



Hawera High School Board of Trustees Meeting Minutes

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

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

In Attendance: Clare Baylis (Minutes Secretary)

Apologies: Will Edwards

1. Karakia

2. Principal's Welcome

Ms Williams welcomed all to the meeting and called for nominations for Chairperson.

Gary Wallis was nominated for the role of Chairperson

Dinah King/Ed Fern

As the nomination was unopposed, Gary Wallis was elected Chairperson.

3. Chairperson's Welcome

Gary Wallis took over the meeting and called for nominations for Deputy Chairperson.

Anita Scott was nominated for the role of Deputy Chairperson.

Hamish Tong / Ed Fern

As the nomination was unopposed, Anita Scott was elected Deputy Chairperson.

4. Speaking Rights

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

Dinah King/Gary Wallis

5. Confirmation of Board Meeting Minutes:

It was resolved that minutes of the meeting held 25 November 2020 be taken as read, confirmed as a true record, and signed by the Chairperson.

Anita Scott/Hamish Tong

6. Conflict of Interest:

Gary Wallis declared a conflict of interest with the EOTC decision for the Year 13 Biology Trip, due to accompanying his son on the fieldtrip.

7. Correspondence:

- Inwards:
 - NZSTA Workshop
 - Governance EssentialsPaula Helms is running this workshop – Gary recommends this workshop as she know her stuff.
Tuesday 16th March, 7pm – 9:30pm in the staffroom at Hawera High School.

It was resolved that Inwards Correspondence be received.

Ed Fern/Dinah King

- Outwards: Nil

8. Decisions

- **Proposed Meeting Dates for 2021**

It was resolved that proposed meeting dates for 2021 be approved.

Anita Scott/Ed Fern

- **Disposal of records**

It was resolved that the Board authorises school management to destroy student records as per the Ministry of Education School Records Retention / disposal information pack guidelines.

Hamish Tong/Dinah King

- **EOTC**

- **Year 13 Biology Trip**

Question about accessibility for Cullun Wallis on the island, ferries & transport. Note needs to go on the EOTC transport section that Gary Wallis will be taking a van, incase other students are travelling in Gary's van.

It was resolved that the Year 13 Biology trip be approved, subject to transport updates.

Anita Scott/Hamish Tong

- **Year 12 Outdoor Recreation – Camping & Tramping**

COVID clauses need adding as standard to all EOTC forms (Anita Scott)

It was resolved that Year 12 Outdoor Recreation Camp/Tramp be approved.

Ed Fern/Dinah King

- **NZSSVC Volleyball Nationals**

It was resolved that NZSSVC Volleyball Nationals be approved.

Anita Scott/Ed Fern

- **Year 13 History Trip**

It was resolved that the Year 13 History Trip 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 \$10,507.81 (excluding GST) for the following:

- *Year 13 Biology fieldtrip to Tiritiri Matangi Island, \$6,817.38 (excluding GST) for travel and accommodation*
- *Year 12/13 Physics fieldtrip to Waikato, \$3,690.43 (excluding GST) for travel and accommodation*

Anita Scott/Ed Fern

- **Grant Application – Pelorus Trust**

It was resolved that an application be made to Pelorus Trust for funding of \$9105.21 (excluding GST) for the following:

- *Transport and accommodation for a Year 13 History fieldtrip to Te Tairāwhiti/East Coast.*
- *Transport and accommodation for HHS Volleyball team to compete at NZSS Volleyball tournament.*

Dinah King/Hamish Tong

- **Policies**

- **Delegations of Authority to the Principal**

It was resolved that the Delegations of Authority to the Principal for 2021 be approved.

Anita Scott/Dinah King

- **Governance Policy (copies provided by BAY)**

Gary Wallis suggests aligning this policy to come up for renewal in November. Rachel Williams confirms that this should be no problem. She will get the Governance policy tidied up and reorganised, so the annual reviews are clearer.

It was resolved that the Governance Policies reviewed annually, be accepted and the review date changed to November for future reviews.

Anita Scott/Ed Fern

9. Kahui Ako / Community of Learning (CoL)

Draft South Taranaki Achievement Challenge 2020:

Rachel Williams explained she has checked in with Kerri, lead principal, and they haven't finalised it yet. Discussion had that some of the numbers added by other schools at the end of the report don't match. Rachel Williams explained that this is due to how the student management systems record the ethnicities, therefore it throws out the percentage rates.

Anita Scott likes the document and says it will be very useful once more data is added.

It was resolved that the Kahui Ako Report for February be received.

Rachel Williams/Anita Scott

10. Principal's Report

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

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

Rachel Williams/Gary Wallis

Discussion Arising from Principal's report

Rachel Williams reported that the ERO review is at the 'engaging' stage. First 'engaging' visit today with Cath Ledger (Evaluation Partner). Cath lives locally so knows lots of staff members and the area well. Today was just a walk and talk visit. When at 'exploring' stage she will meet some of the Board Members. Cath is on the journey with us for three years. Discussion was had that Hawera Intermediate School has a different review partner and Rachel would like them to be able to collaborate together.

Schools for success – big day for Declan Sheridan (Deputy Principal) on Friday. He will be working with KAMAR and Megan Crawshaw to get the new reports set-up.

Student Numbers: "why are the ministry predictions lower than actual?" – Rachel Williams explained that this was due to the ministry not accounting for extra students over and above the Hawera Intermediate students that came through. There have also been lots of Year 10 and 11 students enrolled from other schools.

Back to reporting weekly attendance for the Ministry. The Ministry are trying to track students still away from the initial COVID lockdown.

• Footloose Production

It was discussed that Shaun Campbell apply for funding. The Board also asked that Shaun check his budget figures. Anita Scott recommended Shaun checks what the ticket sales were for Bugsy, as this production starred a lot of students so the audiences could be very similar.

It was resolved that the Board approves the Footloose Production be allowed to proceed and to start applying for funding.

Ed Fern/Hamish Tong

Analysis of Variance report

The Analysis of Variance will be sent to MoE once the NZQA NCEA results are finalised. This usually occurs in early March once all credits have been submitted by schools and providers. It is expected that the final result will rise slightly. Discussion was had over the concern of Level 2 data being a bit low. It was explained that some Level 2 students left throughout the year and those numbers stay in the data until the end of the year.

Rachel Williams was happy with the rate of merits and excellences in the externals given the year that the students had due to lockdown etc. She expressed a big thank to Jenni Brewer for helping get the students through with the tracking that she did.

Discussion was had on the importance to track VLN students for 2021 and Gary Wallis would like to keep an eye on the Te Wera students now that they have gone into Year 11.

11. Student Achievement

Ms Williams gave an update on the latest statistics.

Subject by subject results were included this time to give a bit more information to the Board.

13. Committee Reports

FINANCE

Invoices requested by the finance committee were supplied for review.

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

Anita Scott/Gary Wallis

It was resolved that the Draft Budget as presented be accepted with a deficit of \$94,357 and a cash surplus of \$16,581.

Anita Scott/Gary Wallis

PROPERTY

Netting coming down around our lawn on Monday which is quite exciting after all the wait.
Roofing contractors getting going on lots of roofing jobs that need doing over the school.

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

Dinah King/Hamish Tong

COMMUNITY ENGAGEMENT

No meeting this month

14. Student Trustee

Krishay brought up the following concerns/recommendation from students:

- Student hoodie to be implemented into the school uniform.
Rachel Williams explained that she is happy to work with Krishay on the process of advising the students of how to apply for new uniform items. The hoodie was discussed last year and Ms William will update Krishay as to where this process is currently at.
- Locks on the boy's toilets.
It was explained that the environmental prefects have got that on their list of things they are working on.
- Sport equipment – a request has been made for some better-quality equipment for LRA.
Recommendation made that Krishay pass this on to the environmental prefects.

15. Staff Trustee

Ed Fern expressed his concern over some staff being stressed due to the transition of students into different learning environments particularly those students with complex needs.

Gary Wallis asked about Megan Wereta (Guidance Counsellor) & Tracey Hardy's (Student Support Officer) workload. Rachel Williams advised that this was huge.

16. Workplan Review

Charter 2021

It was resolved to confirm the 3 year strategic plan and adopt the annual plan.

Anita Scott/Hamish Tong

Appraisal Process

Discussion: Rachel Williams would like a Chair led appraisal process to be approved this year. One of the reasons for this is that it is hard to find appraisers. John Russell will be available to advise and guide the board through the process for free. \$2000 savings. Good to have a self-review process through the school with SLT and Deans.

It was resolved that the Board approves the Internal Principal Appraisal for 2021

Gary Wallis/Anita Scott

17. General Business

The Board members were asked to fill in the spreadsheet Rachel Williams supplied, for the auditors – to estimate how much time was spent on Board matters.

In Committee


It was resolved that the Board go into Committee.

Dinah King/Hamish Tong

| Action | By Who | By When |
|--|------------------------------|------------------|
| Realign Governance Document review dates to November. | Rachel Williams/Clare Baylis | October 2021 |
| Check calendar dates for workshops. | Clare Baylis | 1 March 2021 |
| Complete spreadsheet for auditors. Send to Executive Officer | All Board | 25 February 2021 |

This concluded the meeting which closed at 7:40pm.

Chairperson



Dated

24 March 2021

DATE OF NEXT MEETING: 24 March 2021