



# Hawera High School Board of Trustees Meeting Minutes

- Wednesday, November 25, 2020
  - 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 (Via Teams)

**In Attendance:** Clare Baylis (Minutes Secretary)

**Apologies:**

**1. Karakia**

**2. Chairman's Welcome**

Mr Wallis welcomed all to the meeting and acknowledged attendees and those absent from the meeting.

**3. Presentation**

Presentations from: Mathematics Department – Nic Budd-Clemet (HoD) and Murray Elgar  
Performing Arts/Music Departments – Shaun Campbell (HoD), Shaun spoke for Alison Wright in her absence.

**4. Speaking Rights**

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

Hamish Tong/Anita Scott

**5. Confirmation of Board Meeting Minutes:**

*It was resolved that minutes of the meeting held 28 October 2020 be taken as read, confirmed as a true record and signed by the Chairperson.*

Anita Scott/Gary Wallis

**6. Conflict of Interest:**

Rachel Williams declared a conflict regarding a leave application submitted In Committee.

Will Edwards declared a potential conflict of interest with the WITT & Hawera High MOU decision due to the different boards he sits upon.

## **7. Correspondence:**

- Inwards: Nil
- Outwards: Nil

## **8. Decisions**

- **EOTC – Year 13 Leadership Camp**

Hamish Tong brought up the fact that Vertical Horizon's risk management plans need updating – some of the dates have expired.

Will Edwards also recommended that something is added to the EOTC form regarding the checking of COVID status and risks prior to the trip.

***It was resolved that the Year 13 Leadership Camp to Vertical Horizons be approved, subject to updated RAMs.***

Rachel Williams/Hamish Tong

- **WITT & Hawera High MOU** – Discussion was had, and Ms Williams conveyed that she was happy for this to happen and thinks it will be a benefit to the school. Stating it was positive for our students to see a pathway into the building industry. Most of the students that are enrolled at the moment are from Hawera High School and this will take away the barrier of students getting to New Plymouth.

***It was resolved to approve WITT having a 'license to occupy' to use the land near the Technology block to build a bach and to continue on to seek ministry approval.***

Gary Wallis/Will Edwards

- **Grant Application – New Zealand Community Trust**

***It was resolved that an application be made to New Zealand Community Trust for funding of \$17,999 (excluding GST) for the purpose of new playing uniforms for Hawera High School rugby, netball and football teams.***

Anita Scott/Hamish Tong

- **Policies**

- **Health and Safety**

***It was resolved that the Health and Safety Policy be adopted***

Ed Fern/Anita Scott

- **Gateway Work Placement Policy**

Will Edwards was concerned about the length of the policy lasting three years, due to the ROVE review being adopted. It was decided to change to an annual review.

***It was resolved that the Gateway Work Placement Policy be adopted, with an annual review.***

Ed Fern/Gary Wallis

- **Support Staff Leave**

*It was resolved that the Support Staff Leave Policy be adopted*

Hamish Tong/Will Edwards

- **Student Counselling & Pastoral Care**

*It was resolved that the Student Counselling & Pastoral Care Policy be adopted*

Ed Fern/Anita Scott

- **EOTC Policy**

The question was asked, should parent helpers be police vetted if staying overnight? Rachel Williams pointed out that currently the school only police vets if a staff member is not going to be present and the parent helper is going to be one on one with students, such as sports coaches etc.

After much discussion it was decided to add in police vetting for parent helpers staying overnight to the policy. It was also decided to update the driver license information to state drivers need to have a full 'valid' driver's license.

*It was resolved that the EOTC Policy be adopted with the changes to Police Vetting and Driver License wording.*

Hamish Tong/Ed Fern

## **9. Kahui Ako / Community of Learning (CoL)**

Planning is going ahead for Teacher Only Day on 4<sup>th</sup> February 2021 with Russel Bishop. Clare Baylis will send the information to the Board regarding any session they might want to attend.

Planning is in progress for the South Taranaki Kahui Ako Hui that is being held in the Resource Centre on 3<sup>rd</sup> December as part of their three-day Hui involving the Impact Coaching facilitators and 70 visitors.

## **10. Principal's Report**

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

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

Rachel Williams/Hamish Tong

### **Discussion Arising from Principal's report**

Rachel Williams reported that the school is fully staffed for teaching staff for 2021. There is only one position still to fill, which is the TiC of ORS funded students. Ms Williams will keep the board posted on the appointment of the successful candidate.

Enrolments are looking on track for this time of the year. Figures look like they might be up on what the Ministry has predicted. Ms Williams explains that she will have to make a call in January as to whether we need to add on an extra class. The Te Wera enrolments have been capped at 52. Anyone now wanting to enroll in this programme is going on a waiting list.

The incoming Intermediate students have had good visits. There has been a positive response to the visits from higher risk/behavioural students having had four visits to integrate them into high school.

Ms Williams explained there was a small Year 13 cohort next year and this will have implications on what classes are able to run.

## **11. Student Achievement**

Ms Williams gave an update on the latest statistics  
50% of students already have their L1 qualifications  
62% of students already have their L2 qualifications  
52% of students already have their L3 qualifications

A discussion was had on the effect of holding the practice exams in Term Four and then heading straight into NZQA exams. There were mixed opinions amongst the students. Krishay Lal relayed his experience as being positive, as he had the Term Three holidays to study and then was able to retain a lot of the exam experience and revision going into the NCEA Exams. Ms Williams expressed that it will be good to review this process for next year.

Ms Williams reported that the Year 13 students are on track to leave school with all the qualifications that they need for their future endeavours. She relayed the achievement of a student who came to Hawera High in 2020, as a Year 13 student, with no Level 1 or Level 2 qualifications and is leaving us with Level 3.

## **12. Committee Reports**

### **FINANCE**

Invoices requested by the finance committee were supplied for review.

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

Anita Scott/Ed Fern

Much discussion was had about the Draft budget information, provided by Gerald Greenhough (Executive Officer). Anita Scott requested that she would like it broken down and in an easier format for the trustees to understand. Gary Wallis explained that tonight the BoT just needs to approve the process to go forward to produce a budget for 2021 and that Gerald was just trying to explain the process as to how he gets to the final figures. A discussion was had on the struggle, budget wise, on approving a cash surplus for 2021 as was done in 2020.

Following on from the budget discussion, Gary Wallis moved the following motion:

***It was resolved that a budget parameter be set for cash movement surplus for between \$10 – 20,000 for the 2021 Hawera High School budget.***

Gary Wallis/Will Edwards

### **PROPERTY**

Gary Wallis reported that he had lasered the grass area in the middle of the school and found it to be hollow. The center needs raising by 100mm and 100 cube of topsoil needs adding. Rachel Williams said she will contact Nicola tomorrow to get them into action.

Discussion was had on the plans for the Bayly Park building. Rachel Williams explained some changes have been made and an updated electronic plan will be coming through at some stage.

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

Gary Wallis/Hamish Tong

### **COMMUNITY ENGAGEMENT**

No meeting this month

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### **13. Student Trustee**

Krishay Lal explained he had campaigned for fixing the locks on the boys' toilets during the Student BoT Rep. elections. Gary Wallis said this should be a maintenance issue. It was discussed that maybe some information could go out to students to stop kicking in the doors. Mark Winter (Caretaker) will be informed to check the locks.

### **14. Staff Trustee**

No report

### **15. Workplan Review**

#### **Charter Review**

Good progress is being made on the Draft Charter after Mondays meeting. The SLT have completed up to page 19 and will get it finished before the end of the year.

Gary Wallis discussed Page 12, Objective 4 in the draft charter document – shall we start mentioning something with WITT? Rachel Williams will make a note to add in something to cover WITT in 2021.

Work Plan and Triennial Review Programme: The Triennial Review Programme will be updated by Rachel Williams prior to the February BoT meeting. The Principal's Appraisal process is to go back to the start of the year, this will be updated in the triennial review.

The decision was made to keep the meetings for 2021 in the same format. Clare Baylis will add a schedule of meetings to the Governing Documents tab in the BoT Notebook.

It was discussed that the Work Plan will be approved at the meeting in February.

### **16. General Business**

***It was resolved that the Board go into Committee.***

Ed Fern/Anita Scott

Action	By Who	By When
Contact Nicola re: grassed area	Rachel Williams	26 November 2020
Send email to Board regards sign up to sessions for Russell Bishop Workshop on 4 <sup>th</sup> February 2020	Clare Baylis	26 November 2020
Schedule of calendar dates for Board meeting to be added to BoT Notebook	Clare Baylis	December 2020

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

Chairperson

Dated

  
24 February 2021

**DATE OF NEXT MEETING: 24 February 2020**