



Hawera High School

# Hawera High School Board of Trustees Meeting Minutes

- Wednesday, October 28, 2020
- 6.00 pm
- Hawera High School Meeting Room B

**Present:** Gary Wallis, Hamish Tong, Ed Fern, Krishay Lal, Anita Scott, Dinah King, Rachel Williams, Will Edwards

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

**Apologies:** Declan Sheridan, Will Edwards (Late)

## 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: Maori Department – Shay King (HoD)

Science Department – Anna Campbell (HoD) and Jasmin Bastin-Lindsay (HoD)

## 4. Confirmation of Board Meeting Minutes:

***It was resolved that minutes of the meeting held 23 September 2020 be taken as read, confirmed as a true record and signed by the Chairperson.***

Rachel Williams/Anita Scott

## 5. Conflict of Interest:

Ed Fern declared a potential conflict of interest. He is attending the Athletics trip applying for funding from Pelorus Trust.

## 6. Correspondence:

### • **Inwards:**

- Surplus Staff Procedures

*Rachel Williams discusses that we have been able to reduce our staff due to natural attrition and have not had to make any redundancies. Need to factor in that the ops grant is reduced as well for 2021.*

- Adult & Community Education

*Rachel Williams brought up in discussion that she would like to further investigate would this could look like and what would be on offer. There has been a lot of community interest in this so worth investigating.*

***It was resolved that Inwards Correspondence be received.***

Anita Scott/Gary Wallis

- **Outwards:** Nil

## 7. Decisions

- **EOTC – Touch National Championships**

*It was resolved that the Touch National Championships trip to Rotorua be approved.*

Dinah King/Hamish Tong

- **EOTC – New Zealand Secondary Schools Track & Field Trip**

*It was resolved that the New Zealand Secondary Schools Track & Field Trip to Tauranga be approved.*

Hamish Tong/Anita Scott

- **EOTC – Year 9 & 10 Activities – Let's Not Get Lost**

*It was resolved that the Year 9 & 10 Activities – Let's Not Get Lost trip to Mt. Taranaki be approved.*

Dinah King/Hamish Tong

- **EOTC – Year 9 & 10 Activities – Rotorua Trip**

*It was resolved that the Year 9 & 10 Activities – Rotorua trip be approved.*

Anita Scott/Dinah King

- **EOTC – Year 12 Drama – Wellington Trip**

*It was resolved that the Year 12 Drama – Wellington trip be approved.*

Ed Fern/Hamish Tong

- **Funding Documents**

Pelorus Trust Application

*It was resolved that an application be made to Pelorus Trust for funding of \$10926.00 (excluding GST) for the purpose of travel & accommodation for our touch team to attend the NZSS Touch Championships in Rotorua, and for the school athletics team to compete at NZSS Athletics Championships in Tauranga in December 2020.*

Anita Scott/Hamish Tong

- **Free Lunches for Schools**

- Rachel Williams recommends, that since Rose White (current canteen manager) is finishing at the end of 2020, it makes sense to outsource the Lunch in Schools Programme. She explains that this will give the school some time to make some changes to the whole Canteen area. There would be a lot to work through to get the programme up and running in the Canteen and there is no guarantee that it will continue past 2021.
- The Trustees discuss that they would prefer a local business gets the contract. Waste management will need to be sorted for 2021. Ms Williams explains that the Year 13's for 2021 have been tasked with thinking about what will happen with left-over food etc, criteria around packaging being sustainable and around the quality and healthiness of the food (brown rice etc).

*It was resolved that the School out-source the Lunch in Schools Programme for 2021.*

Gary Wallis/Hamish Tong

- **Cleaning Contract** – Resolution from the Finance Committee to outsource the Cleaning contract to Outsourced Client Solutions

***It was resolved that the decision to outsource the Cleaning contract to Outsourced Client Solutions be approved.***

Anita Scott/Gary Wallis

- **Policy**

- **Bring Your Own Device**

A trustee brought up a concern about safety on the internet. Rachel Williams explained about the two different types of filters the school has on the Wifi. Discussion was had about the students using VPN's and it was decided that there was nothing further the school could do to control this as the problem was not just limited to Hawera High School. Ms Williams explained the role of the school's IT company, Cyclone and the services they offer.

Digital divide discussion – it was explained by Ms Williams that this was not an issue due to the three tiers of devices available (home, Long Term, Short Term) therefore there should be a device available to any student at HHS.

***It was resolved that the Bring Your Own Device Policy be adopted***

Ed Fern/Anita Scott

- **Student Health & Wellbeing**

Much discussion was had about the wording in the policy around the health and wellbeing of staff and Students. It was decided that this policy was specifically directed towards the students and that the staff/contractors came under a separate document. (Rachel Williams will check that the staff health and wellbeing is covered in the Health & Safety Manual)

Will Edwards recommended that he would like to add the word 'promoting' to the policy paragraph of the document. His reasoning for this is so the school appears to be supporting and promoting health & wellbeing. For example, promoting healthy eating and supportive environments. It was decided to change the Policy paragraph to include the words 'promote' as well as educate.

***It was resolved that the Student Health & Wellbeing Policy be adopted with changes discussed.***

Anita Scott/Ed Fern

- **Legal Responsibilities**

Anita Scott voiced concerns that the policy was too broad. A discussion was had around this and it was decided that the school has correctly followed the Ministry guidelines and it would be practically impossible to cover every circumstance in the document.

***It was resolved that the Legal Responsibilities Policy be adopted***

Dinah King/Krishay Lal

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

The Principal reported that the National Hui for South Taranaki Kahui Ako is being held in the school on 3<sup>rd</sup> and 4<sup>th</sup> December. There will be up to 70 attendees with a welcoming Powhiri being held in the Staff Room. Ms Williams ask Tullah Katene if she required the Board of Trustees at the Hui welcoming.

With regard to the funding approved from the Government Covid-19 relief fund. There has been some appointments of staff, starting on the 16<sup>th</sup> November, with a couple in the wings to start in the new year. They will all have employment contracts through Hawera High School. The Principals voted that the money would stay in the pot here at Hawera High School and other schools will be funded from us.

## **9. Principal's Report**

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

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

Rachel Williams/Gary Wallis

Discussion about Virtual Learning Network as an associate member. We exchange one teacher to the programme. To be a full member we also assign one staff member for half a day. Ms Williams explained about independent learning in subjects where there are low numbers i.e: three hours of teacher contact, one hour of independent learning.

Restructure in the Endeavour Centre discussion: Ms Williams explained there is a bit more work need in that space. She explained about the 'complex needs students' that are not funded and we are getting more and more of these students. The students are generally able to cope at Year 9 and 10 but will struggle from Year 11 onwards. The plan for Supported Learning with these students is needed. These students will take two years to get Level 1 rather than one.

Discussion about staffing issues and how we are coping with the reduction of staff in 2021:

Ms Williams discussed the meeting held with Rawinia Paringatai and Shay King as to how we go ahead with MPA with the low number of students. There is a lot of work to do and there is a need to change things up to attract more students to MPA in the future. Hook them in with practical hands on work and then bring in the written work later. Talks to Iwi etc. (read in Rachels report) re TOPEC like camps etc.

Discussion on numbers enrolling in Te Wera next year and if more students choose the programme, how the school is going to handle this. Ms Williams explained that there are two classes provided for 2021 at this stage. But there are 70 students still to enroll. Notification will need to go out in November that the cut off for Te Wera programme has passed.

Discussion about surveys: Senior mentoring programme and preliminary examinations, important we get the staff & student viewpoints on these and Ms Williams will report back next month.

## **10. Student Achievement**

Ms Williams reported that the Year 11 students are still a bit behind, but the gap is less at this time of the year than other years. In Year 12 there are not as many students looking like getting endorsements, but they are still tracking quite well considering. She explained that it is hard to compare this year, due to circumstances and we should be proud of what we have achieved.

Jenni Brewer (tracking teacher) has been very worthwhile. She has proved useful to keep the students on track by ringing home and keeping them up to date on progress etc. Would be very useful to use Jenni again next year if we have the funding.

Attendance: We are still working with some families with students who haven't returned due to Covid-19 and trying to work to resolve this with the families and the Ministry.

Will Edwards would like to note the alarming numbers in the Maori student attendance numbers. Ms Williams explains that it is still consistent with the general trend. But reluctance amongst the Maori families to send students to school during Covid-19 has exacerbated the figures. Will recommends showing some of the data to members of the Whanau meeting to see if they can come up with some solutions.

***It was resolved that the Student Achievement report for October be received.***

Gary Wallis/Ed Fern

## 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 October be accepted, and that school accounts be approved for payment.***

Anita Scott/Hamish Tong

### **PROPERTY**

The Property Report of the October meeting was taken as read.

Anita Scott asked that the following be added to the Property Meeting Minutes - The Board of Trustees has expressed the expectation the Health& Safety culture in maintenance team has improved and have asked Gerald Greenhough (Executive Officer) to report back on the progress made. Dinah King agreed to add this to the minutes

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

Dinah King/Anita Scott

### **COMMUNITY ENGAGEMENT**

No meeting this month

Dinah reported on the Whanau Tae Tae community meeting held this month. She explained it was a very productive meeting and discussed how they intend to invite Shay King (Hod Maori) and other Maori staff members in the future. She also reported on discussions held about how they can help with the new community school and help make improvements.

Will Edwards reported that there is a good vibe emerging from the meetings, but the families are still wanting to air their concerns away from the school. Dinah King and Will Edwards explained they are making them aware of their position on the Board and they can bring members concerns to the school if that is required. Will explained there was still support at the meetings for an advocacy type role in the Maori Dean position.

Will Edwards reported that the meeting with Gabrielle Ward went well. There was a good turn out with about 25 attendees all up.

Discussion was had on the Community School plan – Rachel Williams offered to email the local Labour MP, to see if she is interested in visiting the school.

### **Student Trustee**

Krishay Lal reported that he had attended the NZSTA Workshop. From this he had some questions for The Board: Krishay asked if he was expected to have a report every month. Gary Wallis explained it was up to Krishay and he could decide if he needed to report to the Board or whether he just needed to talk to the Chairman. Gary explained he and Ms Williams were available to Krishay to help him through this process. Gary expressed to Krishay that he should feel free to participate as fully as he likes.

### **Staff Trustee**

No report

## **12. Workplan Review**

Charter Review: It was decided to hold a special meeting to put this together. Hopefully it could get completed in one night.

Decision made to do this next Monday, 9<sup>th</sup> November after the Property Meeting.

## **13. General Business**

Nil

## **14. In Committee**

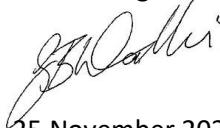
***It was resolved that the Board go into Committee.***

Ed Fern/Will Edwards

Action	By Who	By When
Check that the staff health and wellbeing is covered in the Health & Safety Manual	Rachel Williams	25 November 2020
Email local labour MP for a visit to the school	Rachel Williams	25 November 2020

This concluded the meeting which closed at 8:48 pm.

**Chairperson**



**Dated**

25 November 2020

**DATE OF NEXT MEETING: 25<sup>th</sup> November 2020**