



## Waitaki Girls' High School Board of Trustees

### Minutes of the Meeting held on Thursday 23 February 2023 at 5.45pm

**Present:** Bec O'Sullivan (Presiding Member), Sarah Hay (Principal), Louise Lane, Matt Haywood, Nicole Phillips, Lousiale Fifita

**Leave of Absence:** Brendon Perumal,

**In Attendance:** Linda Mullenger (Board Secretary), Charmaine Nelson, Angela Slemint

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Bec welcomed everyone to the meeting.

**Moved to accept Susan de Geest's resignation as Presiding Member**

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

**Sarah Hay nominated Bec O'Sullivan as Presiding Member**

**Moved to appoint Bec O'Sullivan as Presiding Member**

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

**Moved to appoint Matt Haywood as Property representative**

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

#### **HEALTH AND SAFETY REPRESENTATIVE:**

Bec advised we need to delegate this role and the person appointed will attend Health and Safety meeting twice per term at 3.00pm. Bec will discuss this with Brendon. Nicole advised she can take on this role if Brendon is unable to.

#### **MINUTES:**

Minutes of the meeting held on 24 November 2022 were taken as read and confirmed as a true and correct record.

*Moved: Nicole Phillips / Seconded: Bec O'Sullivan  
Carried unanimously*

#### **CORRESPONDENCE:**

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

*Inwards:*

- *Resignation: Susan de Geest*
- *Education Gazette*

*Outwards:*

- *Letter to Parents – Ms Sarah Hay*

*Tabled:*

- *Email: Resignation – Susan de Geest*

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

*Moved: Nicole Phillips / Seconded: Bec O'Sullivan  
Carried unanimously*

Bec O'Sullivan welcomed Charmaine Nelson, Deputy Principal, to the meeting.

Charmaine advised the board that it has been a busy start to the term. She stated that Sarah is doing an incredible job and she has had a lot of feedback from staff stating this. Charmaine said there's a great team feel here and that she is learning every day.

Louise Lane read an email received by Dean, Jolene Herrick, where she thanks Sarah and Charmaine for their unwavering support and wanted to thank the board for appointing them.

*Charmaine Nelson left the meeting at 5.52pm*

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

Sarah spoke to her report highlighting the following points:

- Concerning that a number of students didn't get their first choice. Is it fit for purpose? Do we look at aligning timetables?
- Too many students with off timetable subjects
- Large classes/workloads, timetable change to lesson this
- This has dropped from previous years. However, need to focus on achievements above national and similar decile schools.
- Endorsements – would be great to see an increase in the number of students gaining Merit and Excellence. What can we do around this?
- Pacifica – there is an obvious drop in results, work needed around this
- Māori students don't seem to be taking stem based subjects
- Science numbers are low in senior part of the school. Sarah will discuss with Vicky Lilly
- Census Workshop – Was Great, Lots of Fun
- Literacy/Numeracy – results are good compared to National average and with schools with similar decile. A little bit lower than we want to be. Louise Lane explained that level one results are affected by the drop off through the year. Percentages are taken from the role at the beginning of the year
- Meet the Parents BBQ – Very positive, good turnout of parents. Great to see so many family members in the school with having the Leaders Induction and Excellence Assembly also
- Gateway/Ara/Dual Pathways – a lot of resourcing. How do we streamline and keep all options for students?
- Principal report will alter slightly as Sarah discusses NELPs
- Hazard Register will be brought to each meeting
- Annual Plan – being looked at – HOL Meeting
- Kara Tartonne – resigned. Pam Ambler doing this role with qualified teacher in classroom
- Food Technology – Advertising this role in Gazette
- Tone of the School – Dean's, Charmaine, Sarah- couldn't contain what was brewing, Therefore a special assembly was held an letter sent to parents advising. Blair Wilkinson, Police, addressed the students. Sarah is impressed by the support given by Police
- Enrolments – strategies to get more enrolments for hostel. 5<sup>th</sup> May – whole school open day
- International Students – 3 Japanese students
- Stand Downs/Suspensions: 3 stand downs, 2 suspensions
- Staffing – over in learning support/gateway area

***Moved to accept Principal's Report as read***

***Moved: Bec O'Sullivan / Seconded: Matt Haywood  
Carried unanimously***

**FINANCE:**

Business Manager, Angela Slemint, spoke to her Budget 2023, highlighting the following points:

- Angela has had discussions with accountant – discussed reasons why no draft accounts as yet
- Accountant has joined hostel and school as one Xero file
- One addition to Budget that was sent out - \$4k for Library books – won't affect profit
- Discussion held around school lunches and boarding house
- Board agreed that we need to have a hostel subcommittee meeting – date to be set for near future

**Moved to accept the Finance Report as read**

*Moved: Nicole Phillips / Seconded: Bec O'Sullivan  
Carried unanimously*

Angela went through each of the Requests outlined in budget. Decisions are as follows:

- Security Cameras – Angela to get a quote and bring to next meeting
- School Docs – good way to ensure all policies are reviewed in a timely manner
- Board Pro – Cloud Filing System. Angela explained how it works. Costs \$1000. Bec advised how user friendly it is and will do a board training session around it.

**Moved to approve the purchase of School Docs and Board Pro**

*Moved: Bec O'Sullivan / Seconded: Matt Haywood  
Carried unanimously*

- Shredder for SLT and BM
- Binder
- Front door – Admin Block
- Science compliance
- Emergency Procedures

**Moved to approve the purchase of a Shredder**

*Moved: Bec O'Sullivan / Seconded: Matt Haywood  
Carried unanimously*

- LanSchool – board agreed not essential
- Classroom furniture – need to develop a plan across the whole school – discuss how many classrooms to upgrade
- Property 21C – 20 hours per week to help Chris

**Moved to appoint a Property 21C for 20 hours per week**

*Moved: Bec O'Sullivan / Seconded: Matt Haywood  
Carried unanimously*

- Hostel Camera's – will re-look after the hostel plan has been sorted
- Hostel Bathroom - Sarah to ask Chris about bathroom upgrade
- Re-Keying School – Swipe Card - extremely expensive to go to swipe card – further discussion needed
- School Bridge Software – costs \$300 per month, mainly for EOTC – more information needed

**Moved to accept the Budget for 2023 and to approve the purchase of a, Binder, repair of Front Door, to complete science compliance and emergency procedures audit and signage**

***Moved: Bec O'Sullivan / Seconded: Nicole Phillips  
Carried unanimously***

**HOSTEL REPORT:**

The Board discussed the hostel report.

Hostel sub-committee – date to be organised for next meeting

**PROPERTY:**

Matt spoke to the property report and highlighted the following:

- Discussed Junior Block redevelopment
- Cyclical maintenance – awaiting on a list
- Sarah has started compiling a list
- Discussion around rec centre/new events centre/council

**STAFF REPORT**

The staff report was discussed.

**STUDENT REPORT**

Lousiale spoke to her report. Asked for clarification about what Board would like in the report. One question from Year 13s was about whether they need to sign out to go to Couplands. Board advised yes they do due to health and safety reasons.

Discussion was held around disciplinary hearings and the safety of Lousiale as student rep if she attend these. Lousiale expressed willingness to be a part of these especially for Māori or Pacifica students. Sarah said she will look at any future hearings on a case-by-case basis and decide if it's appropriate/safe for Lousiale to attend.

**POLICIES**

Nicole advised the Board that we will go through a couple of these each meeting. Will be sent these to read in advance before the meeting. School Docs will help with this process.

Will look at the Code of Conduct and Trustee Register Review next meeting

- Need to look at co-opt to cover Susan's place
- Induction Process for Board Members – follow the process
- Otago Beginners Governance – refresh. Bec will organise
- Linda will send out Board Roles and Presiding Member Policies and paper copies of Code of Conduct

**GENERAL BUSINESS:**

Bec asked Board if next meeting can be changed to Wednesday 22<sup>nd</sup> March at 5.45pm. Board agreed

Lousiale and Louise left the meeting at 7.50pm

**Moved that the Board move In Committee**

**Time: 7.50pm**

**EXCLUDING THE PUBLIC**

<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>
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 staff: Protection of privacy of natural persons

***Moved: Bec O'Sullivan / Seconded: Nicole Phillips  
Carried Unanimously***

**Time:**

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

**Time: 8.35pm**

***Moved: Bec O'Sullivan / Seconded: Nicole Phillips  
Carried Unanimously***

**The Meeting closed at 8.36pm**

**Next Meeting: 5.45pm, Wednesday 22 March, at the Library**