

CONFIRMED MINUTES

BOT MEETING

At the **BOT Meeting** on **22 Oct 2024** these minutes were **confirmed as presented**.

Name:	Waitaki Girls' High School
Date:	Tuesday, 17 September 2024
Time:	5:45 pm to 7:45 pm (NZST)
Location:	Staffroom, WGHS
Board Members:	Bec O'Sullivan (Chair), Brendon Perumal, Louise Lane, Nicole Phillips, Ofa Tokai, Onna Tangifolau, Sarah Hay, Tracey Cranston
Attendees:	Ms. Natalie Matheson
Apologies:	Dagmar Rohrbach
Notes:	Dagmar has a leave of absence for this meeting.

1. Administration

1.1 Confirm Minutes

BoT Meeting 13 Aug 2024, the minutes were confirmed as presented.

1.2 Action List



Update Concerns and complaints flowchat

Update flowchart to add a new section to go to the Dean.

Due Date: 13 Dec 2024

Owner: Ms. Natalie Matheson

1.3 Inwards & Outwards Correspondence

Acknowledge receipt of resignation from Mandy Wilson. Wait till end of the year to appoint a new T/A if we need to,

1.4 Interests Register

2. Strategic Intent

2.1 Academic Progress - Charmaine Nelson

CNE presented her report to the board.

2.2 Gifted & Talented - Louise Lane

LLA presented her report for gifted and talented students.

This area does need a budget to be able to buy resources. LLA will put in a proposal for this, for the following year.

No time is allocated for this role, which proves tricky.

2.3 Arts Co-ordinator - Sherilyn Hellier

SHE presented an overview of her position as an arts coordinator.

5 hours per week - SHE will support a new person in this position and has a good instruction file to hand over with.

Happy to stay on doing trophies.

3. Management Reports

3.1 Principal's Report

Health Survey - Strong views, were voiced by some respondents.

The key work on for us are:

- review Wellbeing Wednesdays
- with the health programme, we need to examine how sexuality is being taught to students
- need to follow the health curriculum which contains topics that respondents were not complementary of
- students have requested more information about safe sex.

2025 Staffing entitlement has come through, pleasantly surprised to see we have a roll of 416. We will only appoint 43 MU's to begin and the rest will be appointed later. In 2025 we receive 2 pastoral care allowances.



Calendar Dates

380 half days for 2025

Term 1 - 11 weeks

Term 2 - 9 weeks

Term 3 - 10 weeks

Term 4 - 10 weeks

Decision Date: 17 Sept 2024
Mover: Sarah Hay
Seconded: Bec O'Sullivan
Outcome: Approved



Physic Teacher

We have interviewed a wonderful person for this position. He is currently in South Africa and has gone through an agent to find this job. There is an agency fee. We need to pay EP Recruitment the sum of \$13,642.00.

Not ideal, but we need a good teacher.

moved by all.

Decision Date: 17 Sept 2024
Mover: Sarah Hay
Seconded: Bec O'Sullivan
Outcome: Approved

3.2 Hostel Report

Taken as read

SHA is investigating fob access for students to the hostel during certain time periods to ensure the hostel front door is locked at all times.

3.3 Finance Report

Lunches for school

A review of spending and budgeting has taken place and the outcomes of this are:

- Increase the quantity of food students are receiving (morning is now provided)
- A lunch area for students has been planned and we are considering building in-built tables and seats.
- Appliances and equipment are ageing / broken and need to be replaced.



Approval for spending lunches in school money

The board approved to spend \$176,882.00 as outlined in financial board report.

An extension of funds to round the amount to \$190k is approved to include an outdoor area where the bulk of the money is to be spent as per attached to board report.

Decision Date: 17 Sept 2024
Mover: Sarah Hay
Seconded: Tracey Cranston
Outcome: Approved

3.4 Property Report

MOE are trying to find a space to set up and outpost. Looking for Ministry Education Advisor space, so they have inquired about the pavilion. A site visit is happening this week.

3.5 Staff Report

Great outcome for Badminton while at tournament.

Good challenges for outdoor PE

Mathletics a great outcome and uptake for this.

3.6 Student Report

Ofa presented student report. Sia our new student rep was also present to see how our meetings ran.

Polyfest was great. A few issues were had due to parking, but hopefully, this will be fixed for next year. The students did 5 songs/dances, totalling 20 minutes, involving various cultures.

You can still view this event on YouTube. It has been suggested that we advertise the practice of this event more to our community, as it is such a wonderful opportunity for our community to see our performances.

4. Health & Safety

4.1 Health and Safety

4.2 EOTC Trip Approvals



Approval for EOTC trips

The PE trip is looking good weather-wise. Helmets are to be worn for downhill activities. The trip is approved by all.

WOW trip: One student will join the group in Wellington (travelling from Christchurch), and one will leave Wellington to travel to Auckland after the visit is finished. When that student leaves the group, the parents take responsibility for the student.

Decision Date:	17 Sept 2024
Mover:	Sarah Hay
Seconder:	Nicole Phillips
Outcome:	Approved

5. Policy Reviews

5.1 Review of Policies

We have reviewed the following policies:

- Performance Management
- Professional Development (Teacher)

These are standard policies; no change is needed.

The principal professional growth cycle policy was discussed.

Concerns and complaints process flowchart needs Deans added in.

6. General Business

6.1 General Business

Add "In Committee - Concerns and complaints" add this into the agenda for future meetings.

Look at future board members—ROS is proposing a by-election because MHA resigned, and other members may be looking at moving on. ROS has contacted NZSTA for further information. Once this information is sorted, ROS will present it to everyone. We will discuss this at next month's board meeting.

The board agrees that ROS should move forward with a by-election to prove the Board in the future.

The next board meeting will be moved to Tuesday 22nd October at 5 pm

Delegation of authority - SHA will look at a short version of delegation for one day.

SHA leave has been signed off.

7. Close Meeting

7.1 Close the meeting

Next meeting: BOT Meeting - 22 Oct 2024, 5:30 pm