



Hawera High School Board of Trustees Meeting Minutes

- Monday 23 July 2018
- 6.00 pm
- Meeting Room B, Administration Block

Present: Phil Nixon, Rachel Williams (Principal), Ricardo Pintor, Angela Robinson, Gary Wallis, Robbie Bird, Debbie Clancy.

In Attendance: Michelle Malone (Minutes Secretary), Paula Cull (NZSTA).

Apologies: Nil

1. Chairman's welcome

Mr Nixon welcomed all to the meeting.

It was resolved that Paula Cull have speaking rights at the meeting.

Angela Robinson/Debbie Clancy

2. Confirmation of Board Meeting Minutes:

Due to not having a quorum for the June Board of Trustees meeting, all documentation scheduled for that meeting will be taken as read.

It was resolved that minutes of a meeting held 24 May 2018 be taken as read, confirmed as a true record and signed by the Chairperson.

Angela Robinson/Gary Wallis

It was resolved that the report from the Science department presentation on 28 June 2018 be taken as read, confirmed as a true record.

Rachel Williams/Robbie Bird

3. Conflict of Interest:

Nil

4. Correspondence:

- Inwards:
 - Carried over from June meeting:
 - STA News May 2018
 - Ed Gazette 28 May 2018 and 11 June 2018
 - NZSTA Annual Report 2017
 - Education Beyond the Classroom May 2018
 - Mason Fleming – Letter requesting School beanies
 - PWC Audit report (saved on OneNote under Governing Docs)

For July:

Martin Chamberlain – Taranaki Scholarships Trust Board

Prue Kelly (New Appointments National Panel) – Across Kahui Ako teacher position

- Outwards:
Carried over from June meeting:
HHS Financial Statements – Statement of Responsibility

It was resolved that Inwards Correspondence be received and Outwards Correspondence carried over from the June agenda be approved.

Debbie Clancy/Angela Robinson

It was resolved that Inwards Correspondence be received and Outwards Correspondence for July be approved.

Angela Robinson/Robbie Bird

Matters arising from correspondence

- Ricardo Pintor was congratulated on his appointment to the Kahui Ako across school teacher role.

5. Decisions

- **Student Trustee Election – appointment of Returning Officer**

Discussion was had around Caroline Colville's experience shadowing the Executive Officer during the Student Election process. It was reported that she is happy to take on the Returning Officer role this year.

The option of electing two student Trustees was raised. Paula Cull confirmed that Boards can only have one Student Trustee elected, and that any others must be coopted onto the Board, although this is not common practice. She advised the Board to review this after the Student Trustee election to see what the Board's needs were. This will be put on the October meeting agenda and Trustees were asked to give thought to this option.

It was resolved that Caroline Colville be appointed as Returning Officer for the 2018 Student Trustee Election.

Robbie Bird/Debbie Clancy

- **Taranaki Scholarships Trust Board Trustee**

It was resolved that Rachel Williams be approved as Trustee on the Taranaki Scholarships Trust Board until August 2020.

Phil Nixon/Robbie Bird

- **PTA Letter – Request to obtain Liquor Licence**

It was confirmed that the Board has the authority to approve the application of Liquor Licences for school functions on a case by case basis. It was agreed that the PTA would sign a contract agreeing to the terms and conditions expected by the Board at school events where liquor is to be sold. This includes adhering to Good Host Responsibilities, providing adequate security and if school vehicles are to be used, these must not be sign written ones.

It was agreed that the Liquor License applications set out in the letter from the PTA would be approved subject to the PTA's signing of a contract outlining the Board's expectations, prepared by the Principal.

- **Mason Fleming letter requesting school uniform beanies**

Trustees agreed that a blue uniform beanie with the school crest at the front was an option, provided that current uniform headwear requirements are adhered to.

The Principal outlined that a beanie would be very beneficial for students participating in learning outside the classroom such as on field trips and at the Hort yard.

The Board asked that a letter be sent to Mason Fleming to advise him of the outcome of this discussion. It was also suggested that a review of the Uniform Policy be carried out by the Policy Committee.

It was agreed in principal that a school beanie be provided through Argyle Online subject to a sample.

Debbie Clancy/Angela Robinson

6. Kahui Ako / Communities of Learning

The Principal's reports for June and July were taken as read. She advised that all Boards in the CoL would be receiving a regular bulletin from Jane Portman to ensure the same message went out to all.

7. Principal's Report

The Principal's Report for June was taken as read.

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

Rachel Williams/Debbie Clancy

Matters arising from Principal's Report

- It was requested that a special Thank You letter be sent to Shaun Campbell for his work on the Welsh McCarthy Music Awards.
- The Principal confirmed that management units for the recently appointed Science co-HoD's were allocated at 2 each, instead of the HoD 3, Assistant HoD 1 structure.
- Trustees commented on the good amount of Professional Development that staff are undertaking. The Principal confirmed that this was a mixture of teacher requested and management guided selection.
- Ms Williams was congratulated on her presentation of her reports and for the marketing of the whole school assemblies to families.

The Principal's Report for July was taken as read.

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

Rachel Williams/Robbie Bird

Matters arising from Principal's Report

- The Principal requested that a letter of thanks be sent on behalf of the Board to Sheryll Martin for her work on Dreamcatcher. This was agreed.

- The high caliber of applicants for the Kahui Ako within school teacher roles was highlighted, as was Ric Pintor's appointment to the across school position.
- The school maintenance team has completed their Working at Heights training, and we are now able to work through solutions to maintenance needs. Procedures are being developed for working at heights.
- Students in the 10I learning class were addressed today regarding the disbanding of this class. Reactions from students were mixed. The Principal explained the reasoning behind this decision was to release teachers involved in Kahui Ako roles, and as Mr Pintor is a 10I teacher, it made sense to disband this particular class.
- It was confirmed that the half day discretionary leave applied for by one staff member for was granted at half day. (not full day as reported).

9. Student Achievement

The Principal reported that attendance and pastoral issues have settled, with nothing requiring any additional targeting. The mentoring groups are showing great progress and the intent is to consult these students later in the year to gather feedback on what they have got out of the mentoring. Currently the progress is recorded through attendance stats as this is the only quantifiable way to measure.

The credit ratio was explained as being the ratio of credits passed. For example, if 5 out of the 10 expected credits have been passed, this is a 50% ratio.

This term has seen 7 new enrolments start, which gives a welcomed roll increase. The Endeavour Centre has several new students so two new teacher aides have been employed, and some teachers released through the 10I disbanding are also spending time assisting in the centre.

10. Committee Reports

FINANCE

The Finance Report for June was taken as read.

It was resolved that accounts for May 2018 as presented be confirmed for payment and that the Financial Statements and Finance Report as presented be approved.

Angela Robinson/Robbie Bird

Discussion was had around where liability sits for failed pipes installed at the school pool. On the recommendation of the company employed, new pipes were connected to the old pipes, and the old pipes failed. The Executive Officer is to look into this matter.

The Finance Report for July was taken as read. As this was not a full report, and no financial information was available, this will be followed up at the August meeting.

PROPERTY

The Property Report of a meeting held on 14 June 2018 was taken as read.

It was resolved that the Property Report for June be received.

Gary Wallis/Robbie Bird

It was clarified that Mr Pintor was not at the meeting.

Trustees discussed MoE Property planning. A meeting with MoE has been scheduled for 25 July 2018 to discuss relocation of classes from buildings set for demolition. The school maintenance team will be brought up to speed with the needs of classes having to relocate.

The report for July was tabled (indicating no meeting to be held).

MARKETING

The Marketing meeting minutes from 30 May 2018 were taken as read.

It was resolved that the Marketing Report be received.

Debbie Clancy/Angela Robinson

The Marketing Committee recommended to the Board that Hawera Web Design be employed to redesign and provide website services to the school as per their quote for \$2450.00 (plus annual hosting fee).

It was resolved that Hawera Web Design take over the redesign and provision of the Hawera High School Website.

Debbie Clancy/Rachel Williams

Matters arising from Marketing Report

- The Principal is to check the contract of the existing web provider to ensure billing is up to date or pro rated if required.
- A Trustee queried the delivery of school newsletters to those businesses who agreed to display these. The Principal clarified that this task has been a lot more difficult than first envisaged, with the Endeavour Centre staff absences and other centre commitments. The Marketing Committee is to discuss this further.

POLICY

Policies presented for ratification were:

- Specific Learning Difficulties

Discussion was had on the suggestion in the policy that parents were encouraged to seek their own assessment for students with suspected learning difficulties. This is not to replace the school testing, however it is an additional option for those that can/want to pursue this.

It was resolved that the Specific Learning Difficulties Policy be ratified.

Gary Wallis/Debbie Clancy

11. Work Plan Review

Paula Cull advised the Board to utilize the Work Plan as a living document and relocate tasks as needed. Trustees were encouraged to attend the upcoming NZSTA Workshops and utilize the newly released Governance Framework on the NZSTA website.

Trustees discussed options for capturing whanau voice, and suggested utilizing upcoming school events to do so. Paula recommended doing this as an official capture instead of piggybacking an event, and suggested this does not commence before September. Highlighting the Board's achievements to the public could assist with gathering feedback on specific work. Rachel Williams and Ric Pintor will work together on this plan.

Further advice from Paula was that the Work Plan should form the majority of the monthly agenda. Trustees are to work on reviewing these between meetings and bring ideas and suggestions to the table. The Board's goal would be for the work plan to be completed before the 2019 Board Election. Paula will spend time with the Board Chair and the Principal on this.

12. Items of General Business

- **NZSTA Trustee Survey**

Paula Cull delivered the results of a recent NZSTA survey completed by Trustees. She emphasized that this is a good Board and it has progressed remarkably since her first visit.

Her recommendation was that the Board complete more Professional Development, particularly around the area of Governance versus Management, and Roles and Responsibilities. She reminded Trustees that their role is to make sure the Principal and her team are doing their jobs well.

Succession planning was discussed, with Trustees urged to give thought to their intentions for the next election. If it was likely current Trustees were to step down, the Board may wish to look at coopting Trustees on to fill gaps or future proof with co-options with a desire to stand for Board next year. A worthwhile exercise may be to hold a community meeting to encourage potential candidates. Paula reported that it is possible for potential Trustees to do Board PD prior to the election.

Paula Cull is to hold a workshop for Trustees on Monday, 13 August 2018 at 6pm to cover Roles and Responsibilities and Governance / Management.

13. In Committee:

It was resolved that the Board go into Committee

Angela Robinson/Gary Wallis

Action	By who	By when
Notify Martin Chamberlain of Principal's appointment to Taranaki Scholarships Trust Board	Phil Nixon	27 July 2018
Write contract for PTA outlining expectations for proposed Liquor License functions	Rachel Williams	23 August 2018
Add Student Trustee cooption discussion to October agenda	Michelle Malone	23 August 2018
Order Beanie sample from Argyle Online	Rachel Williams	23 August 2018
Write update letter to Mason Fleming re Beanie suggestion	Rachel Williams	23 August 2018
Write letter of thanks to Sheryll Martin and Shaun Campbell	Rachel Williams	23 August 2018
Check current web provider contract and arrange final payment	Rachel Williams	23 August 2018
Advise Hawera Web Design of successful website tender	Debbie Clancy	23 August 2018
Plan whanau voice capture / consultation method	Rachel Williams / Ric Pintor	23 August 2018

This concluded the meeting which closed at 8.30pm.

Chairperson _____

Dated _____

DATE OF NEXT MEETING: **August 23, 2018**