



Waitaki Girls' High School Board of Trustees

Minutes of the Meeting held on Thursday 25 August 2022 at 5.30pm

Present: Susan de Geest (Presiding Member), Louise Lane, Nicole Phillips, Darryn Stewart, Helen Anderson, Lynda Wilson and Lousiale Fifita. Liz Koni (Principal) – via video link

Apologies: Susie Sinclair and Matt Haywood

In Attendance: Nila Sime (Board Secretary), Jess Wright

Susan welcomed Louise Lane, the new staff representative, to the Board.

MINUTES:

Minutes of the meeting held on 28 July 2022 were taken as read and confirmed as a true and correct record.

Moved: Darryn Stewart / Seconded: Nicole Phillips
Carried unanimously

CORRESPONDENCE:

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

Inwards:

- *Parent Letters (in committee)*
- *Forest Enterprises Report*
- *Forest Enterprises Distribution Notice*

Outwards:

- *Staff Letters (in committee)*

Tabled:

- *Staff Letter (in committee)*

It was noted that the distribution from Forest Enterprises would be allocated to the Futures Trust Tertiary Scholarship Fund.

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

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

SPEAKING RIGHTS

Moved that Jess Wright be granted speaking rights at the meeting.

Moved: Susan de Geest / Seconded: Nicole Phillips
Carried Unanimously

PRINCIPAL'S REPORT:

Liz spoke to her report.

The North Otago Principal's Association met with representatives from the Ministry of Education last week. There was agreement that North Otago schools would look to run a cluster model attendance service in the North Otago region. Initial discussions suggested one lead school would manage the service. Principals will meet again in the next few weeks to confirm a plan.

HOSTEL REPORT:

The Hostel Report was discussed

The Trustees agreed to set up a Hostel Committee for the purposes of strategic planning. It was suggested that the Committee would be comprised of the Hostel Manager, Principal, Presiding Member, Head Boarder and the parent of a Hostel student. Nicole suggested that terms of reference should be drawn up to guide the committee members. A Student Behaviour Management Committee Terms of Reference Policy should also be drafted for the hostel.

Moved that a Waitaki House Committee is set up for strategic planning for the Hostel.

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

FINANCE REPORT

The financial report from Sally Grant, the Executive Officer, was acknowledged.

Moved that the Board approves the school payments and transfer schedule for July 2022 of \$608,296.49 and the Hostel payment schedule for July 2022 of \$149,540.15.

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

PROPERTY:

Darryn spoke to property.

Junior Block Roofing

The re-roofing contract works should be completed by the end of this week. The scaffolding is currently being adjusted for replacing the spouting. The external sprinkler head replacement is scheduled to be completed by next week. Painting of the plastered gable end walls has been completed. Removal of the scaffolding is scheduled between 5 – 10 September. There will be a school power shut down on Saturday 10 September.

Junior Block Redevelopment:

Good progress has been made on the design documentation. The project should be on the GETS website within 2-3 weeks. The trustees discussed the GETS system – the tendering system for school property.

STAFF REPORT

The staff report was discussed.

STUDENT REPORT

Lousiale spoke to her report.

Lousiale talked about the Attitude presentations and the Nathan Wallace talks that the students had attended recently.

GENERAL BUSINESS:

PRINCIPAL'S APPRAISAL

Liz has had an introductory meeting with Andy Wood, the appraiser. They will meet again next week either in person or via video link. At some stage there will be the opportunity to gain feedback from students and staff.

POLICIES

The following policies were discussed, reviewed and approved.

Moved that the School Donations Policy is approved unchanged.

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

Moved that the Board Self-Review Policy is approved unchanged.

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

Moved that the Student Behaviour Management Committee Terms of Reference Policy is approved unchanged.

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

Moved that the Concerns and Complaints Policy is approved unchanged.

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

Moved that the Delegations Schedule Policy is amended to include a delegation of authority to the Assistant Principal in the absence of both the Principal and the Deputy Principal.

***Moved: Nicole Phillips / Seconded: Louise Lane
Carried Unanimously***

Changes to the Wellbeing Policy were discussed. Nicole will amend the policy as suggested and bring back to the next meeting for approval.

WAITAKI COMMUNITY RECREATION CENTRE

No meeting of the WCRC committee has been held since the last board meeting.

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: Lynda Wilson
Carried Unanimously***

Time: 6.15pm

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

Time: 6.30pm

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

FAREWELLS

Susan thanked the members of the Board that are leaving having completed their terms as Trustees: Lynda Wilson, Darryn Stewart, Susie Sinclair and Jess Wright. Their valued contribution to the school has made Waitaki Girls' High School a better place.

The Meeting closed at 6.45pm

Next Meeting: 5.30pm, Thursday 22 September 2022, in the Library