



WAIMATE HIGH SCHOOL

Minutes of the monthly meeting of the Waimate High School Board of Trustees held in the meeting room on Monday 16 March 2020 at 6.00pm

1. Administration

Present: Mr S Duncan, Mrs J Packman, Mr D Shea, Miss E Hargreaves, Miss H Soper, Ms B Knowles, Mrs L Shortus, Mrs A Soper, Mrs A Nicolson

Apologies: Miss E Porter, Mrs L Shortus, for lateness

Speaking Rights: Mr S Duncan Moved speaking rights be granted to Mr D Shea and Mrs A Nicolson CARRIED

Speaker – Mrs A Nicolson, Wellbeing

Mrs A Nicolson was welcomed and explained her role at the school and Community of Learning. In 2019 the focus was on staff wellbeing, in 2020 the focus has been extended to include the students wellbeing as well.

Mrs Nicolson explained some of the wellbeing projects and the trustees asked questions.

Mrs J Packman thanked Mrs Nicolson for visiting and explaining her valuable work to all of the trustees.

Mrs Nicolson left the meeting.

Declaration of Interest/Conflict of Interest: Mr S Duncan called for any declaration of interest/conflict of interest from trustees: None

Correspondence

Staff Resignation, Acceptance Moved, Mrs J Packman, Seconded, Mr S Duncan CARRIED

Minutes of Previous Meeting 17 February

Moved, Mrs A Soper, Seconded, Ms B Knowles CARRIED

FYI

Memorandum of Understanding with outside users of school property are complete until 30 June 2020.

Community of Learning Minutes 4 March 2020

Reports

Senior Leadership Team Report/CoL Update

Report was circulated prior to the meeting and taken as read, Mrs J Packman spoke to the report and the trustees asked questions. Highlights of the report are:

Excellent Student Attainment

The Government has recently confirmed its final NCEA change package.

Heads of Department have carried out analysis of NCEA data and these have been uploaded to the Board of Trustees via Outlook.

Heads of Department have completed their Department Review of 2019 and Department Plan for 2020, these are also uploaded to the Board of Trustees via Outlook.

Positive Culture of Learning

The PB4L team have been busy so far this year with Professional Development and revamping our rewards structure within the school.

Swimming Sports and Athletics Sports have both taken place, both were a great success.

Our annual Meet and Greet Barbeques for Year 7 and 8 families and Year 9 and 10 families have been held.

The group of students going to Japan in late May held a meeting with parents and caregivers to go over details.

Innovative Learning Environment

Property and Rental Appraisal reports for 13 Oxford Street have been provided to trustees, maintenance work required has already been agreed by the board, quotations have been obtained.

Health and Safety

The Crisis Management Committee met on 24 February to review roles and procedures. Corona virus – information about what Waimate High School is doing to plan and prepare for an event like this has been shared with parents through the newsletter and facebook. Teachers have been reinforcing with our students to be vigilant with hygiene. Signage regarding hand washing is being placed in all toilets. Cleaners will carry out additional cleaning as necessary.

Daily updates are being received from the Ministry of Education on this issue, the current advice was shared with the board.

Administration

The Ministry of Education has informed us of an additional increase to schools operational funding to assist in paying all eligible non-teaching staff the 2019 living wage.

Appointment processes are presently underway for positions: Business Manager, Careers, Gateway and STAR Co-ordinator, IT Technician.

1 March Roll Return has been submitted, the roll was 244 Students.

Waimate COL Update

Community of Learning Stewardship meeting was held on 4 March, minutes included as FYI. Mrs Packman accompanied Judy Brown (Learning Support Co-Ordinator) to the induction forum.

Mrs J Packman Moved, the adoption of the Senior Leadership Team Report, Seconded Miss E Hargreaves

CARRIED

Finance Report/2020 Budget Approval

Mrs J Packman distributed answers to the trustees questions regarding the budget from last meeting, prior to the meeting, taken as read.

The Student trustees reported to the trustees: The Canteen and Netball fundraising.

Miss H Soper Moved, ratification of the 2020 Budget, Seconded, Miss E Hargreaves

CARRIED

Change of Signatories at the Bank

- 1) The following staff members are staying on as signatories:

Mrs J Packman, Principal

Mrs K Tagiaia, Deputy Principal

Mr D Shea, Deputy Principal

Mrs S McGill, Board Secretary

Any 2 signatories to sign.

- 2) The following Staff Member is to be removed as signatory:

Mrs J Bailey, (Retired)

Moved, Mrs A Soper, Seconded, Ms B Knowles

CARRIED

Fundraiser

Mrs A Soper gave trustees information about the upcoming “Bingo Babes” PTA fundraising function taking place on Saturday 4 April 2020.

Succession Planning – Trustee Resignation, Casual Vacancy

Trustees discussed the best way forward.

Mrs L Shortus, Moved, Selection Process to be adopted, Mrs J Packman’s Nomination agreed and delegation to Mrs J Packman to contact the nominee, Seconded, Miss E

Hargreaves

CARRIED

Communication Strategy

Mr S Duncan is currently updating this.

Analysis of Variance, NCEA

Report has been placed in the Outlook Library for trustees information, any questions to Mrs J Packman

School Leaver Data

The Report was circulated at the meeting, Mrs J Packman spoke to the report, discussion followed and the Trustees asked questions.

HOD Annual Reports

Reports have been uploaded to Outlook for trustee information.

Tomorrow’s Schools Reform

Ministry of Education are currently working on policy framework and there is no further update at this time.

Policy Reviews 2.6, 2.7, 2.8

Ratified with no changes, Moved, Ms B Knowles, Seconded, Mrs A Soper CARRIED

School Car

Quotations for replacement will be obtained, decision to defer until next meeting agreed.

Core School House

Mrs J Packman spoke to the quotations received for works required on 13 Oxford Street, Miss E Hargreaves Moved, lowest quotes to a total of \$14,382.47 + GST accepted, Seconded, Mrs L Shortus CARRIED

Mrs J Packman Moved, Property Brokers be retained to manage the rental, Seconded, Miss H Soper CARRIED

In Committee Public Exclusion

Resolved on the motion of Mr S Duncan that in terms of Section 47 of the Local Government Official Information and Meetings Act, 1987 the public be excluded from this part of the meeting and that will remain because the Board wishes to discuss a matter in relation to Personnel and for the reason the discussion of this matter in public would infringe the privacy of a natural person under Section 9 (2) (a) of the Official Information Act 1982. **Please refer to separate Minutes of matters dealt with In Committee**

Meeting Closure:

Preparation for next meeting:

Agenda Items for next meeting: Per Annual Work Plan plus:

Communication Strategy

Outlook Library

School Car Quotations, Decision

School House Update

Next Meeting Date Monday 4 May 2020

There being no further business Mr S Duncan declared the meeting closed at 8.11 pm

