



*Raewyn  
30/4/24*

**Greymouth High School Board MINUTES  
5.00pm Wednesday 3 April 2024**

**Karakia Timatanga**

*E te atua i runga rawa  
kia tau te rangimarie, te aroha  
Kia matau i tenei wa  
Manaaki mai, awhina mai ki te mahi tahi  
matou i roto  
I te wairua o te kotahitanga mo nga  
tangata tae noa atu ki awarua*

*That which is above all else let your peace  
and love descend  
On us at this time so that we may all work  
together  
In the spirit of oneness on behalf of the  
people of the West Coast*

<b>1.</b>	<b>Administration.</b>
<b>1.1</b>	<b>Members present:</b> Jo Newton, Jayne Wheeler (Acting Principal), Rowan Haigh (Deputy Principal), Kiri Russell, Raelene Johnson, Lachlan Bull (Chair), Moira Janzen, Ryan Mackenzie, Leevy Lancaster.
<b>In attendance:</b> Elaine Bruce (Minutes).	
<b>1.2</b>	<b>Prior Leave.</b> Samantha Mortimer.
<b>1.3</b>	<b>Apologies.</b> Joe Mason. Leevy Lancaster & Jo Newton (late, arrived 5.20pm).
<b>1.4</b>	<b>Absent.</b> Nil.
<b>Moved:</b> Raelene Johnson	
<b>Seconded:</b> Ryan MacKenzie	
<b>CARRIED</b>	

**DRAFT Annual Accounts 2023 - Raewyn McKnight**

Raewyn tabled the Draft Annual Accounts for 2023. She explained to the meeting that these have to firstly be accepted by the BOT, they then go to the external auditors, any modifications are made and the final accounts are signed off by 31 May 2024 then uploaded to the MoE. A deficit budget for 2023 was originally approved, the final deficit was significantly less at \$74,318. The school financial position remains very good with no concerns from the school accountant. Raewyn outlined some key points around working capital, asset additions and cyclical maintenance. She noted that the 2023 list of capital (building) works is a lot shorter than the 2022 list.

*Resolved that the board accepts and approves the 2023 Draft Annual Accounts as presented, noting that final amendments may be made by the external auditor prior to final sign off.*

<b>Moved:</b> Moira Janzen	<b>Seconded:</b> Lachan Bull
<b>CARRIED</b>	

The Board thanked Raewyn for coming to the meeting.

1.5	<a href="#">Interest Register and Declaration of Interests</a> Nil.
1.6	<a href="#">Confirmation of Minutes of Previous Meeting</a> <a href="#">CONFIRMED Minutes Ordinary Board Meeting Greymouth High School 6/3/2024.</a>
<b>Resolved</b> that the Minutes of the Ordinary Meeting of the Greymouth High School Board held on 6/3/2024 be confirmed as a true and correct record of the meeting. Lachlan / Raelene.	

<b>Moved:</b> Lachlan Bull	<b>Seconded:</b> Raelene Johnson
<b>CARRIED</b>	

1.7	<a href="#">Board Work Plan 2024</a>
1.8	<b>Action List from Previous Meetings.</b> See at the bottom of this agenda.
1.9	<a href="#">Hyperlinked List for the Board</a>
1.10	<a href="#">Board Jobs</a> Discussions followed about this and the list filled in.

2.	<p><b>Strategic Discussions &amp; Decisions - 20 mins.</b> Jayne Wheeler Junior Curriculum 1.1  <b>Year 9 Options:</b> The Year 9 curriculum this year and previously options ran for 6 weeks but teachers asked for longer. We are now trialling four tasters then students choose from there for 10 weeks. Choices for Term 2 will happen in assembly next week. Technology isn't an option for Year 9s due to primary school technology commitments.</p> <p><b>Active Learners:</b> Rowan spoke to the meeting. This was put together for students who struggled to transition into high school. What works well, Turuki (Lara Thompson), NHK &amp; MSA work well for those students. It's a Year 9/10 Home Room type class with 10 students so they don't have to move around classes. Plenty of Literacy &amp; Numeracy as well, and often. Brett Lomey is involved with his good team building skills added in. Science with Dr Hunter - students really enjoy his lessons. Susie Gilroy with Art type activities for the students. Some really good relationships are happening within the class which is good to see. It's a proactive solution which seems to be working. There are lots of activities for the students which gets them to school. Next term there is a trip to a Christchurch mountain bike park for the students. They are really looking forward to that.</p> <p>Jo asked what the Year 11 transition looks like for these students? Rowan said that this will be managed to ease the students into Year 11.</p> <p>How do you measure success for these students? Kiri said that she catches up with the students on a regular basis so she is able to report back.</p> <p>Rowan told the meeting about the Supported Learning students with the NZSO, New Zealand Symphony Orchestra (dance &amp; music) and our own students working together using music and dance. The students created their own music and dance for the end show. It was really cool for everyone. Very inclusive for all. Great comments from parents who came to see it.</p>
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	<p><b>Learning Walkthroughs:</b> Anyone holding a leadership responsibility, HoD /SLT will visit a class for 5 minutes to see what is happening in those classes. Term 1 focus was Rangatiratanga &amp; Positive Culture walkthroughs. PLD Committee will then look through the completed forms to see the results. Student participation in classes was</p>
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	<p>really good; more toolkits on plenaries will be put in place for teachers to use going forward; going to keep this running throughout Term 2 as well.</p> <p><b>Professional Learning Groups / Toolkit Teachers.</b> PLG stay together and have one focus, ie Active Learners; reporting schoolwide - how we integrate the new curriculum; inclusion; Hikira Schema, Numeracy across the curriculum.</p>
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2.1	<b>Hautu.</b> Self assessment. The Board will revisit this.
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2.2	<p><b><u>Principal's Report - April 2024.</u></b></p> <p><b>Key areas to note</b></p> <ol style="list-style-type: none"> <li>1. Firstly, thanks from Sam to the Board, Jayne, Rowan, Ian and Raewyn for supporting me to take this time away. I very much appreciate it. <ul style="list-style-type: none"> <li>● <b>Deans.</b> Weekly notes are really good and only a handful under 3. Things feel nice.</li> <li>● Year 9 parents are reporting that their children are enjoying coming to school.</li> <li>● Final EOY Exam results are really good.</li> <li>● Loads of things happening for students in and out of the school which is good.</li> </ul> </li> </ol> <p>Lachlan asked how we could lift the attainment of our Year 13s and other year levels to push on further with their studies at school and beyond. Leevy said that some students don't like school and will leave anyway; others who want to go onto university/tertiary study, so will push for that.</p> <p>How do students know about the scholarships? They are specific and have criteria attached. There is a need to get this information out to students earlier than in the senior school so they are aware of what's out there and how to apply etc.</p> <p>More information needs to go to students about the scholarships and that anyone can apply. Jayne suggested that early next term when John DeGoldi (Careers) returns, that this is a topic for a staff meeting and staff to discuss on how to get this information out to students. Kiri suggested that some of the questions be directed at 1.2 of the Annual Plan.</p>
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**Resolved** that the Board receives the Principal's Report 3/4/2024.

<b>Moved:</b> Raelene Johnson	<b>Seconded:</b> Kiri Russell
<b>CARRIED</b>	

3.	<b>Committees - 10 mins.</b>
3.1	<b>Finance / Property.</b> Tuesday 23 April, 4.30pm.
3.2	<b>Policy Review.</b> 6 May 2024.

4.	<p><b>Public Excluded</b></p> <p><b>Resolution</b> to Exclude the Public - Section 48, Local Government Official Information and Meetings Act 1987 (LGOIMA).</p> <p><b>Resolved</b> that the Board excluded the Public from the meeting in accordance with Section 48, Local Government Information and Meetings Act 1987 at 6.05 pm.</p>
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<b>Moved:</b> Lachlan Bull	<b>Seconded:</b> Ryan MacKenzie
<b>CARRIED</b>	

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of the resolution are as follows:

Item No.	The general subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
1.1	Confirmation of Confidential Minutes of Previous Meetings	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
1.2	Confidential Principal's Report.	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
1.3	Report to Consider: <i>Concurrence. (To be actioned again in November).</i>	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
1.4	Confidential Correspondence.	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
1.5	Confidential Action List.	Good reasons to withhold exist under Section 7	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
<b><i>Resolved</i></b> that the business conducted in the 'Public Excluded Section' be confirmed and accordingly, the meeting moved back to the open part of the meeting at 6.10pm.			

<b>Moved:</b> Jo Newton	<b>Seconded:</b> Moira Janzen
<b>CARRIED</b>	

## Correspondence

### 5.1 Inwards Correspondence

YY/MM/#	Date Received	Type	From	Contents

### 5.2 Outwards Correspondence

YY/MM/#	Date Sent	Type		From	Contents

## ANY OTHER BUSINESS

**Cleaning.** Leevy drew attention to the girls' toilets and that the sanitary bins were overflowing. Elaine said that the office was notified of this and the company, Initial, were contacted and the

problem fixed. It transpired that the person who normally comes in to do this was on ACC but nobody was put in her place for that time.

**BOARD papers to go out on Friday**, before the meeting with students or can be picked up on Friday afternoon by members.

**KEY DATES for Board members.** We will update this list for each Board meeting.

Tuesday 30 April	Board meeting, 5.00-7.00pm in the Library.
Tuesday 4 June	Board meeting, 5.00-7.00pm in the Library.
Wednesday 3 July	Board meeting, 5.00-7.00pm in the Library.
Wednesday 7 August	Board meeting, 5.00-7.00pm in the Library.
Wednesday 4 September	Board meeting, 5.00-7.00pm in the Library.
Wednesday 30 October	Board meeting, 5.00-7.00pm in the Library.
Thursday 31 October	Senior Prizegiving, 7.00-9.00pm, Coxon Hall.
Friday 8 November	WCTA Prizegiving.
Wednesday 4 December	Board meeting & Dinner. Venue to be confirmed.
Thursday 12 December	Junior Prizegiving, 9.00-11.00am.

Discussion followed on Board attendance at Parent Evenings? Enrolment Evenings would be a really good time for the Board to be present. Kiri will keep this noted for later in the year.

<b>6.</b>	<b>Meeting Closure.</b>
<b>6.1</b>	<b>Meeting Review:</b>
	<p><b>What have we done that has benefited our students?</b></p> <ul style="list-style-type: none"> <li>- Good conversation about raising endorsement levels.</li> <li>- Scholarship opportunities available to students.</li> </ul>
	<p><b>What have we done in this hui in relation to our Te Tiriti o Waitangi Policy?</b></p> <ul style="list-style-type: none"> <li>- The Board will revisit their Hautu self-review list at a future meeting.</li> <li>- The final NCEA results for 2023.</li> <li>- HoD Board presentations. Members really enjoyed the experience. HoDs did really well.</li> </ul>

**Karakia Whakamutunga**

Ka whakairia te tapu Kia wātea ai te ara Kia tūruki whakataha ai Kia tūruki whakataha ai Haumi e, Hui e, Taiki e	Restrictions are moved aside So the pathway is clear To return to everyday activities
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**Meeting closed at:** 6.20pm

**Date of next Board meeting:** Tuesday 30 April @ 5.00pm.

## Action List from Minutes

Action Item	Action to be taken	Date	Person Responsible for Action	Current Update	Current Status
1.	Scholarships etc. Staff meeting discussion on ways to engage students to engage in 'aiming higher' to achieve more.	3/4/2024	SLT	Pending.	
2.	NZSTA Conference 2024 - June.	11/10/23	Board members.	On going.	On going.

### KEY for Action List

RED = Completed.

AMBER = Pending.

GREEN = New and needs following up.