



Hawera High School

Hāwera High School Board of Trustees Meeting Minutes

Wednesday, 23 March 2022

6.00 pm

Hāwera High School – Boardroom

Present: Gary Wallis (Chair), Anita Scott, Ed Fern, Emmanuel Araba, Dinah King, Hamish Tong, Rachel Williams (Principal), Clare Baylis (Minutes Secretary)

Apologies:

1. Karakia

2. Chairperson's Welcome

Mr Wallis welcomed all to the meeting and acknowledged attendees and those absent from the meeting.

3. Confirmation of Board Meeting Minutes:

It was resolved by the board that minutes of the meeting held 23 February 2022 be taken as read, confirmed as a true record, and signed by the Chairperson.

Anita Scott/Hamish Tong

Matters arising from minutes

Nil

4. Conflict of Interest:

Rachel Williams resignation letter will be discussed in committee; Dinah King – conflict of interest re Rachel Williams resignation due to being a member of the Hawera New School Establishment Board.

5. Correspondence:

- Inwards:
Nil

- Outwards:
Nil

6. Decisions

- Policies
 - 2022 policies up for renewal

It was resolved by the board that the 2022 Policies up for renewal be checked and rolled over to 2023 due to the closure of Hāwera High School at the end of 2022.

Dinah King/Hamish Tong

7. Kahui Ako / Community of Learning (CoL)

All Kahui Ako work has been suspended until further notice. The LSC's are also on standby for emergency staffing for schools.

8. Principal's Report

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

It was resolved by the board that the Principal's Report for March be received.

Rachel Williams/Gary Wallis

Discussion Arising from Principal's Report

- Year 11 students are getting helped by Jenni Brewer on tracking their credits this year. These students have had a hard time since starting high school, due to constant lockdowns and disruptions due to COVID.
- Tod Sharland is starting at Hawera High School next term in the Science Department, coming to us from Patea Area School.
- A farewell is being organised by Katrina Taylor for Tulah Katene who is leaving at the end of Term One. Chris Robinson will help when handing her over to her new school.
- TSSSA discussion – some schools are being very reserved about what they choose to send their students to, due to the current Omicron outbreak. i.e. they don't have the staffing to accompany the students etc.
- TSSSA and TSSPA Update - Rachel Williams explained to the trustees that the Taranaki Principals Association has granted the following permissions:
 - I. The new Principal of Hawera High School will be sitting in on the meetings.
 - II. Rachel Williams would continue to sit in on the meetings, even though the Hawera New School is not yet affiliated
 - III. Rachel Williams will still chair the TSSSA meetings.This will give continuity for the current High School and the New High School going forward.
- Caroline Miles did a very good and thorough job of the role return, her first time doing this.

9. Student Achievement Discussed

It was resolved by the board that the Student Achievement Report for March be received.

Anita Scott/Emmanuel Araba

Rachel Williams gave an update on the latest statistics.

The attendance data is an interesting snapshot of our average day in the current climate due to being home for COVID reasons. Maori students are disproportionately getting hit with COVID and their statistics are particularly low.

Online learning is going well with the students that are household contacts. There are only eight students who are away due to being anxious around the COVID environment. Year 13 students are working extra hours outside of school due to the staffing shortages and this is a concern for their learning.

The data shows that 2021 was a tough year.

Supported Learning students are currently focusing on Literacy and Numeracy after doing well with gaining credits last year. This is a great achievement for these students and this class is giving these students the opportunity to take a bit more time to get their credits.

10. Committee Reports

FINANCE

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

Anita Scott/Hamish Tong

- **Auditing Checks – Supplied for review** – Anita Scott has reviewed the provided documents
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*)

The discussion was had on who should hold the school credit card and cashflow cards with Rachel Williams resigning as Principal.

It was resolved by the board that Caroline Colville have the Credit Card and Cashflow Cards transferred to her name, signatories for the approval of purchases would be Caroline Miles, Pauline Hurley, Debbie Fern and the Executive Officer.

Ed Fern/Dinah King

PROPERTY/ENVIRONMENTAL

It was resolved by the board that the Hawera High School Property Reports for March & February be accepted.

Gary Wallis/Hamish Tong

Discussion arising from the Property report

Dinah King would like to resign from being chair of the Property Committee. Hamish Tong will take up this position.

Gary Wallis gave an update to the trustees that things are on track with the contractors to get started on installing the Solar Panels for the heating of the school pool.

The trustees discussed the roof maintenance and decided it needs looking at urgently before winter.

11. Staff Trustee

No report was presented

12. Student Trustee

Emmanuel Araba gave an update to the trustees.

Emmanuel reported the prefects are working on finalising the 2022 ambassadors and also on communication to the students about what the rest of the school year looks like with staff members and the principal leaving throughout the year.

He explained some students are worried about losing their teachers throughout the year.

The trustees advised Emmanuel and the prefects to make a list of what the students are nervous about. This could then be presented to the board and they will come back to the students about what is going to happen the help them out.

13. Workplan Review

- ERO School Self Audit

ERO has decided to write a statement to say we have met compliance and the Board has done a self-review against the checklist. The board member will need to work their way through the checklist. This was divided out among the members and will be looked at again next meeting.

14. General Business

- **Disposal or gifting of Hawera High School Archive items**

A discussion was had by the trustees around the gifting of Taonga to the Hawera New School. Trustee, Dinah King who is also on the Hawera New School Establishment Board informed the members that the New School has a keen interest in telling the story of the history of schooling in Hawera. The discussion will be had first between

Dinah King and the archive team of Heather Moore and Maree Horner, the items will most likely be stored in the current archive room at the school.

It was resolved by the board that after discussions with the Hawera New School Establishment board on which taonga they would like to be gifted, Heather Moore and Maree Horner could make the decisions around what items could be distributed to various local community groups/museums and which items could be disposed of.

Ed Fern/Emmanuel Araba

• **Discussion on Taranaki Scholarship Trust Board**

Rachel Williams gave an explanation to the trustees about how the Taranaki Scholarship Trust worked. Every school who has over 500 students has a representative on the board. The Trust owns farms which they lease to make a profit; This profit is divided amongst the students who have been approved to receive scholarship grants at a meeting that is held once a year. The school representative at these meetings is not required to be connected to the high school, they could be anyone in the community. Rachel Williams is currently sitting in on these meetings which happen once a year and is happy to carry on doing this. A resolution is required from the Hawera High School trustees that they are happy for Rachel to continue attending the meeting on the Taranaki Scholarship Trust Board.

Dinah King/ Gary Wallis

It was resolved by the Board that Rachel Williams will continue to represent Hawera High School at the Taranaki Scholarship Trust Board meetings.

Gary Wallis/Dinah King

15. In Committee

It was resolved that the Board go into Committee. (Time 7:19pm)

Ed Fern/ Emmanuel Araba

Action	By Who	By When
Check with Caroline Colville re the credit card and debit card situation	Rachel	24 March 2022
ERO School self audit checklist:		
Section 1 & 4	Gary Wallis	27 April 2022
Section 2	Ed Fern	27 April 2022
Section 3	Hamish Tong	27 April 2022
Section 5	Anita Scott	27 April 2022
Section 6	Dinah King	27 April 2022

This concluded the meeting which closed at 8:09pm.

Chairperson 

Dated 27 April 2022

DATE OF NEXT MEETING: 27 April 2022