



Hāwera High School

# Hawera High School Board of Trustees Meeting Minutes

- Wednesday 23 October 2019
- 6.00 pm
- Meeting Room B, Administration Block

**Present:** Rachel Williams, Gary Wallis, Anita Scott, Ed Fern, Te Kiri King, Dinah King. (Will Edwards via video conferencing)

**In Attendance:** Michelle Malone (Minutes Secretary), Declan Sheridan (Deputy Principal).

**Apologies:** Nil

## 1. Chairperson's welcome

Mr Wallis welcomed all to the meeting. Te Kiri King was congratulated on his appointment and welcomed to his first meeting as Student Trustee.

Karakia

## 2. Confirmation of Board Meeting Minutes:

*It was resolved that minutes of a meeting held 25 September 2019 be taken as read, confirmed as a true record and signed by the Chairperson.*

Anita Scott / Ed Fern

## 3. Conflict of Interest:

Rachel Williams declared she was attending the 'Lets not get lost' camp requiring EOTC approval by the Board.

### Correspondence:

- Inwards:
  - NZEI – Notice of paid Union meetings
  - Ed Gazette – 14 October 2019
  - TSB Bank – Visa card application information
  - NZQA – Managing National Assessment Report

Ms Williams offered further feedback on the positive National Assessment Report from NZQA. The management team is very happy with the outcome of this review. It was agreed that Pauline Hurley would be sent a letter of thanks for her work in this area as Principal's Nominee.

*It was resolved that Inwards Correspondence be received.*

Dinah King / Gary Wallis

- Outwards:  
Nil

#### 4. Decisions

- EOTC: Waikato Adventures

*It was resolved that the Waikato Adventures Camp trip be approved.*

Rachel Williams / Ed Fern

- EOTC: Lake Busters

*It was resolved that the Lake Busters Camp trip be approved.*

Rachel Williams / Dinah King

- EOTC: Rotorua Adrenalin

*It was resolved that the Rotorua Adrenalin Camp trip be approved.*

Anita Scott / Gary Wallis

- EOTC: Let's not get lost

*It was resolved that the Let's not get lost Camp trip be approved.*

Ed Fern / Anita Scott

- EOTC: Mastering Manawatu

*It was resolved that the Mastering Manawatu Camp trip be approved.*

Ed Fern / Te Kiri King

- EOTC: Golf Wairarapa

*It was resolved that the Golf Wairarapa Camp trip be approved.*

Ed Fern / Te Kiri King

- Parent Trustee Selection

Mr Wallis called for recommendations for Parent Trustee Selection. Hamish Tong was nominated and has indicated a willingness to accept this role.

*It was resolved that Hamish Tong be selected as parent Trustee on the Hawera High School Board of Trustees.*

Gary Wallis / Anita Scott

- Credit Card

*It was resolved that Rachel Williams be appointed holder of the school credit card, which has a credit limit of \$5,000.*

Gary Wallis / Anita Scott

## 5. Kahui Ako / Communities of Learning

The Kahui Ako provided a newsletter this month, which had been presented to the Board. Ms Williams advised that a lead Principal is still being sought. The Ministry of Education has given a model to use however it does not fit the requirements of our Kahui Ako. There is more work to do in this area.

Kerri McColl has resigned from her position as Waverly Primary Principal so it is likely that the Patea Kahui Ako will be without a lead Principal next year. A meeting with Jude Fawcett is scheduled for next week to discuss these issues.

A letter is to be drafted to National Office to recommend moving to an external applicant for our lead Principal role as there is currently no capacity within our CoL to fill this position.

Tulah Katene has been inducted into her Across School Teacher role. With the resignation of Diana Reid this week, we will have a Within School Teacher vacancy to fill. This has been advertised internally.

The Learning Support Coordinator vacancy has closed, and applicants have been short listed. Fortunately the applicants are not teachers from our area so we will not lose good teaching staff from classrooms through this appointment. How this position could look will be discussed further in consultation with Jude Fawcett.

## 6. Principal's Report

Ms Williams took her report as read. She spoke more on about changes to the timetable, which will return to the 5-day cycle in 2020. This allows greater stability for Year 9's and flexibility to work with outside providers, mentors and school-based activities.

The other shift was to Year 9 and 13 combined form classes. This model offers greater leadership and mentoring to younger students.

Planning was well underway for the incoming Year 9 students in 2020.

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

Rachel Williams / Anita Scott

## 7. Student Achievement

Mentor mentoring is currently in limbo while Mentor reviews its operations.

This time of year is known as the pressure cooker time, when staff and students are working hard to get credits achieved. There is currently a lot of liaising with families to get student work completed.

***It was resolved that the Student Achievement Report for September be received.***

Rachel Williams / Ed Fern

## 8. 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.***

Anita Scott / Gary Wallis

## PROPERTY

Discussion was had around the 5YA value. Figures are not available for this fund as everything has been put into one basket during our rebuild project. This week's focus was on Centenary preparation, with much of the site being tidied to allow safe access for attendees. The salvage of the Hall floor and joists during demolition will be managed by Livingstons.

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

Dinah King / Gary Wallis

## COMMUNITY ENGAGEMENT

Planning for the Centenary is well underway. A Trust structure meeting was had between Ms Williams and Mr Ken Horner. Donations will be taken at Centenary and it was agreed that the first 200 donations over \$50 will receive a commemorative coin (to be sent out). A database will then be established to promote school activities to the alumni.

***It was resolved that the Community Engagement Report for September be received.***

Will Edwards / Dinah King

### 9. Workplan Review

The Strategic Plan review continued, with Rachel Williams noting changes, which will be updated and sent to Trustees within the week.

The Health and Safety 'Toolbox 2' checklist was also completed by Dinah King in consultation with Trustees at the meeting. The school looks to be in a positive position with regards to Health and Safety practices. It was agreed that management would review the induction process/cycle for contractors regularly used by the school. A schoolwide lockdown practice is to be carried out in conjunction with the NZ Police.

### 10. Items of General Business

Nil

### 11. In Committee

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

Anita Scott / Ed Fern

Action	By who	By when
Thank you letter to Pauline Hurley for work with NZQA /Principals Nominee	Rachel Williams	01 November 2019
Strategic Plan updates complete and sent to Trustees	Rachel Williams	08 November 2019
Check contractor induction cycle	Rachel Williams	08 November 2019

This concluded the meeting which closed at 8.22pm.

Chairperson \_\_\_\_\_

Dated \_\_\_\_\_

**DATE OF NEXT MEETING:      November 27, 2019**