



Hawera High School Board of Trustees Meeting Minutes

- Wednesday 24 July 2019
 - 6.00 pm
 - Meeting Room B, Administration Block
-

Present: Rachel Williams (6.35pm), Ed Fern, Gary Wallis, Robbie Bird, Anita Scott, Will Edwards, Dinah King.

In Attendance: Michelle Malone (Minutes Secretary), Declan Sheridan (Deputy Principal – 6.38pm).

Apologies: Georgia Sparks

Presentations:

English Department

Kathy Gracia (HoD), addressed questions put to the department by the Board following the English Department annual report. Teachers are currently trying to create a culture of reading for students who have not previously had this. Continual review of teaching practices and research into new methods of delivery ensure the department is focused on the learning needs of the students.

The Te Wera programme English component is reportedly going extremely well. This is currently delivered by a staff member outside the department, however regular consultation and collaboration with senior English staff, and utilization of English teachers as mentors for students has ensured the level of teaching and learning is where it should be.

Kathy reported a very unified and enthusiastic department and a clear understanding of what is required to achieve student success.

Transition Department

HoD Wayne Benton provided details on the student placement scheme, which sees over 100 students placed in work experience as part of the Gateways programme. This programme brings funding of \$100,000 into the school each year. Work experience can be arranged in any industry the student is interested in looking at a career in.

Mr Benton also spoke about the new Agribusiness programme. Students have settled well into the Year 12 and 13 mixed level class and, although they have had a change of teacher at the end of Term 2, they still remain focused.

Despite many Agriculture scholarships being available at Tertiary level, less than 5% of students continue with Agriculture at University. Work continues on promoting this industry to students as a career path.

Centenary Committee

Don and Judy from the Centenary Committee spoke on progress towards the Labour weekend event. Registrations are currently low with 297 received to date. The goal is 500 to turn a profit, which the committee feels is achievable. The school is in high contention to receive a portion of this profit. Over \$19,000 in monetary sponsorship has been received towards the running of this event, with another \$7,000 expected in kind.

The Board Chair asked committee members how we could assist with this event, however no assistance was required from the Centenary Committee.

1. Chairperson's welcome

Mr Wallis welcomed all to the meeting and called for attendance and apologies to be received.

It was resolved that the apologies be accepted.

Robbie Bird / Anita Scott

2. Confirmation of Board Meeting Minutes:

It was resolved that minutes of a meeting held 27 June 2019 be taken as read, confirmed as a true record and signed by the Chairperson.

Rachel Williams / Anita Scott

3. Conflict of Interest:

Rachel Williams declared a conflict of interest, as coach of the Hockey team requiring EOTC approval.

Ed Fern declared a conflict of interest, as teacher of the Tourism class requiring EOTC approval.

Correspondence:

- Inwards:
TSB funding request letter
MoE Audit Outcome

It was resolved that Inwards Correspondence be received.

Robbie Bird / Dinah King

TSB letter

Mr Wallis read the letter from the Centenary Committee seeking an application for funding be put to TSB on their behalf.

It was resolved that HHS applies for funding from TSB Bank on behalf of the Centenary Committee.

Anita Scott / Robbie Bird

- Outwards:
Nil

4. Decisions

- **EOTC Tourism**
Mr Fern offered to leave the meeting for this discussion but this was not required by the Board.

It was resolved that the Year 12 Tourism trip be approved.

Robbie Bird / Anita Scott

- EOTC Hockey

It was resolved that the Hockey trip be approved.

Dinah King / Robbie Bird

- EOTC Football (Boys)

It was resolved that the Football (Boys) trip be approved.

Ed Fern / Will Edwards

- EOTC Football (Girls)

It was resolved that the Football (Girls) trip be approved.

Dinah King / Ed Fern

5. Policies

- Assessment of Students Policy

It was resolved that the Assessment of Student's Policy be approved.

Rachel Williams / Robbie Bird

- Credit Card Policy

It was resolved that the Credit Card Policy be approved.

Robbie Bird / Ed Fern

- Board Induction Policy

It was resolved that the Board Induction Policy be approved.

Ed Fern / Rachel Williams

6. Kahui Ako / Communities of Learning

Ms Williams reported that the Alternative Leadership Model application has gone through the MoE regional office and now sits with National office. Another advertisement will be placed for an across school teacher.

This Friday the Kahui Ako will host a mix and mingle at the Black and White Café. Registrations required.

7. Principal's Report

Ms Williams took her report as read. The server changeover last week was reported as pleasing, with only a few things to iron out.

The Building project is well underway, with the Boiler room being demolished today. Weekly meetings and daily contact with the site manager is making for smooth progress. Communication was sent to parents at the end of term to update them on the work, with no queries returned.

Discussion was had around the Governments' replacement of school fees policy, with little information being received so far on how this will look for us. Rachel Williams to send emails to appropriate contacts to seek more information.

Science Department numbers were mentioned, with the Science team focused on promoting their courses to students.

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

Rachel Williams / Will Edwards

7. Student Achievement

Ms Williams offered more clarification to new Trustees on her report. She explained that the bulk of the pastoral work is being focused on Year 9 and 10 students. The Te Wera class however continues to show very minimal pastoral entries.

Attendance was lower in this report, reflecting winter illness, the school holidays and a time of bereavement for many students at the end of last term.

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

Rachel Williams / Robbie Bird

8 Committee Reports

FINANCE

The Finance Report was taken as read, and the requested invoices provided to the Chair.

It was resolved that the Hawera High School Annual Financial Report as presented be accepted, and the accounts for July 2019 be confirmed for payment.

Rachel Williams / Gary Wallis

PROPERTY

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

Dinah King / Rachel Williams

COMMUNITY ENGAGEMENT

Ideas for promotional / souvenir material from our school hall was discussed. The Community Engagement committee has suggested creating momentos using wood from the school stage floor for order at the Centenary. A working bee will be planned to gather historic items from the hall and spruce up the appearance of the school exterior.

Will Edwards suggested we look at Corporate sponsorship for the school also. A paper will be prepared on this for presentation to the marketing committee.

It was resolved that the Community Engagement report for July be received.

Will Edwards / Dinah King

STAFF TRUSTEE

No report was presented.

STUDENT TRUSTEE

No report was presented.

9. Workplan Review

Discussion / Action:

- The student trustee role will be advertised to students in the coming weeks.
- The Music and Technology departments will present to Board next month.
- The Board Self Assurance checklist for July was completed.
- The Principal and Board Chair are to meet to set the Principal's Appraisal plan.

10. Items of General Business

The NZSTA Knowledge Hub sessions were discussed, with Trustees encouraged to register for these events.

11. In Committee

It was resolved that the Board go into Committee

Robbie Bird / Dinah King

Action	By who	By when
Principal and Board Chair to meet to set Principal Appraisal plan	Rachel Williams	28 August 2019
RSVP for Kahui Ako mix and mingle	Trustees	25 July 2019
Amend 'Borrows' in Property meeting minutes	Dinah King	28 August 2019
Provide information for newsletter on Community Engagement	Will Edwards	25 July 2019
Prepare paper for Community Engagement committee on Corporate sponsorship options	Will Edwards	28 August 2019

This concluded the meeting which closed at 9.10pm.

Chairperson

Dated

28 August 2019

DATE OF NEXT MEETING: **August 28, 2019**