



# Hawera High School Board of Trustees Meeting Minutes

- Wednesday 25 September 2019
  - 6.00 pm
  - Meeting Room B, Administration Block
- 

**Present:** Rachel Williams, Gary Wallis, Anita Scott, Ed Fern, Georgia Sparks, Dinah King. (Will Edwards via phone)

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

**Apologies:** Nil (Will present via phone for part of the meeting)

## 1. Chairperson's welcome

Mr Wallis welcomed all to the meeting. The succession planning document provided by NZSTA was reviewed. Anita Scott recorded the skill areas of each Trustee, and Trustees were asked to contribute further to the document which has been saved as an editable Word document on OneNote.

It was agreed that the Board has a wide range of skills within current Trustees, with all required areas covered.

## 2. Confirmation of Board Meeting Minutes:

***It was resolved that minutes of a meeting held 28 August 2019 be taken as read, confirmed as a true record and signed by the Chairperson.***

Anita Scott / Rachel Williams

## 3. Conflict of Interest:

Ed Fern declared he was attending the Track and Field trip requiring EOTC approval by the Board.  
Dinah King declared her son was attending the Rugby trip requiring EOTC approval by the Board.

### Correspondence:

- Inwards:
  - Education Gazette August 2019
  - Tuketuku Korero July 2019
  - STA News September 2019
- Outwards:  
Nil

***It was resolved that Inwards Correspondence be received.***

Ed Fern / Dinah King

#### 4. Decisions

- **New staff trustee appointed TSB Bank signatory. Old trustee removed.**

***It was resolved that current Staff Trustee Ed Fern be added as a TSB Bank signatory, and previous Staff Trustee Ricardo Pintor be removed.***

Anita Scott / Dinah King

\*Ed Fern indicated his presence whilst this decision was made.

- **Ministry of Education Property Partnership Agreement**

It was agreed that this rollover is required in order to allow the work already commenced to continue.

***It was resolved that the current period of 5YA funding is to be rolled over into ongoing Capital Works project.***

Gary Wallis / Will Edwards

- **EOTC Gold Coast Rugby Trip**

Discussion was had at length regarding the Health and Safety aspect of this trip. Trustees felt more detail is required around the level of risk. It was agreed to park the decision until more information can be obtained.

\*Will Edwards left the meeting (was via phone) at 6.55pm

- **EOTC Track and Field Trip**

***It was resolved that the NZSS Track and Field trip be approved.***

Dinah King / Rachel Williams

- **NZCT Funding application**

***It was resolved that the application to NZCT for funding be approved.***

Rachel Williams / Dinah King

#### 5. Policies

- **International Students Policy**

***It was resolved that the International Students Policy be approved.***

Anita Scott / Gary Wallis

#### 6. Kahui Ako / Communities of Learning

Ms Williams explained the work currently being done to fill five Learning Support Coordinators within our Kahui Ako. These positions were created through the work of Associate Education Minister Tracey Martin. Advertisements will be placed at the end of this week and the allocation of these resources across our Kahui Ako will be determined as soon as possible. The Patea Kahui Ako was not allocated an LSC fund, however the mood of our CoL is not to exclude this service from Patea.

## **7. Principal's Report**

Ms Williams took her report as read and offered further information on the vacancies advertised for next year, stating she was happy with the quality of applications received.

Both the Te Wera and enrolment evenings held this month attracted small but enthusiastic interest. It is expected that 2020 Year 9 enrolment numbers will be down on current, based on feeder school numbers. A transition plan has been established with Hawera Intermediate to ensure students are well prepared to commence at HHS.

Discussion was had on the Annual Report update. Good news is that ENCO Louise Hurley has been successful in obtaining In Class Support funding for four of our current Year 9 students. This is a very hotly contested funding pool.

Areas of focus were identified in new programmes offered in 2019. Department reports will be requested early in 2020 for these.

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

Rachel Williams / Anita Scott

## **7. Student Achievement**

This time of the year was referred to as the pressure cooker time, with a lot of movement with student credits following exams and assessments. Credit ratios show slightly better predicted qualification achievement than the previous year. The push is now to finish off the 'bits and pieces' to assist students to gain, or improve pass rate of qualifications. Staff have already been arranged to assist with any catch ups required.

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

Rachel Williams / Ed Fern

## **8 Committee Reports**

### **FINANCE**

Due to only one Trustee being available for the September Finance meeting, the minutes were unable to be approved. Matters requiring Board consideration were moved to General Business.

### **PROPERTY**

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

Dinah King / Gary Wallis

### **COMMUNITY ENGAGEMENT**

No meeting was held.

### **STAFF TRUSTEE**

No report was presented.

## STUDENT TRUSTEE

No report was presented, however Georgia Sparks was thanked for her contribution to the Board, and given a small gift to acknowledge completion of duties as Student Trustee.

### 9. Workplan Review

The Board Assurance Finance Self Audit Checklist was completed at the meeting.

The Strategic Plan was reviewed in part, with Rachel Williams noting initial updates required. Work on this document will be ongoing.

### 10. Items of General Business

#### Finance

***It was resolved that the Hawera High School Finance report for September be accepted, and the accounts be confirmed for payment.***

Anita Scott / Gary Wallis

Discussion was had around the Ministry of Education's funding offer of \$150 per student. It is the recommendation of the Finance Committee that the school accepts this offer to commence in 2020.

***It was resolved that Hawera High School accepts the Ministry of Education's funding offer of \$150 per student from 2020.***

Ed Fern / Anita Scott

### 11. In Committee

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

Anita Scott / Dinah King

Action	By who	By when
5YA values to be updated at next Property meeting	Exec. Officer	09 October 2019
Anita Scott to meet with Rugby staff to obtain more detail on EOTC risk assessment form	Anita Scott	23 October 2019
Gather invoices for checking by Finance Committee Chair	Caroline Colville	27 September 2019
Health and Safety section added to Property Committee agenda	Dinah King	09 October 2019

This concluded the meeting which closed at 9.15pm.

Chairperson \_\_\_\_\_

Dated \_\_\_\_\_

**DATE OF NEXT MEETING:**      **October 23, 2019**