



Hāwera High School

# Hawera High School Board of Trustees Meeting Minutes

Wednesday, June 23, 2021

6.00 pm

Hawera High School - Meeting Room B

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**Present:** Gary Wallis (Chair), Hamish Tong, Ed Fern, Krishay Lal, Will Edwards, Dinah King, Anita Scott, Rachel Williams (Principal), Declan Sheridan (Deputy Principal), Clare Baylis (Minutes Secretary)

**Apologies:**

**Presentations:**

## **Shelley O'Sullivan – PB4L**

Shelley O'Sullivan, Psychologist, Ministry of Education, was invited to talk to the Board about the PB4L programme. Shelley gave an in-depth background of the programme and how it came about.

## **Shay King – HoD Te Reo Maori**

Shay gave an informal talk about the draft document that has been put together with the help of Rawinia Paringatai from Otago university – Culturally Responsive Practice and Maori Department Support. The Board thanked Shay for the work she has done in this area and acknowledged the extra work involved on top of her HoD role in the Te Reo Māori department.

## **Grant Collie – HoD Social Sciences**

Grant gave a review on his report to the Board on the Social Sciences department. Explaining next year, they will be working with an external facilitator to help modify the Year 9 and 10 programmes. As a department they have been working to give ownership back to the teachers and give them the agency to work with their students. This year they have mostly been working on skills with the Juniors (Year 9). At Year 10 they are working on getting them ready for NCEA, developing research skills. Grant stressed "we need the board involved in the community consultation with implementation of NZ History content". Going forward, the department would like a Junior Social Sciences HoD to help with all the extra work that the implementation of NZ Histories will cause. Discussion was had on the the successes of the new Flexi course introduced this year. Psychology has been a success – 18 to 20 students learning psychology through the virtual learning network.

## **Ruby Kahui – Tutor AE**

Ruby presented a written report to the Board. She discussed with the board the implications of some of the students that are getting sent to her. The fact that some do not mix with the dynamics of the other students she already has. The Board appreciates her input and will take on board what she has said. The Board thanked her for her report and everything that she does for the AE students in her care.

**1. Karakia**

**2. Chairperson's Welcome**

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

**3. Speaking Rights**

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

Hamish Tong/Will Edwards

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

*It was resolved that minutes of the meeting held 26 May 2021 be taken as read, confirmed as a true record, and signed by the Chairperson.*

Anita Scott/Ed Fern

**5. Conflict of Interest:**

Nil

**6. Correspondence:**

- Inwards:
  - **Hawera Intermediate School thank you** – Thank you from Hawera Intermediate School for providing morning tea for their staff after the news from the Ministry of Education regarding school closure/merger decision.
  - **School Audit Arrangements – Frequently Asked Questions**

*It was resolved that Inwards Correspondence be received.*

Dinah King/Gary Wallis

- Outwards: Nil

**7. Decisions**

- **EOTC**
  - **Year 13 Geography and Horticulture fieldtrip to Hamilton and Rotorua.**
  - *It was resolved that Year 13 Geography and Horticulture fieldtrip to Hamilton and Rotorua be approved.*  
Ed Fern/Hamish Tong
- **Funding Documents**  
Nil

- **Policies**

- **Health & Safety – Others in the Workplace Policy**

Ms Williams noted that we do not have the latest vis-tab programme and the new version will have an induction sign off.

***It was resolved that the Health & Safety – Others in the Workplace policy be approved.***

Ed Fern/Hamish Tong

- **Health & Safety – Injury and Incident Monitoring and Reporting Policy**

Ms Williams informed the Board that she has talked with staff about using the forms, especially incidents at PE in the Hub and on EOTC trips. Sports coaches etc. could also be trained more to use the forms.

Gary Wallis proposed that in the guidelines it should state that everyone has a responsibility for managing and reporting incidents. Rachel Williams has changed point 4 in the policy to reflect this.

***It was resolved that the Health & Safety – Injury and Incident Monitoring and Reporting policy be approved with changes.***

Anita Scott/Dinah King

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

The Kahui Ako newsletter was read and discussed.

**9. Principal's Report**

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

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

Rachel Williams/Gary Wallis

**Discussion Arising from Principal's report**

Discussion was had on the academic progress of some of the senior student's mid-way through the year.

Rachel Williams explains that the staff have been monitoring assessments in the KAMAR school management system. At the moment they are not double ticked, but staff are working on getting these assessments finalised. Courses like Build a Bach don't get the assessments graded until the end of the year.

Ms Williams informs the Board she is hoping to get a new Whanau Support Worker on board for the second half of the year.

A trustee raised a question about the attendance data. Ms Williams explained some of the trades/Witt students are pulling out of courses at this stage of the year as they are finding the travelling too hard etc.

Also, this year we have more Year 12/13 students who have part time jobs and are not coming to school consistently. Ms Williams discusses the work behind the scenes going on to try and keep track and get the students coming to school.

Ms Williams gave a summary of the Voices information – There has been a big shift of RBL language in the teachers group. That information is going back to our WST team and we will be meeting with them so that we will work out how we will present and take this information back to our staff. The big message coming through from the families is communication, communication, communication.

Upcoming PLD will look at giving the staff the skills to have the conversation with the parents via email etc.

## **10. Student Achievement**

Rachel Williams gave an update on the latest statistics.

*It was resolved that the Student Achievement report for June be accepted.*

Rachel Williams/Ed Fern

## **11. Committee Reports**

### **FINANCE**

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

Anita Scott/Gary Wallis

#### **Auditing Checks – Supplied for review**

- Invoices selected from Finance Committee Meeting
- Principal's Credit Card Statement
- Principal's Debit Card Statement
- SUE Report

These documents were checked and signed.

- Proposed procedure for disclosure of grant income in budgets.

*It was resolved on successful receipt of a charitable grant, we send an email to Education Services requesting an increase in the Charitable Grants code 0490 budget by the grant amount, and an increase in the relevant department code budget by that same amount.*

Gary Wallis/ Hamish Tong

- **Budget Adjustment Approvals**

A document was presented by Caroline Colville for approval.

*It was resolved the Board give approval for the following Budget Adjustments:*

*3307 Arts Co-ordinator budget reduced from \$2000 to \$1000*

*PA118 Programme expenses budget (new) to \$500*

*PA117 Miscellaneous budget increased from \$500 to \$1000*

*PA047 Programme income budget (new) to -\$1000*

Ed Fern/Dinah King

### **PROPERTY/ENVIRONMENTAL**

Discussion on time taken for consent for the changing rooms.

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

Dinah King/Hamish Tong

### **COMMUNITY ENGAGEMENT**

No meeting this month

## 12. Student Trustee

Krishay mentioned to the Board that the bus students have asked for a shelter for when it is raining. He raised a question about the practice exam dates. Ms Williams informed him they were on the calendar and are very close to the end of Term 3.

## 13. Staff Trustee

Ed Fern mentions the anxiety of staff on the proposed closure of the school.

## 14. Workplan Review

- English Department Report to BoT
- Science Department Report to BoT

Ms Williams informed the Board to direct any questions they had from the English and Science report to her.

## 15. General Business

Letter for Minister Hipkins on the provision of schooling in Hawera.

It was decided to have a discussion about the contents of the letter to go to Minister Hipkins in the In-Committee portion of the meeting. The outcome of the discussions/letter will be published in the next open meeting minutes.

## 16. In Committee

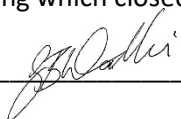
*It was resolved that the Board go into Committee. (Time 8.27pm)*

Will Edwards/Ed Fern

Action	By Who	By When
Contact Ministry of Education re progress of Changing Rooms Consent	Executive Officer	9 July 2021

This concluded the meeting which closed at 9:25pm.

Chairperson



Dated

28 July 2021

**DATE OF NEXT MEETING: 28 July 2021**