Forgie as to progress.

**STAFF REPORT**

Jess spoke to the staff report.

Recent staffing issues with sickness/COVID was discussed. Jess reported that the formal had been a very successful evening.

**STUDENT REPORT**

The trustees acknowledged and thanked Lousiale for the student report.

**GENERAL BUSINESS:****WAITAKI ARA KAHUI AKO**

The trustees discussed the Waitaki Ara Kahui Ako, the staff responses to the survey. It was useful to consult with the teaching staff and get their viewpoints.

**Moved that Waitaki Girls' High School enter into the Memorandum of Understanding with the Waitaki Ara Kahui Ako for a period of four years commencing on 3 May 2022.**

*Moved: Susan de Geest / Seconded: Susie Sinclair  
Carried Unanimously*

**POLICIES**

The following policies were discussed, reviewed and approved.

**Moved that the following policies are reviewed and approved:**

- **Smokefree Policy**
- **Alcohol, Drugs and other Harmful Substances Policy**
- **Visitors Policy**
- **Health and Safety Policy (one minor amendment)**
- **Child Protection Policy**
- **Behaviour Management and Physical Restraint Policy**
- **Teaching and Learning Policy**

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

Copies of the Wellbeing Policies were circulated to Board members so that this policy can be reviewed and discussed at the next Board meeting.

The Chairperson Performance Check List and the Trustee Performance Check List will be emailed to Board members for completion before the next Board meeting.

## BOARD OF TRUSTEES ELECTIONS

Moved that Nila Sime is appointed as Returning Officer for the upcoming BOT Parent Representative election and Staff election and that the election date be set at 7 September 2022.

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

## WAITAKI COMMUNITY RECREATION CENTRE

The WCRC Trust have held a meeting and are looking at wages and accountability. Lynda Wilson continues to represent the Board at the Trust meetings.

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

**Time: 6.40pm**

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

*Moved: Susan de Geest / Seconded: Susie Sinclair  
Carried Unanimously*

**Time: 6.49pm**

### William Hogg Scholarship

Susan has attended a meeting with Waitaki Boys' High School representatives to discuss the boarding scholarship. Craig Stobo has indicated that the hope is that in the future the scholarship investment fund will be sufficient to enable more scholarships to be awarded for the benefit of both schools.

### Newsletter

Darryn will write an article for the next school newsletter.

**The Meeting closed at 6.50pm**

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