



Hāwera High School

Hawera High School Board of Trustees Meeting Minutes

Wednesday, 23 February 2022

6.00 pm

Hawera High School – Microsoft Teams Meeting Online (Due to COVID-19 pandemic)

Present: Gary Wallis (Chair), Anita Scott, Ed Fern, Emmanuel Araba, Will Edwards, Dinah King (Left part-way through), Hamish Tong, Rachel Williams (Principal), Clare Baylis (Minutes Secretary)

Apologies:

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/Ed Fern

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.

Will Edwards/Hamish Tong

As the nomination was unopposed, Anita Scott was elected Deputy Chairperson.

Gary asked the trustees if they wished to continue with their roles on the committees they were involved with. All the trustees confirmed they were happy to stay at status quo for the 2022 year.

Community Engagement meetings will now be used as a platform for Hawera New School Establishment Board and Hawera High School Board to engage.

4. Confirmation of Board Meeting Minutes:

It was resolved by the board that minutes of the meeting held 24 November 2021 be taken as read, confirmed as a true record, and signed by the Chairperson.

Hamish Tong/Emmanuel Araba

Matters arising from minutes

Nil

5. Conflict of Interest:

Nil

6. Correspondence:

- Inwards:

- **Te Kura o Ngā Ruahine Rangī – redesignation**

- Letter from Te Kura o Ngā Ruahine Rangī asking for support for the proposed change in redesignation.

It was resolved by the board to support the proposal to formally redesignate Te Kura o Ngā Ruahine Rangī to a Year 1 – 13 designated character kura.

Gary Wallis/Will Edwards

- Outwards:

- **Ministry of Education Letter re WITT.**

It was resolved by the board that all inwards and outwards correspondence be received.

Hamish Tong/Anita Scott

7. Decisions

- **Proposed Meeting Dates for 2022**

It was resolved by the board that the proposed meeting dates for 2022 be approved.

Rachel Williams/Anita Scott

- **Disposal of records**

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

Anita Scott/Dinah King

- **EOTC**

- **Year 12 Outdoor Education Four Day Tramp**

- A trustee is concerned that there is no information on the EOTC form with regard to the rapid rises in river levels, would like the TiC to check with DOC before they go on the trip. Another trustee is also concerned with the accommodation tick boxes on the form, could this please be revisited and clarified before the trip goes.

It was resolved by the board that the Year 12 Outdoor Education four day tramp be approved with the discussed improvements to the EOTC Form.

Hamish Tong/Ed Fern

- **Policies**

- **Governance Policy**

- Changes in the policy wording for delegations since the school no longer has a Deputy Principal. The wording has been changed to positions rather than names.
 - Gary Wallis would like it noted that the Governance Policy be revisited again in July in case there are more staffing changes.
 - A question from the Trustees regarding the election of a student representative, due to the closure of the school at the end of 2022.
 - NZSTA will be approached for advice on this and then the wording in the policy can be changed.

It was resolved that the 2022 Governance Policy be approved subject to changes being made to wording past 2022.

- **Delegations of Authority to the Principal**

It was resolved that the Delegations of Authority to the Principal for 2022 be approved.

Anita Scott/Hamish Tong

Discussion Arising around the intention of Taonga of Hawera High School

Much discussion was had around what happens to the historical and cultural items of the school after the closure in 2023. It was decided that these items needed to be identified during the year and then the board would decide what should get gifted to the new school and/or given to the community.

8. Kahui Ako / Community of Learning (CoL)

Rachel Williams gave an update on Kahui Ako.

It was discussed at the Principal's meeting that in case of a critical level of staffing the across school teachers are to teach fulltime and the LSC's are to go back into the classrooms if they are needed to help out during the COVID-19 pandemic. Every school is struggling at the moment as there are no extra staff available.

9. Principal's Report

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

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

Rachel Williams/Gary Wallis

Discussion Arising from Principal's Report

This year there are a number of Year 11 students wanting to go on Build-a-Bach. Permission from WITT has been granted for this, but they will need to be given a special programme at school to make sure they are able to gain the numeracy and literacy credits and that their parents are happy with this arrangement.

The 2021 results are still in the process of getting finalised by NZQA.

It has been a tricky start to the year, with several Stand-downs. The frustrating aspect is that many these conflicts have started outside of school and then brought to school. Parents of these students have been very supportive so far.

Ms Williams explains to the Board how valuable the PLD with Mark Osbourne 'Leading Learning' will be on the 1st April 2022, our students will be learning from home on this day.

- **2022 Hawera High School Charter**

It was resolved by the board that 2022 Hawera High School Charter be approved

Hamish Tong/Gary Wallis

10. Student Achievement Discussed

Rachel Williams gave an update on the latest statistics.

Ms Williams asks the trustees if it would be useful to discuss how we would share the student achievement information with the Establishment Board of Hawera New School.

Rachel Williams explains that this information needs to be given to the Hawera New School Establishment board with a commentary from Hawera High School so as there is no confusion about the data and it is not taken out of context. Much discussion was had and it was decided to check with Tom Scollard (Change Manager) what processes need to be put in place and if the board needs to pass a resolution to say they are happy for this to happen.

11. Committee Reports

FINANCE

It was resolved that the Hawera High School Finance report for February be accepted, and that school accounts be approved for payment.

Anita Scott/Gary Wallis

- **Auditing Checks – Supplied for review**-due to being held online because of COVID-19 restrictions the documents will be provided at school after the meeting
Invoices selected from Finance Committee Meeting
 - **Principal's Credit Card Statement**
 - **Principal's Debit Card Statement (Petty Cash)**
 - **SUE Report** (Gary Wallis will check this at school after the meeting)

- **Draft Budget**

Rachel Williams points out to the trustees that Education Services has been through the attached Budget since the finance meeting and adjusted a few items.

Gary Wallis explains that the school is running such a large deficit due to the fact that there will be redundancies at the end of 2022.

It was resolved that the Draft Budget as presented be accepted with a deficit of \$450,171 and a cash surplus of \$339,233.

Anita Scott/Hamish Tong

- **Proposal that Carolyn Miles be added as a bank signatory to replace Declan Sheridan**

It was resolved that the Board approve that Declan Sheridan be removed and Carolyn Miles be added as an approved signatory for bank accounts held by Hawera High School Board of Trustees at TSB Bank.

Anita Scott/Ed Fern

PROPERTY/ENVIRONMENTAL

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

Gary Wallis/Hamish Tong

Several quotes were presented to the board from the Executive Office

- **New Ride on Mower**
It was decided to postpone the decision on this.
- **Software Package Quote Proposal**
The Board has decided not to purchase this due to the school closure at the end of the year.
- **Solar Panels/Heat Pump/Cover for the School Pool**
The solar panels range for 40kw to 60kw
\$220,000 to \$246,000 is the range for the Solar Panels
Gary Wallis explains to the trustees that there is a bit more work to do in this area before a decision is made.
The information will be collated and presented in two weeks' time at the property meeting.
Much discussion between the trustees was had regarding the use of the school pool versus the town pool.

12. Staff Trustee

The staff trustee put forward a concern from a staff member regarding students that are fully vaccinated and following all the guidelines re vaccinations etc. are still missing out on sporting opportunities with TSSSA and other codes due to COVID-19 restrictions.

Rachel Williams explained that TSSSA are trying to run all the events with risk mitigation, but it is their intent to try and get sports up and running. It will be up to the individual schools and parents if they wish to participate. Some events that are too big will have to be cancelled due to restrictions of numbers.

13. Student Trustee

No report was presented

14. Workplan Review

15. General Business

- **ERO Evaluation Plan**

Rachel Williams advised that the compliance check is nearly completed.

- **Ministry documents received re Establishment Board advertisement**

16. In Committee

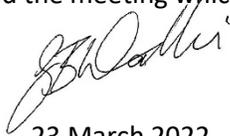
It was resolved that the Board go into Committee. (Time 7:51pm)

Will Edwards/Ed Fern

Action	By Who	By When
Reply email of support to Te Kura o Ngā Ruahine Rangī	Not sure	18 March 2022
Governance Policy Changes	Rachel Williams/Clare Baylis	23 March 2022
Collate information on Solar Panels and present to Property Committee at their next meeting.	Gary Wallis	9 March 2022
Sign invoices for auditing checks	Anita Scott	23 March 2022
Sign SUE report for auditing checks	Gary Wallis	23 March 2022

This concluded the meeting which closed at 8:17pm.

Chairperson



Dated

23 March 2022

DATE OF NEXT MEETING: 23 March 2022