



Hāwera High School

Hawera High School Board of Trustees Meeting Minutes

- Monday, 2 March 2020
 - 6.00 pm
 - Meeting Room B, Administration Block
-

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

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

Apologies: Nil

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

Anita Scott / Dinah King

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.

Gary Wallis / Ed Fern

As the nomination was unopposed, Anita Scott was elected Deputy Chairperson. Dinah King was thanked for her services in this role.

4. Confirmation of speaking rights for SLT:

It was resolved that Declan Sheridan be given speaking rights for the meeting.

Gary Wallis / Te Kiri King

5. Confirmation of Board Meeting Minutes:

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

Anita Scott / Hamish

6. Conflict of Interest:

Nil

7. Correspondence:

- Inwards:
 - TSB Auditors Confirmation report
 - NZSTA 2020 Election Information

It was resolved that Inwards Correspondence be received.

Hamish Tong / Ed Fern

- Outwards:
 - Letter to MoE re Sacred Heart roll increase application

It was resolved that outward Correspondence be approved.

Ed Fern / Hamish Tong

8. Decisions

- Meeting dates calendar adoption

It was resolved that the proposed meeting dates for 2020 be approved.

Anita Scott / Ed Fern

- **Delegations of Authority to the Principal**
Discussion was had around the Principal's stated maximum expenditure limits without Board approval, and the amount of leave able to be approved without Board decision. Ms Williams is happy with the current arrangement for transparency purposes.

It was resolved that the Delegations of Authority to the Principal for 2020 be approved.

Anita Scott / Hamish Tong

- Disciplinary Committee Chair appointment

It was resolved that Gary Wallis be appointed Chair of the Disciplinary Committee.

Hamish Tong / Ed Fern

- **EOTC Biology Trip**
Trustees discussed the need for full risk assessments for trips requiring Board approval. More information is to be sought before this trip can be approved.

It was agreed that the Biology Trip EOTC be considered at the March Board meeting.

- **EOTC History Trip**
It was noted that this application to the Board was submitted after deadline. Mr Wallis to write to all staff explaining requirements of the Board for these EOTC applications, and the meeting dates and deadlines for information. The meeting dates calendar will also be displayed in the staffroom.

It was resolved that the History Field trip to Wellington be approved.

Ed Fern / Te Kiri King

- Disposal of records

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

Gary Wallis / Dinah King

- Pelorus Trust Funding application

It was resolved that an application be made to Pelorus Trust for funding of \$10,237.83 (excluding GST) for Biology field trips to Hauraki Gulf and Waikato.

Ed Fern / Anita Scott

9. **Kahui Ako / Communities of Learning**

No lead Principal in place yet. Advertisement has gone out to all Senior Leaders in our Kahui Ako. Our position has slightly changed since this happened. The Patea Kahui Ako is also without a Lead Principal. We have a positive prospect internally, so have applied to have our external ad permission transferred to Patea, and we operate internally to appoint. We are very confident in appointing in the very near future.

Five Across School Teachers have been appointed. We are treading carefully as they do not have a Lead Principal to seek direction from. Ms Williams has been given the authority at the last Principal's meeting to approve expenditure up to \$10,000 for them until a Lead Principal is in place.

Advertising continues for Learning Support Coordinators.

PD for Project Awa, our localised curriculum project is being held. A showcase event will be held later this year at the Hub, and junior students will be interpreting Awa in their own way, encompassing Technology, Arts and Science. More information will be available once our staff have completed PD this month.

Russell Bishop (Relationship Based Learning mentor) will be addressing 350 staff in our Kahui Ako on Staff Only Day, 3 April at the Hub. Trustees are encouraged to attend his session from 10am.

10. **Principal's Report**

Ms Williams took her report as read.

Roll numbers are being monitored currently for Ministry Roll Return submission. Junior class structure shows less shared classes this year which is pleasing. Average senior class size is sitting at 21. Still one to adjust.

A number of staffing changes have occurred to begin the year. Funding was secured to assist with student transitions. Extra staff application was also approved. Reading Recovery support to also be introduced.

Relationship Based Learning (Russell Bishop model) is a big focus for this year.

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

Rachel Williams / Ed Fern

Analysis of Variance

The Analysis of Variance will be sent to MoE once the NZQA NCEA results are finalized. 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 around literacy and numeracy data, and NCEA results. It is believed that we are doing well against our direct comparators. Department reviews will take place to reflect on results.

It was resolved that the Principal's Analysis of Variance be accepted and submitted to MoE once results are final.

Gary Wallis / Hamish Tong

11. Student Achievement

The information provided by the Principal outlines where students obtain their credits from. Courses vary significantly in the number of credits they offer, with most sitting around 20.

There are no longer any Year 10 students doing NCEA programmes.

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

Ed Fern / Hamish Tong

12. 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.

Gary Wallis / Rachel Williams

PROPERTY

Best practice for maintenance staff working at heights was discussed. There is currently a restriction on any staff working about 1.5 metres until the policy for such is written. This is to be carried out with maintenance staff and the Executive Officer.

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

Dinah King / Anita Scott

COMMUNITY ENGAGEMENT

Year 9 class whanau meetings have commenced and so far been well received. Staff will be asked to give a run down on attendance at these meetings once concluded. Trustees are invited to attend such events.

Discussion was had around MoE Community Consultation meetings regarding future education provisions in Hawera. It is hoped that the Deputy Secretary for Maori Education will meet with Iwi in our region next month.

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

Will Edwards / Rachel Williams

13. Workplan Review

The Workplan has been discussed previously and will be rolled over for 2020.

14. Items of General Business

Nil

In Committee

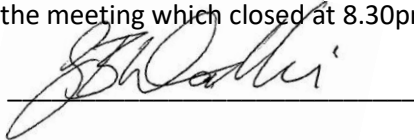
It was resolved that the Board go into Committee

Te Kiri King / Dinah King

Action	By who	By when
Write letter to all teachers outlining expectations for EOTC forms to Board	Gary Wallis	25 March 2020
Russell Bishop presentation information sent to Trustees	Rachel Williams	06 March 2020
Project Awa information sent to Trustees	Rachel Williams	06 March 2020
Change Easttle data to exclude Te Wera programme for comparison	Rachel Williams	06 March 2020
Working at heights policy completed by EO / Maintenance team	Rachel Williams	13 March 2020
Roll Workplan over for 2020	Rachel Williams	13 March 2020

This concluded the meeting which closed at 8.30pm.

Chairperson



Dated

_____ 25 March 2020 _____

DATE OF NEXT MEETING: 25 March 2020