



Hawera High School

Hawera High School Board of Trustees Meeting Minutes

- Thursday 30 May 2019
- 6.00 pm
- Meeting Room B, Administration Block

Present: Phil Nixon, Rachel Williams, Ricardo Pintor, Gary Wallis, Robbie Bird, Georgia Sparks.

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

Apologies: Angela Robinson, Debbie Clancy, Mahuru Robinson.

Maths Department presentation

Anne Kelly-Lim and Nik Budd-Clement answered questions put to them by Trustees from their annual Maths Board report. Clarification was provided on the 13MIN class, which was designed to help those students struggling at Level 2 to gain their 80 credits.

The Maths Buddy programme was also demonstrated, including both a staff and student view and a demonstration on the reporting capabilities it includes. The programme was deemed very worthwhile by the department.

1. Chairman's welcome

Mr Nixon welcomed all to the meeting and acknowledged that this was the last meeting of this current Board.

2. Confirmation of Board Meeting Minutes:

It was resolved that minutes of a meeting held 3 May 2019 be taken as read, confirmed as a true record and signed by the Chairperson.

Georgia Sparks/ Gary Wallis

Matters arising from the minutes

A trustee questioned the outcome of communication with the South Taranaki Club regarding student sponsorship. Ms Williams advised she was still pursuing answers.

The parent interview uptake figure was queried and reported as 36%.

3. Conflict of Interest:

Nil

Correspondence:

- Inwards:
 - NZSTA 2019 AGM Info**
 - Ed Gazette** – 7 May 2019
 - Tukutuku Korero** – 20 May 2019
 - A McAlpine** – Sabbatical request letter
 - STA News** – May 2019
 - PPTA** – Notice of Strike Action and Notice of continuing Strike action

- Outwards:
Nil

It was resolved that Inwards Correspondence be received.

Gary Wallis/Robbie Bird

4. Decisions

- **Angela McAlpine – Sabbatical**

The Board was advised that management was aware of Angela's desire to take Sabbatical to further her own knowledge and creativity.

It was resolved that Angela McAlpine's Sabbatical request be approved.

Robbie Bird/Gary Wallis

- **EOTC Horticulture Field Days**

It was resolved that the Horticulture Field Days field trip be approved.

Robbie Bird/Gary Wallis

- **EOTC Year 12 History Trip**

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

Robbie Bird/Georgia Sparks

- **EOTC Year 13 History Trip**

It was resolved that the Year 13 History trip be approved.

Gary Wallis/Georgia Sparks

- **EOTC Netball Winter Tournament**

It was resolved that Netball Winter Tournament trip be approved.

Ricardo Pinto/Robbie Bird

- **EOTC World of Wearable Arts Trip**

It was resolved that the World of Wearable Arts trip be approved.

Gary Wallis/Ricardo Pintor

- **Pelorus Trust Funding application**

It was resolved that the Pelorus Trust Funding application as presented be approved.

Gary Wallis/Georgia Sparks

- **NZCT Funding application**

It was resolved that the NZCT Funding application as presented be approved.

Ricardo Pintor/Robbie Bird

- **Timetable Policy**

Discussion was had on correctly wording this policy. It was noted that when the Collective Agreement changes in the coming months, this policy will need to be reviewed. Mr Pintor voiced his concerns that the policy was unfinished.

It was resolved that the Timetable policy as presented be approved.

Gary Wallis/Robbie Bird
Ricardo Pintor was against the motion.

- **Complaints Policy**

Trustees agreed that the Policy would be approved subject to looking into the addition of the relevant flowchart suggested by Mr Pintor.

It was resolved that the Complaints policy be approved subject to the investigation of a flow chart addition.

Robbie Bird/Georgia Sparks

5. Kahui Ako / Communities of Learning

The vacant Lead Principal position was discussed at a recent Hawera Principal's meeting, which Ms Williams and Mr Nixon attended. A document has now been sent out to the Kahui Ako principals outlining the background of the appointments process to this point, and providing a draft of what an advertisement could look like if the alternative leadership model was used. The ad would be placed in local papers and shared via the Kahui Ako's networks. All 13 schools must approve the ad/model. This model would consider three options:

Two current Principals share the role

One current Principal and one retired Principal share the role

One retired Principal is appointed to the role

6. Principal's Report

Several aspects of the Principal's Report were discussed and clarified including a shortage of relievers being experienced across the region.

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

Rachel Williams/Gary Wallis

7. Student Achievement

Year 9 students are still settling, with a lot of time and resources being invested into that. RTL B Daphne has had a big impact on this, including attending Deans meetings, doing classroom observations. She and the Across School Teacher will play a key role in transitions from feeder schools next year, and RTL B's will be part of the Impact Coaches group.

A girls' mentoring groups is also being discussed which could mirror the Big Brothers Big Sisters format.

Te Wera programme pastoral counts were extremely pleasing, showing real engagement in class from students.

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

Rachel Williams/Georgia Sparks

New Board planning/induction

Discussion was had around the transition of Boards. It was suggested that a meeting be suggested for new Trustees on Monday 17 June 2019 at 6pm to outline the current Board processes and procedures and offer an introduction into OneNote and communications. Rachel Williams to arrange this meeting.

8 Committee Reports

FINANCE

No May Finance meeting was held due to the lack of a quorum.

It was resolved that accounts for May 2019 as presented be confirmed for payment.

Ricardo Pintor/Gary Wallis

PROPERTY

No Property meeting was held in May however an updated was given from the meeting with the MoE Property Team. Livingstones has been awarded the contract for work. Safety plans and timelines were presented with construction teams on site on 10 June 2019.

Access to the site will be via Stan Lay Drive which will itself require some work to allow this access. The site manager will have weekly meetings with the Principal.

A further meeting with Simon Rowney from the Ministry of Education is expected in a fortnight.

MARKETING

The minutes for the May Marketing meeting were taken as read.

It was resolved that the Marketing report for May be received.

Rachel Williams/Robbie Bird

STAFF TRUSTEE

No report was presented.

STUDENT TRUSTEE

No report was presented.

9. Workplan Review

The Board Assurance Curriculum Checklist was completed.

10. Items of General Business

End of Board function

It was suggested that the current Board end their term with a get together. The minutes secretary will make arrangements accordingly.

11. In Committee

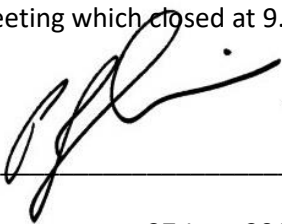
It was resolved that the Board go into Committee

Rachel Williams/Georgia Sparks

Action	By who	By when
Write letter of support for sabbatical to Angela McAlpine	Rachel Williams	27 June 2019
Add flow chart visual into Complaints procedure	Rachel Williams	27 June 2019
Remove access rights to OneNote for outgoing Board Trustees	Michelle Malone	13 June 2019
Send email to Board candidates re Induction meeting	Rachel Williams	7 June 2019
Arrange end of Board term function for current Trustees	Michelle Malone	27 June 2019

This concluded the meeting which closed at 9.10pm.

Chairperson



Dated

27 June 2019

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