



Hāwera High School

Hawera High School Board of Trustees Meeting Minutes

Wednesday, 24 November 2021

6.00 pm

Hawera High School - Meeting Room B

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

Apologies: Declan Sheridan (Deputy Principal), Dinah King

1. Karakia

2. Chairperson's Welcome

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

3. Speaking Rights

Nil

4. Confirmation of Board Meeting Minutes:

It was resolved that minutes of the meeting held 27 October 2021 be taken as read, confirmed as a true record, and signed by the Chairperson.

Anita Scott/Ed Fern

Matters arising from minutes

Staff trustee, Ed Fern gave an update on his coffee machine proposal. He has surveyed the staff and 90% of those surveyed said they would like a coffee machine in the staffroom. The option Ed proposed would cost .35c per cup and take 16 seconds to make one cup.

After a discussion, it was decided once all the costs and the contract with Office Max has been checked (only a one year lease would be accepted) an email decision by the trustees would be made before the next meeting in February.

5. Conflict of Interest:

Emmanuel Araba and Rachel Williams declared a conflict of interest over the Vertical Horizons Year 13 Leadership Camp.

6. Correspondence:

- Inwards:

- **Ministry of Education – Decision Letter**
- **Information re elections for Board of Trustees under notice of closure**
- **Email from Cherie Hunt – re appointment of Governance facilitator, change manager**

Hawera High School financials are being looked at currently. As issues arise, they will be in touch.

The trustees expressed he would like it noted in the minutes the inconsistencies between the announcements from the Ministry of Education i.e. Year 7-13 announced by Chris Hipkins and then all correspondence from the Ministry since states Year 7-15 school. Concerning also about the lateness of

Cherie Hunts email. He explained this made it very confusing for our school community and is worried about the inconsistencies in communication this early in the process.

- Outwards:
 - **Notices of school closure to contractors, suppliers, trade accounts etc.**
Rachel Williams explains some of our contractors are finding it difficult to understand the fact that Hawera High School will have no say in what happens regarding carrying on their contracts after 2022.

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

Hamish Tong/Ed Fern

7. Decisions

- **EOTC**
 - **Year 13 Leadership Camp**
A trustee would like it checked that all the equipment is still active and had all the safety checks have been done, due to maybe not being used much due to COVID restrictions.

It was resolved that the Year 13 Leadership Camp be approved.

Anita Scott/Hamish Tong

8. Kahui Ako / Community of Learning (CoL)

Rachel Williams gave an update on Kahui Ako. Lead principals' roles are coming up soon. Patea needs appointing from February onwards and other roles are coming through the year. AST roles are filled for next year, mostly focused in the relationship based learning field and one in the wellbeing field.

Regarding social workers and guidance counsellor contracts for next year – the other Kahui Ako schools want the service but are not prepared to put anything major in their budgets. The Intermediate and High School have got together and have decided to fund a revised service. This means Gaylene MacLean & Wendy Stanaway can stay to July 2022 with the current funding and then after that only Peter Kempthorne will be funded by the Intermediate and the High School to stay to the end of the year. Peter has a good rapport with students and parents so he will be very valuable.

9. Principal's Report

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

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

Rachel Williams/Emmanuel Araba

Discussion Arising from Principal's Report

Congratulations was expressed by Gary Wallis on the Mahi Toi results. Rachel Williams explains this will make a big difference for some of our students, re achievements and endorsements etc. Fifty or sixty people turned up for the showcase, some who had never been to the school before, you could see how proud the families were of their tamariki. Feedback from the students has been that they prefer the wananga setting for the performance standards rather than the classroom setting. There will be a different focus for next year, which will probably be 'Kai'.

Much discussion was had about future pathways moving away from just being academic to being more diverse. Rachel Williams explains that this is the path that we are moving towards. Starting in 2022 Year 9 students are being asked to choose what type of learning environment they want to be in i.e. Kaupapa Māori; community action; creative design; sports leadership; problem solving and Te Wera. This is the first step for a tailored pathway. Ms Williams gave an example, of a student who has gained all her literacy credits in Te Reo Māori, as how this different pathway of learning is currently working.

ERO – Attendance goals/plan: Rachel Williams discussed the next steps is to start a ‘guiding coalition’. Tulah Katene will lead in her role as AST with a selected group of staff. At the meeting they will decide what they are going to do to implement some interventions to try and improve attendance. There are various groups of students with different attendance issues that need to be treated differently. She explains that the same approach cannot be taken with every student and family, so it will be interesting to see what other ideas the group can come up with to engage truant students.

A discussion was had about a new Wellbeing App that is available for students. Ms Williams explains feedback has been good from other schools. Funding has been approved by the Kahui Ako for it to get rolled out to Year 9 and 10 students next year during ‘Wellbeing Wednesday’. Gary Wallis would like to look at rolling it out to the Year 11 students as well. It was decided that at \$8 per student per year the cost is relatively cheap, Rachel will check with the Executive Officer if it can be added to 2022 budget costs.

10. Student Achievement Discussed

Rachel Williams gave an update on the latest statistics.

Student achievement is tracking well for this time of the year. There has been good support from the majority of our families, particularly Year 11 students coming in to finish off assessments gaining all the extra credits that they can. An interesting trend is that other schools have expressed that their Year 11 students are a bit behind as well. This is attributed to lockdowns over the last two year.

Rachel Williams gave an explanation on the pastoral graphs and advises the PB4L team will start looking at the trends across the board.

11. Committee Reports

FINANCE

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

Anita Scott/Gary Wallis

Auditing Checks – Supplied for review *(Anita Scott has checked and signed the documents)*

- **Invoices selected from Finance Committee Meeting**
- **Principal’s Credit Card Statement**
- **Principal’s Debit Card Statement (Petty Cash)**
- **SUE Report** *(Gary Wallis checked and signed the Sue Report)*

Proposal to sign off the budget parameters for 2022

Following a discussion about the 2022 budget parameters a trustee moved the following motion:

It was resolved that for the 2022 budget Hawera High School will:

- ***aim for the financial situation to be the same or better than December 2021***
- ***only spend on items to be used in 2022 (no spend for future use)***

Anita Scott/Hamish Tong

Anita Scott initiated a discussion about uniform for 2022. It was suggested at the finance meeting that the school could subsidise some of the uniform but not completely. After much discussion a motion was put forward that the school could subsidise the 2022 uniform sales by 50%.

It was resolved that in 2022 all uniform items will be sold at 50% discount

PROPERTY/ENVIRONMENTAL

Much discussion was had amongst the trustees about the approval of the Bayly Park building getting built for 2022.

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

Gary Wallis/Hamish Tong

Gary Wallis put forward a motion that the school go ahead and build the Lee Marshall Sports Pavilion at Bayly Park. This motion was moved by Gary Wallis and seconded by Hamish Tong.

Discussion on the motion

Several trustees expressed their concern over starting the build in 2022 with the impending closure of Hawera High School. It was decided by the trustees, after much debated discussion, that the motion would stay on the table until some investigations into build times, cost, ramifications of not being able to finish the project by the end of 2022 etc. were completed by Rachel Williams and the Executive Officer. Once investigations are completed an email will be sent to all the trustees to vote or a further meeting will be scheduled.

COMMUNITY ENGAGEMENT

No meeting this month

12. Student Trustee

No report was presented

13. Staff Trustee

No report was presented

14. Workplan Review

Rachel advised that work has been started on the 2022 Charter. It has been adapted for only one year and the attendance and wellbeing sections have been added to. Rachel asked for trustee input.

A trustee proposed they would like to see a specific objective around how the school handles the closure with regard to student and staff wellbeing. It was decided to add another strategic aim:

Provide an environment where all members of our school are supported in the transition between HHS and the new entity

Objective 1 - Successfully transition HHS students into the new school.

Objective 2 - Support our staff successfully through the employment process with the closure of HHS.

Objective 3 - Support staff with career management.

Objective 4 - BoT effectively manages the closure process.

Objective 5 - Maintaining and building the confidence in our local schools and community.

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 8:20pm)

Anita Scott/Hamish Tong

Action	By Who	By When
Investigate Bayly Park Pavilion project and report back	Rachel Williams	Dec 2021
Coffee Machine contract check – email decision by Board	Rachel Williams/Ed Fern	Dec 2021
Wellbeing app cost for Year 11 students added to 2022 budget	Rachel Williams	Dec 2021

This concluded the meeting which closed at 9:00pm.

Chairperson 

Dated 23 February 2022

DATE OF NEXT MEETING: 23 February 2022