



Hawera High School

Hawera High School Board of Trustees Meeting Minutes

- Wednesday, March 24, 2021
 - 6.00 pm
 - Hawera High School Meeting Room B
-

Present: Gary Wallis (Chair), Hamish Tong, Ed Fern, Krishay Lal, Anita Scott, Rachel Williams (Principal), Declan Sheridan (Deputy Principal), Will Edwards

In Attendance: Clare Baylis (Minutes Secretary)

Apologies: Dinah King, Will Edwards (Late)

Presentation: Ruby Kahui – Alternative Education, Apologies (Ruby is unwell)

1. Karakia

2. Chairperson's Welcome

Mr Wallis welcomed all to the meeting and acknowledged attendees and those absent from the meeting. Acknowledged and welcomed Cath Ledger from the Ministry (Hawera High School ERO partner). Special acknowledgement of Marika Kupe-King's passing.

3. Speaking Rights

It was resolved that Declan Sheridan (Deputy Principal) and Cath Ledger (Ministry) would have speaking rights for the meeting.

Ed Fern/Anita Scott

4. Confirmation of Board Meeting Minutes:

It was resolved that minutes of the meeting held 24 February 2021 be taken as read, confirmed as a true record, and signed by the Chairperson.

Ed Fern/Gary Wallis

5. Conflict of Interest:

Nil

6. Correspondence:

- Inwards:
 - **Draft Guidance on Consulting on School Bylaws**
Rachel notes that it works best when the school consults with the community at planned school events etc. (i.e. Parent/Whanau evenings, Whanau BBQ). This way we can engage with the school community

via survey's etc. Will Edwards is keen for an initial meeting to discuss who are the key people in our community (i.e. History Assoc, Iwi) and who do we want to consult with, so that we get the right people sitting at the table.

- **Te Ngutu Golf Club Letter**
Gary Wallis discusses that he has visited Malone Golf & the Club and apologised for the behaviour of the students in good faith. Letter has been posted to Te Ngutu Golf Club apologising for students behaviour.
- **Malone Golf Letter**
- **Ground Lease**

It was resolved that Inwards Correspondence be received.

Hamish Tong/Anita Scott

- Outwards: Nil
 - Te Ngutu Golf Club Letter

7. Decisions

● **EOTC**

● **Level 2/3 Physics field trip**

Check regarding disabled access for one student in a wheel chair. Anita Scott suggests that disabled access and inclusion is made standard for the check box list.

It was resolved that the Level 2/3 Physics field trip be approved, subject to transport updates.

Will Edwards/Hamish Tong

● **Year 11/12 Horticulture field trip**

It was noted that some dates need tidying up in the document and the trip needs adding to the school calendar.

It was resolved that Year 11/12 Horticulture field trip be approved, subject to date corrections.

Will Edwards/Gary Wallis

● **Year 13 History field trip – Te Haerenga Ki Te Tairawhiti (Journey to the East)**

Gary Wallis noted that he would like Mr Pintor to try and find someone else other than a teaching member to accompany him on the trip.

It was resolved that Year 13 History field trip be approved.

Ed Fern/Hamish Tong

● **NZSS Wrestling Championships**

It was noted that the overnight tick box needs attention. A COVID risk clause needs adding. Dates need tidying up and accommodation details need adding.

It was resolved that the NZSS Wrestling Championships be approved, subject to corrections.

Ed Fern/Anita Scott

● **Year 13 Outdoor Recreation Day Tramp to Summit**

It was resolved that the Year 13 Outdoor Recreation Day Tramp be approved

Ed Fern/Hamish Tong

- **Funding Documents**

- **Grant Application – Pelorus Trust**

It was resolved that an application be made to Pelorus Trust for funding of \$7,135.65 (excluding GST) for the following:

- *Transport and accommodation for a Year 13 History fieldtrip to Te Tairāwhiti / East Coast*

Ed Fern/Hamish Tong

- **Policies**

- **Induction, Training, Monitoring and Review**

Anita Scott proposes that she would like to see the Health & Safety review come back to be discussed in the Board of Trustees Meeting rather than the Property Meeting as it is currently. The reasons she gave for this is due to the current reporting only being aligned to property and maintenance staff safety. Anita would like the board to focus on staff wellbeing and student wellbeing as well.

Rachel Williams points out that staff wellbeing needs to come under the In-Committee reporting. It was noted that the Health & Safety reporting probably needed to be split between both meetings as maintenance and work safety still need to be reported on.

A new clause was added to the monitoring section of the policy that states the different areas the Principal will report on.

It was resolved that the Induction, Training, Monitoring and Review policy be approved with changes.

Gary Wallis/Anita Scott

- **Curriculum Delivery**

It was resolved that the Curriculum Delivery policy be approved.

Hamish Tong/Gary Wallis

- **Debit Card Policy/Account with eftpos/cashflow card**

Discussion was had on the opening of a bank account holding \$2000 for use with an eftpos card. A resolution will be made in the finance section of the meeting.

8. Kahui Ako / Community of Learning (CoL)

Rachel reports she has spoken to the Ministry regarding the funding supplied from the COVID Response Fund. This funding was supposed to have been used by June this year. As it has been impossible to find more social workers and guidance counsellors there will be funding left over. The Ministry has stated that if the project has started then we can continue for a short time. Rachel will extend the contracts for the current social workers and guidance counsellors.

More funding will also go towards putting together wellbeing packs for schools. These packs will include the purchase of more weighted blankets, fidget toys etc.

A within school's teachers' debate was had at the last principals meeting. How can we share these resources?

It is great to have two lead Principal's this year Sharon Honeyfield & Kerry McColl. All the AST teacher positions are full.

9. Principal's Report

The Principal's report for March was taken as read.

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

Rachel Williams/Ed Fern

Discussion Arising from Principal's report

Cath Ledger was invited to outline the new ERO evaluation process.

ERO is shifting to a more developmental approach to evaluation, supporting each school's improvement over time. Cath will be on a journey with Hawera High School for at least three years.

This is so the evaluation partner (Cath) can build a professional relationship with the school over time.

Cath explained that her evaluation role will connect with the school's strategic planning and reporting cycle as part of an ongoing improvement journey. The first six months will be spent focusing on the 'Big Six' (Health & Safety, teacher registrations, wellbeing, relationships etc.) then taking our time with the rest. There is an app coming online soon that the Board can access to help them go through the process.

Cath lives in Taranaki and was previously Deputy Principal at Sacred Heart College, she also owns a property at Ohawe Beach. Cath thanked the Board for inviting her here tonight.

Gary Wallis thanked Cath for her explanation and noted that he looks forward to the process.

A trustee raised a question about the traveler testing. Rachel Williams explained that the testing is a way of identifying students that need a bit more pastoral support. Once the testing is completed the program will run for one hour per week with about 10 students per facilitator.

Student discipline has been very busy this month. Ruby from Alternative Education is proving very valuable. Ministry support for standdowns and suspensions has improved since Mark Bowden has been in the job. Rachel noted that she has asked Meredith Batchelor (HoD PE) to update the Hauora program regarding alcohol and dangerous substances (e.g. Vaping).

10. Student Achievement

Ms Williams gave an update on the latest statistics.

Rachel explained to the trustees that data comparisons will need to go back to 2019, as the 2020 year after March is going to be difficult to compare.

Attendance is down which Rachel finds unusual but may be due to going in and out of COVID levels.

Discussion was had on the specific needs of some of the new students that are underfunded.

The trustees discussed what we as a school can do for the at-risk students. Rachel noted that she has heard that the Ministry is funding two of the Iwi's in South Taranaki regarding attendance.

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 March be accepted, and that school accounts be approved for payment.

Anita Scott/Gary Wallis

It was resolved that the Board of Trustees provide an eftpos card for cash transactions from a specified account up to the value of \$2000.

PROPERTY

Gary Wallis, Anita Scott, and Rachel Williams held a meeting with the Technology dept. Students have been told that if they are not following the procedures then they would be shutting the workshop for a period of time until Health and Safety procedures improve. There has been a positive response from the students. The SLT will continue to monitor this situation.

Rachel informed the trustees that Gerald (Executive Officer) is getting the contractors in to solve the problem of why we are not hearing the bells down at Kimihia and Jubilee Gym etc.

Rachel gave an update on the progress of the plans for the Bayly Park building.

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

Gary Wallis/Ed Fern

COMMUNITY ENGAGEMENT

No meeting this month.

The meeting will be up and running again for next month.

12. Student Trustee

Canteen line: Students are getting frustrated with the canteen queues. Suggestions have been made for a second queue.

13. Staff Trustee

Ed Fern discusses the difficulties teaching staff are having dealing with students settling in the new school. Meetings are going ahead with Year 9 classes to discuss strategies for dealing with problem students.

Some strategies were discussed by the trustees for relieving the teaching staff of some meeting schedules. Rachel Williams expresses that there needs to be further discussion around this.

14. General Business**In Committee**

It was resolved that the Board go into Committee.

Rachel Williams/Anita Scott

Action	By Who	By When
Extend contracts for Kahui Ako Social Workers etc	Rachel Williams	8 April 2021
Eftpos Card Procedure	Rachel Williams	28 April 2021
EOTC form corrections	Pauline Hurley	26 March 2021

This concluded the meeting which closed at 8:35pm.

Chairperson _____

Dated 28 April 2021

DATE OF NEXT MEETING: 28 April 2021