

CONFIRMED MINUTES

BOT MEETING

At the **BOT Meeting** on **14 Nov 2024** these minutes were **confirmed as presented**.

Name:	Waitaki Girls' High School
Date:	Tuesday, 22 October 2024
Time:	5:30 pm to 8:30 pm (NZDT)
Location:	Staffroom, WGHS
Board Members:	Bec O'Sullivan (Chair), Louise Lane, Nicole Phillips, Ofa Tokai, Sarah Hay, Tracey Cranston, Dagmar Rohrbach
Attendees:	Ms. Natalie Matheson
Apologies:	Brendon Perumal, Onna Tangifolau

1. Administration

1.1 Confirm Minutes

BOT Meeting 17 Sept 2024, the minutes were confirmed as presented.

1.2 Action List

Due Date	Action Title	Owner
13 Dec 2024	Update Concerns and complaints flowchat Status: Not Started	Ms. Natalie Matheson

Awaiting to hear from NZSTA re Board selection - once Bec receives these instructions she will get out to follow board member

1.3 Inwards & Outwards Correspondence

Resignation of student cleaner.

Leave request from a Staff member from the last week of Term 1 and returning a week after the Start of Term 2



Request for Leave

DP has requested leave for one week at the end of term 1 and return to work week 2, Term 2.

Two weeks away from school and two weeks of holidays.

Leave without pay.

Revisit this in the new year and put out some guidelines to staff.

Decision Date:	22 Oct 2024
Mover:	Nicole Phillips

Seconded: Bec O'Sullivan
Outcome: Approved

1.4 Interests Register

2. Strategic Intent

2.1 Viv Hay

Viv outlined her role to the board.

3. ERO

3.1 Dick from ERO is going to join us to go over the process and reporting.

The ERO report will hopefully be out by the end of Term 4.

The draft report will come to the BOT and they will have 10 working days to approve.

Dick will be our constant support person who will work with the school for the years to come.

The students enjoy being at school, they feel they are being valued, teachers are liked and students like being in an all-girls school.

Hostel review showed some non-compliance that with fixed and there are positive relationships in the hostel.

International student feedback is positive .

Maori Pasifika students are under performing.

The Ministry of Education School attendance targets are not being met.

4. Management Reports

4.1 Principal's Report

H&S - A tree fell down but didn't damage anyone or buildings.

Professional Development for Principal was presented.

Is there any chance of an update on the course that CNE and JWR went to back in August?

NZ State Girl's School's are holding a conference in November - SHA to attend

Timetable - looking at the new year of 83 students, resulting in four core classes. Total roll approximately 416 students.

Deans - looking at 9 & 10 Dean for 2025, then a Dean for Year 11, 12, and 13. We have two pastoral care allowances for next year. These will be given to the pastoral DP and Year 9 & 10 Dean.

Science position to be advertised.

The Hostel assurance statement for ERO has been signed.

The EOTC trip is due to come to the board, but it is still not ready. PE staff need to look at new camp venues for 2025.

Functions:

J Grant Friday 22 November at 6.30 pm - Hall

S Johnston also within this function.

Breakfast at Casa Mia 12 December @ \$20.00



Sign off of Hostel documentation

This needs to be signed

Due Date: 5 Nov 2024
Owner: Bec O'Sullivan



Christmas Breakfast

The board has approved \$20 per head for this function.

Decision Date: 22 Oct 2024
Mover: Bec O'Sullivan
Seconder: Nicole Phillips
Outcome: Approved

4.2 Hostel Report

Tina is updating some documentation that needs to be addressed due to non-compliance when ERO visited.

The hostel manager's house has been reported to be cold.

Boarding surveys to gain students' voices will happen this term.

The relicensing of the hostel will be in December.

The government has released their "Lunches in School" - this will be added to the next board meeting.

4.3 Finance Report

New Era - Server update required.

The board has granted the approval required to fund all suggested functions - Budget will be tight.

Te Pakihi O Maru school wish to purchase the WGHS van. North Otago Motor Group have valued this at \$12,000.00. The board have agreed to sell.



New Era Server Update

New Era has advised that we need to update our server. The board has agreed to do this.

The finance sub-committee will look at funding options.

Decision Date: 22 Oct 2024
Mover: Tracey Cranston
Seconder: Nicole Phillips
Outcome: Approved



Functions

The board has approved spending outside the budget for the staff breakfast or farewell function if overspending occurs.

Decision Date: 22 Oct 2024
Mover: Nicole Phillips
Seconder: Bec O'Sullivan
Outcome: Approved

Outdoor area - common room

The design was discussed regarding the outdoor eating area. It was agreed that we go with the concrete and wood design.



Outdoor area

The board agreed to proceed with page 64 of the board pack design.

Decision Date: 22 Oct 2024
Mover: Bec O'Sullivan
Seconder: Nicole Phillips
Outcome: Approved



Sale of School Van

The board agrees to sell this van.
North Otago Moto Group have valued it at \$12,000.

Decision Date: 22 Oct 2024
Mover: Bec O'Sullivan
Seconder: Tracey Cranston
Outcome: Approved

4.4 Property Report

4.5 Staff Report

SHE International report - taken at read.

4.6 Student Report

Cross Country was fun

WOW, the trip was great

Language week during holidays, unfortunately this was not celebrated.

5. Health & Safety

5.1 Health and Safety

5.2 EOTC Trip Approvals

Yr 10 Camp PE trip was still not ready for the board.

6. Policy Reviews

6.1 Review of Policies

The board went through the following:

- Finance and Asset Management Policy,
- Managing Income and Expenditure,
- Financial Conflicts of Interest and
- Asset Management and Protection.



Small amendments to be made

Financial Conflict of Interest - Angela will be added to our interest register.

Computer Security and Cyberspace Security - SHA to amend

Third-party use of property - Needs to include 3rd party use of Vans (get rid of buildings/land or grounds)

Due Date: 9 Dec 2024

Owner: Sarah Hay

6.2 Trauma Policy

7. General Business

7.1 General Business

8. In Committee

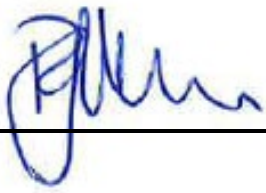
8.1 Concerns and Complaints Register

9. Close Meeting

9.1 Close the meeting

Next meeting: BOT Meeting - 14 Nov 2024, 6:00 pm

Signature: _____



DATE: 14.11.2024