

Waitaki Girls' High School Board of Trustees
Minutes of the Meeting held on Thursday 21 November 2019
at 7pm in the Library

Present: Susan de Geest (Chairperson), Tracy Walker (Principal), Darryn Stewart, Lynda Wilson, Susie Sinclair, Nicole Phillips, Greg Smith and Hannah Acheson
Apologies: Margie Baird (Hostel Manager) and Maddie Forbes (Student)
In Attendance: Sally Grant (Executive Officer), Diane Talanoa (Manager Waitaki Community Recreation Centre), Christine Williams (Assistant Principal) and Nila Sime (Board Secretary)

Susan welcomed everyone to the meeting and congratulated Tracy on her appointment as Principal of Palmerston North Girls' High School.

WAITAKI COMMUNITY RECREATION CENTRE REPORT

Diane Talanoa was welcomed to the meeting. She came to update the trustees on maintenance issues with the Recreation Centre buildings and to generally outline the relationship between the school and the Recreation Centre. The Recreation Centre is built on Ministry of Education land 30 years ago. Part of the building was paid for by the school and part from community fundraising and other sources. The school pays a yearly grant for maintenance and equipment and pays a proportion of the running costs, including cleaning. The school has the use of a gym and changing rooms. There is some talk of a new indoor facility being built by the Waitaki District Council in the future but this may be 5-10 years away. There have been ongoing issues with the roof leaking but at this stage Diane believes that these have been resolved. In the last couple of years the changing rooms have been refurbished with help from the school. Currently external wall panels need to be replaced and the Waitaki District Council have offered a loan to complete part of this work. The floors of the gyms require work and Diane has been accessing grants to help towards costs. The costs maybe in the region of \$30,000.00 to \$40,000.00 and Diane has so far acquired \$17,500.00 towards this. The Alpine Club is building a boulder wall. Income from the climbing walls is split 50-50 with the Alpine Club. There are other areas requiring maintenance including the school entrance to the Recreation Centre. Diane is exploring other avenues for procuring grants to help with upkeep.

Diane left the meeting at 7.15pm

PRINCIPAL'S REPORT:

Tracy spoke to her report.

Highlights from Tracy's diary included:

Waitaki STP Hui / Aoraki Sports Awards / PTA Meeting / Speaking at WGHS OGA Luncheon / Boarders Feast / WGHS Senior Prize Giving / WBHS Senior Prize Giving

Curriculum, Assessment and Reporting:

Annual Goal One:

WGHS is focusing on how Kāhui Ako – Waitaki Ara's achievement goal relates to the school learning community. The school will focus on the in-class engagement and rich learning experiences as well as linking with the wider community. Targets are set in this area relating to reduced Suspension/Stand Down rates; increased Attendance across all Year levels and ethnicities (expectation over 90%), increased Retention Rate – identifying Year 11 as a key transition year; equitable outcomes for learning, culturally inclusive environments, development of learner agency and wellbeing and involvement of Whānau:

- Meetings are being held for priority learners as they transition through to the next year level to identify the right class fit and programme

Annual Goal Two: *Students leave school with a graduate profile that supports their transition into further education/training/employment:*

- Senior students continue to work on the Waitaki Work Ready Passport in their whanau mentoring time and Life Skills programmes.
- A Fixed Term Pathways Co-ordinator has been appointed for 2020. They will teach Transition, Gateway, Dual Pathways liaison and help map out pathways for all students.
- Subject selection process for 2020 has occurred. Decisions have been made on which classes and how many will run. Heads of Learning have allocated classes to staff within their Learning Area and the timetable has begun to be created for 2020.
- Yr 13 students were awarded a range of scholarships including 7 from Otago University, 2 from Lincoln University and 1 from Federated Farmers. The inaugural Violet Monteath- Walker Essay Scholarship has been awarded, as has the inaugural Prime Minister's Vocational award.

Annual Goal Three: To raise student achievement across the curriculum:

- 20th of month academic reports and tracking to put in appropriate interventions, support and flexible timetables for students who require it. These sit alongside 20th month pastoral reports prepared by Deans and Line Managers
- Junior term tracking of Year 9 and 10 students identifies any students tracking below expectation (Grade Point average below 3 or 3.5). This information is available at the start of each term and Deans and Line Managers are in the process of analysing the Term 3 data and actioning any interventions required.
- Reader/Writers have been provided to all NCEA students who qualify for NCEA exams and any juniors who require one for junior exams.

Strategic Plan, Reviews, Policies, Community (NAG 2)

- The Principal thanked the Board for permitting her sabbatical and said that it had been a wonderful opportunity to experience other schools and make connections.
- The government has released its new position document, 'Supporting all schools to succeed,' summarizing government decisions over the next 5 to 10 years in relation to Tomorrow's Schools review. The main threads seem to be around providing more localized support to schools through establishment of ESA Education Service Agency within the Ministry of Education, stronger arrangements to underpin principal leadership and more support for property.
- The Principal will begin work on the School Charter for 2020 soon. It must contain a strategic planning section, which covers a 3 to 5 year time frame. This section will be the school guiding document for several years so it needs to be strategic and provide a clear direction for the school. The Kāhui Ako Achievement Objectives also segue to this document.
- Pasifika Power-Up: Has finished for the year. The Pasifika community has thanked the nine staff involved and given them a morning tea voucher.
- The Board has opted into the Government Donation Scheme for 2020. The decision can be reviewed after 2020.

Personnel and Staffing (NAG 3):

- The Kāhui Ako, Waitaki Ara, qualified for 3 Learning Support Co-ordinator roles. These are new positions to assist schools in the Learning Support area. Our newly appointed LSCs are Christine Lewthwaite, Lena Klenner and Suzanne Johnston.
- There have been several changes in staffing for 2020.

Overseas Students / Marketing:

- Marketing: Sherilyn Hellier attended a tour of China and her report has been forwarded for board perusal.

Upcoming School Events:

Ara Careers Taster Day Year 1 / Leavers Dinner / Year 8 Transition Day / Student Leader Training / Hanmer Camp / Year 9 STEM Day / Year 10 Activities / Year 9 and 10 Activities / Board Dinner / Junior Prize Giving and Staff Christmas Luncheon

The Board discussed the need to review the Strategic Plan as it is now out of date. The Board asked Tracy to investigate the options for either employing a consultant to help with this process or to approach the NZSTA for some assistance with this. The Board also need to look at the way the school policies are audited/reviewed. These will be priorities for the new year and it is suggested that there will be a meeting early in February 2020 to address both of these matters.

FINANCIAL REPORT:

Sally presented the financial reports.

The school and hostel financial performance up to the end of October 2019 was discussed.

The Board discussed the 2020 budgets for the school and hostel which were sent to the trustees prior to the meeting. Particular note was made of the underfunding from the Ministry for students requiring teacher aide help. Students with ORRs funding are not even allocated sufficient hours for the whole school day, nor even for the whole school year. Currently the Board helps to subsidise teacher and teacher aide hours to cater for the needs of students. The Board were happy with the budget in principle. Next year there will be additional costs involved with appointing a new Principal and for Board reviews. Sally will return to the Board in February 2020 with amended budgets including these predicted costs. The Board will consider capital items at the February meeting.

Moved that the Board approves the school payments and transfer schedule for September 2019 of \$203,847.91 and for October 2019 of \$142,140.02 and the Hostel payment schedule for September 2019 of \$66,670.26 and for October 2019 of \$94,313.52.

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

Sally reported that the new vans have now been sign written. The blue van will now be sold.

The high guttering at school and the hostel will be cleaned in December. The grass sprayed. The sandpit has been repaired by the Caretaker, Duncan. The hall motorised screen, projector and TV system should be installed following exams in early December. The Learning Centre upgrade has been partially completed with the toilet being installed but the sun shade half done. There was some vandalism at school with the police being advised.

AKO ROOM REPORT

Christine Williams presented a report on the Ako Room. The room and its resources are used for the following purposes:

- Students on the Alternative Education roll.
- Some students spend part time in the Ako Room and some in scheduled classes.
- It can be used as a base for students on the Health School roll.
- New students who have trouble transitioning to a new school.
- Timetabled hours for support.
- Some students who may be experiencing a bad day.

Alora Hill (full time) and Erin Brown (part time) staff the area. Students are referred via the Dean to the Line Manager. The Ako room is not a withdrawal room for students who have been sent out of classes. Christine read a letter from Alora on the work they do with students. It is a safe space for students needing support; to help students to become "class ready". Susan expressed the Board's appreciation for the work that is being done by the staff in the Ako room.

EXCLUDING THE PUBLIC

Moved that the public be excluded from the following part of the proceedings of this meetingThe general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to the matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution is as follows:

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
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Staff	Good reason to withhold exists under Section 9 of the Official Information Act 1982	S 48(1)(a)(ii)
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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: Lynda Wilson / Seconded: Greg Smith
Carried Unanimously***

Time: 8.20pm

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

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

Time: 8.50pm

MINUTES:

Minutes of the meeting held on 19 September 2019 were taken as read and confirmed as a true and correct record.

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

CORRESPONDENCE:

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

Inwards:

- *Forest Enterprises x 2*
- *Michael Forgie - Property*
- *NZEI - PUM*
- *Diane Talanoa – Waitaki Community Recreation Centre*
- *Louise Lane - Girl Boss – Update*
- *Maddie Forbes – Futures Trust Scholarship*

Outwards:

- *WBHS BOT – William Hogg Scholarship MOU*
- *WGHS Enviro Club*

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

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

GENERAL BUSINESS

Government's School Donations Scheme

Every New Zealand decile 1 to 7 school has been offered the opportunity to opt into a new government donations scheme. Schools opting in will receive \$150 per student provided the school does not solicit parents for a donation. Currently Waitaki Girls' suggest parents make a voluntary donation of \$95 per eldest child and \$65 each subsequent child. The school generally receives less than half of this by the end of the year. Under this scheme, the school would receive \$60,000 in January as opposed to \$15,000.00 to \$20,000 by

end of year after much administrative chasing. The decision may be reviewed in 2020. Schools were given until 14 November to opt in. Consequently the vote was conducted by email prior to this meeting.

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

Moved (via email Friday 8 November 2019): Tracy Walker / Seconded: Susan de Geest
Carried unanimously

The meeting closed at 9.10pm

Next Meeting: 25 November 5pm in the Library