



Hawera High School

Hawera High School Board of Trustees Meeting Minutes

- Wednesday 22 July 2020
 - 6.00 pm
 - Hawera High School Meeting Room B
-

Present: Gary Wallis, Hamish Tong, Ed Fern, Te Kiri King, Anita Scott, Dinah King, Rachel Williams, Will Edwards.

In Attendance: Clare Baylis (Minutes Secretary).

Apologies: Declan Sheridan (Deputy Principal), Michelle Malone (Minutes Secretary).

1. Karakia

2. Chairman's Welcome

Mr Wallis welcomed all to the meeting and acknowledged attendees and those absent from the meeting. Special welcome to Mr Grant Collie, HOD Social Sciences Department, presenting for the department tonight and to Clare Baylis as Minutes Secretary.

3. Speaking Rights

Nil

4. Confirmation of Board Meeting Minutes:

It was resolved that minutes of a meeting held 27 May 2020 be taken as read, confirmed as a true record and signed by the Chairperson.

Ed Fern / Anita Scott

5. Conflict of Interest:

Te Kiri King (Student Representative) – Year 13 Geography Trip

6. Correspondence:

Nil

7. Decisions

- **EOTC – Geography Fieldtrip to Rotorua**

Discussion was had that the risk assessments forms needed more completion. Anita suggested that the forms be streamlined and standardised so they are easier for staff to complete – i.e all the risks that are the same are standard on every form and staff only need to complete risks that are specific to their trip.

Resolution: Approved subject to risk assessment being completed.

Dinah King / Ed Fern

- **TOPEC – Outdoor Recreation Fieldtrip**

Ms Williams stated that she was impressed with the level of detail that the TOPEC Instructors put into their Risk Assessment documents.

Resolution: Approved to go ahead.

Hamish Tong / Will Edwards

- **Pelorus Trust Funding – Geography Fieldtrip**

Resolution: Approved to go ahead.

Anita Scott / Ed Fern

8. Kahui Ako

The Kahui Ako report was taken as read.

Two new Learning Support Teachers have been appointed and have had their induction this week. They will also be meeting and making contact with all the other schools.

Kahui Ako Day that was booked, but didn't happen due to COVID Lockdown, has been rebooked for the 4th February 2021 and Russell Bishop will be in attendance.

9. Principal's Report

Ms Williams report for July was taken as read.

There has been a huge amount of work in the device area. There will eventually be enough devices for all students with some spares. Going forward, there will be no need for devices in separate departments. G1 (computer room) will eventually be returned to a classroom.

A big thank you to Denise Holmes and Donnella Weir for the 450 phone calls they made to parents about devices over the holidays.

Curriculum – Dreamcatcher will be ready for students to make 2021 subject selections. Subject choices for 2021 will be more flexible as long as they have 20 Literacy & Numeracy Credits. Hoping that this approach will help students choose subjects they are more interested in, therefore increasing successes.

New subjects for 2021 – **Level 1 Supported Learning** – is aimed at Year 10 and Year 11 who have more complex needs and don't qualify for funding. Applying for LATT for teacher aides, so that they can help with these classes. Classes will involve Community Learning, Life skills etc. Ms Williams is confident that the community will be able to help get this programme up and running. The standards in this course will count towards Level 1. Students would also have two other subject choices.

Level 1 Integrated Studies – for students currently on the Te Wera Programme, this will take up two lines.

Self-Management line will include Year 12 and Year 13 students in 2021. This will be for academic students that only need five subjects to focus on. Year 12 students will be based in G1.

Subject Selection will be from Week 3 to Week 9 in Term 3. Staff Intensions will run alongside so we can get a gage on

staffing levels required for 2021.

It was resolved that the Principal's Report for July be received.

Rachel Williams / Hamish Tong

10. Student Achievement

Student attendance has inflated due to COVID 19 Lockdown. This due to all students being marked present over this period.

Extra funding from the Ministry has been used for Jenni Brewer to take students for Reading Programmes in the mornings and tracking student achievement in the afternoons.

Discussion was had about the ENCO testing with Year 9 students. Ms Williams reported that Jenni Brewer is working with 30 students that need extra reading work. She has also found that some students need spelling help as well. Extra testing will be done at the end of the year. Discussion was had about collaboration with Hawera Intermediate and Ms Williams reported that she had been in talks with Mrs Sullivan and she was on board for both schools to work closer together.

11. Committee Reports

FINANCE

Invoices requested by the finance committee were supplied for review

It was resolved that the Hawera High School Finance report for July be accepted, and that school accounts be approved for payment.

Gary Wallis / Hamish Tong

PROPERTY

Discussion was had re an email from the Ministry and building delays. Hawera High School has missed out on Ministry funding because of the combined school's decision pending. Frustrating that there is no time frame for this. Will Edwards suggested asking Chester Burrows/Harete Hipango to help. Other suggestions made were to organise a petition from students and sending a letter to the Associate Education Minister, Tracey Martin. Ms Williams said she will investigate this.

Ms Williams informed the BOT about checks on safety glass in all the windows. Kelsen's glass will be doing a full audit on all the windows in the school and making sure all windows are up to standard.

Recommendation from Gary Wallis on .5 that it should go ahead in two phases. Discussion was had that it needs to go straight to the architects and get done as soon as possible. It was decided Ms Williams will get in touch with the Ministry to find out the approved local Architects and get the Executive Officer to make contact.

Discussion was had about the Hawera High School Board of Trustees visit to new learning environments. It was recommended that Ms Williams put a proposal together for a trip to Wellington along with the Senior Leadership Team and Board Members. Gary Wallis will organise a time for this in Term 4, once all the Senior Students are on study leave. Will Edwards suggested inviting the Hawera Intermediate Board of Trustees. Ms Williams said she will have a conversation with Mrs Sullivan.

It was resolved that the Hawera High School Property Report for July be accepted.

Dinah King / Ed Fern

COMMUNITY ENGAGEMENT

Paper Plus is keen to get involved and see what it can do for Hawera High School.

Discussion was had about Whanau Tae Tae and Ms Williams suggested a meeting for Term 3. Will Edwards was asked to organise this and get back to Ms Williams so she can advertise the meeting to parents.

It was resolved that the Hawera High School Community Engagement Report for July be received.

Will Edwards / Ed Fern

12. Staff Rep

Ed Fern was concerned that Mr Prasad's garage is still leaking. Ms Williams advised that the Executive Officer is getting it sorted.

13. Student Trustee

Te Kiri King discussed a uniform situation with a Year 10 student that he was able to help with. Discussion was had about the Prom, which is to be held in October.

14. Workplan Review

Student Board of Trustee Representative ballot coming up. Caroline Colville will be the Returning Officer. Te Kiri King to organise going around assemblies to talk to students about this.

Ms Williams will organise a roster for staff to start reporting to the Board of Trustees.

Strategic Plan consultation will be done with staff at professional development meetings. Consultation with school community will be organise for parent evenings and other school events. Response from the school community is usually better this way.

NZTA workshops are coming up, several Board of Trustee members have signed up for various workshops.

In Committee

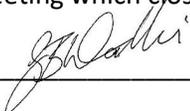
It was resolved that the Board go into Committee.

Hamish Tong / Te Kiri King

Action	By Who	By When
Roster for staff to report to Board	Rachel Williams	26 August 2020
Letter to Associate Minister, Tracey Martin re Ministry funding and timelines for building projects	Rachel Williams	26 August 2020
Get in touch with Architects re building projects	Rachel Williams	26 August 2020
Proposal for BOT/SLT visit to new Learning Environments in Wellington (maybe over two days)	Rachel Williams	26 August 2020
Set date for Whanau Tae Tae meeting for Term 3	Will Edwards	26 August 2020

Action	By Who	By When
Set date for BOT/SLT visit to Wellington in Term 4	Gary Wallis	26 August 2020
BOT Student Rep advertising to Students in assemblies	Te Kiri King	26 August 2020

This concluded the meeting which closed at 8:15pm.

Chairperson 

Dated 26 August 2020

DATE OF NEXT MEETING: 26th August 2020