



Greymouth High School Board MINUTES
Wednesday 6 March 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*

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| 1. | Administration. |
| 1.1 | Members present: <i>Samantha Mortimer (Principal), Kiri Russell, Joe Mason, Raelene Johnson, Lachlan Bull, Moira Janzen (Presiding Member), Ryan Mackenzie, Leevy Lancaster (late).</i> |
| In attendance: Elaine Bruce (Minutes), Raewyn McKnight (EO, Property/Finance). | |
| 1.2 | Prior Leave. <i>Jo Newton.</i> |
| 1.3 | Apologies. <i>Leevy joined the meeting late.</i> |
| 1.4 | Absent. |

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| Moved: <i>Moira Janzen</i> | Seconded: <i>Kiri Russell</i> |
| CARRIED | |

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| 1.5 | Casual Vacancy on Board. Sam explained to members present the process as set out by NZSTA. Elaine will place an advert in the Grey Star on Saturday 9 March, Facebook & Instagram and the school newsletter. |
| Resolved that the Board resolves to initiate the process to fill a Parent vacancy by selection. | |

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| Moved: <i>Ryan MacKenzie</i> | Seconded: <i>Joe Mason</i> |
| CARRIED | |

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| 1.6 | Interest Register and Declaration of Interests |
| 1.7 | Confirmation of Minutes of Previous Meeting |

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| | CONFIRMED Minutes Ordinary Board Meeting Greymouth High School 7/2/2024. |
| Resolved that the Minutes of the Ordinary Meeting of the Greymouth High School Board held on 7/2/2024 be confirmed as a true and correct record of the meeting. | |

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| Moved: Kiri Russell | Seconded: Joe Mason |
| CARRIED | |

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| 1.8 | Board Workplan 2024 |
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| 1.9 | <p>Action List from Previous Meetings. See at the bottom of this agenda.</p> <ul style="list-style-type: none"> - Discussion around NZSTA conference and the possibility of Lachlan attending in place of Adrian if this is possible. Lachlan will contact Emily Westacott to see if this can be done. The booked flights may be a problem to change the name. |
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| 1.10 | Hyperlinked List for the Board |
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| 2. | <p>Strategic Discussions & Decisions - 30 mins.</p> <p>Raewyn McKnight presented the financial overview and budget.</p> <ul style="list-style-type: none"> • Surplus of \$14,484 proposed for this year. There is a caveat around that in regard to classroom spaces and additional furniture requirements. • 2023 annuals are currently showing a surplus with some adjustments still to be made. • Lots of curriculum costs have increased over 2023. Tech food costs and staff tea costs, postage too which we do try and limit. • The Science upgrade is happening and the monies for this have been in an investment account for a number of years. • We have put money aside for the Kapa Haka Festival this year. • Items over \$500 are requested via a form which is discussed with the HoD and appropriate Senior Leader before approval. • Kiri asked about the cost of food for the school. Raewyn said that this has gone up 25%. <p>Classroom Space Issues.</p> <ul style="list-style-type: none"> • Sam talked about the Science upgrade, unfortunately Social Sciences is being done at the same time as is the English area. • There is mould in a classroom space which is still under investigation. • To try and accommodate decanting classrooms for renovation it is proposed that the hall will become two classrooms; Drama room will be one; mezzanine floor in Dave McKenzie gym, and the staffroom. There will be a need to buy some new furniture for some of these areas. Raewyn has asked around her EO group for some help too with any secondhand and borrowing furniture as well. The Ministry were onsite last week looking at spaces that could be used. • There will need to be some asbestos removal as part of the science upgrade. • The Fire Alarm upgrade will be taking place around the same time although we are trying to move that out a bit. • Sam would really like to thank Raewyn for all that she does. The year is going to be challenging but the result will be great! • The Ross MacFarlane gym is going to be painted over the next couple of weeks now repair work has been completed. <p>The Board thanked Raewyn for the update.</p> |
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| Resolved that the Board accepts the 2024 draft budget as the final and approved operating budget for the school. | |
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| Moved: Raelene Johnson | Seconded: Ryan McKenzie |
| CARRIED | |

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| 2.1 | Hautu. N/a this meeting. |
| 2.2 | <p>Principal's Report - March 2024. Key areas to note</p> <ul style="list-style-type: none"> - NCEA updated results. <i>On page 8 of the Principal's Report. Sam said that she is happy with our results. Still above the average or around the national average. UE has gone up to 39% which is really good. Literacy & Numeracy is still good. Maths and English work really hard for students in these areas.</i> - Continuing focus on attendance and engagement. <i>Managed to employ Kayla Hibbs to work with the contributing schools supporting Rob Evans and some pastoral care as well.</i> - Thursday 14 March - HoD Department Reports to the Board in the Library, 2.00-5.00pm. <i>Hoping to have all HoDs present but this will depend on relief. Afternoon tea will be provided. There is an apology from Sandra Quick who will speak to the Board at the next meeting or the one after.</i> <p><i>Lachlan asked about our stand down rate, which is high. Sam reported that last year the rate was really high. The Year 9 cohort particularly was about physical behaviours against others. We are aware that some kids learn in a different way than mainstream. Alt Ed is being used more too. We did have 3 suspensions last year. Sam feels that there has to be a line in the sand. Students sent to Alt Ed only attend for a period of time. It's usually around 6 weeks. Most are successful. We are a very restorative school. Sam feels that we are more settled this year. SLT are really working hard on some strategic stuff. Year 10s are a much more settled group than last year. Joe said that he feels the students are settled. Year 13s too.</i></p> <p>Professional Growth Cycle. <i>42/47 staff have completed this.</i></p> <p>Health & Safety. <i>Lachlan asked if Board members should be police vetted. Legally not. Board members have all signed a new Code of Conduct which encompasses that.</i></p> <p>Mental Health Support. <i>There are counsellors in the school which staff can use or EAP which staff are entitled to three free sessions. New teachers are supported by the Specialist Classroom Teacher who meets with these teachers on a semi-regular basis.</i></p> <p>The Japanese Visit <i>went really well and Sam is hoping to do a trip later in the year. Our students in NHK did really well and really enjoyed the experience. Our grateful thanks to Joe for his Mihi Whakatau.</i></p> |
| Resolved that the Board receives the Principal's Report 6/3/2024. | |

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| Moved: Moira Janzen | Seconded: Raelene Johnson |
| CARRIED | |

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| 3. | Committees - 10 mins. |
| 3.1 | Finance / Property. Meeting Monday 26 February. Sam asked if any Board members would be interested in joining the committee in light of Adrian stepping down from the Board. Discussions followed. Lachlan will check other commitments. |
| 3.2 | Policy Review: Committee meeting 12 February. |

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| Moved: Kiri Russell | Seconded: Moira Janzen |
| CARRIED | |

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| 4. | Public Excluded Resolution to Exclude the Public - Section 48, Local Government Official Information and Meetings Act 1987 (LGOIMA). Resolved that the Board excluded the Public from the meeting in accordance with Section 48, Local Government Information and Meetings Act 1987 at 5.50 pm. |
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| Moved: Moira Janzen | Seconded: Kiri Russell |
| CARRIED | |

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 |
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| 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 |

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| | | | withholding exists. Section 48(1)(a) |
| Resolved 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 6.00pm. | | | |

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| Moved: Ryan MacKenzie | Seconded: Joe Mason |
| CARRIED | |

Correspondence

5.1 Inwards Correspondence

| YY/MM/# | Date Received | Type | From | Contents |
|---------|---------------|------|------|----------|
| | | | | |

5.2 Outwards Correspondence

| YY/MM/# | Date Sent | Type | | From | Contents |
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ANY OTHER BUSINESS

- Update on change in Year 11 to white shirts from 2025. *Ryan reported. Feels that they got a pretty good response from students and parents. Leevy & Ryan met with Sam to discuss the results. There was a question about girls wearing long pants in winter. They can and there are a range of sizes. This will be conveyed to students at assembly. The Board are happy to phase this change with shirts from next year. Ryan and Leevy will write a letter to be sent to parents about the change.*
- Feedback from NZSTA re co-chairs. *Sam did phone NZSTA about co-chairs. They are possible but problematic. Any Board member can sign. It doesn't have to be the presiding member. She suggested that we get a google doc out to see who would like to do this. Sam and Jo meet very frequently on Facebook Messenger, face to face, phone etc. Discussions followed. Suggestion was made that chairing the meetings could be on a rotation basis. Sam is going to make up a google doc with all the jobs that the Board needs to do, committees, signing etc.*
- EOTC training in ChCh 16 May & 13 June, as per email sent out earlier this month. Anyone interested? **Ian Johnson** is prepared to talk to Board members after school if that would work for them. *Moira and Raelene are interested.*

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

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| Thursday 14 March | HoD Department Reports to the Board in the Library, 2.00-5.00pm. |
| Wednesday 3 April | Board meeting, 5.00-7.00pm in the Library. |
| Tuesday 30 April | Board meeting, 5.00-7.00pm in the Library. |
| Thursday 9 May | Junior Parent Teacher Evening, 4.00 - 7.00pm, Tech Block. |
| Wednesday 5 June | Board meeting, 5.00-7.00pm in the Library. |
| Thursday 20 June | Senior Parent Teacher Evening, 4.00 - 7.00pm, Tech Block. |
| Wednesday 3 July | Board meeting, 5.00-7.00pm in the Library. |
| Wednesday 7 August | Board meeting, 5.00-7.00pm in the Library. |

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| Wednesday 7 September | Board meeting, 5.00-7.00pm in the Library. |
| Wednesday 7 October | Board meeting, 5.00-7.00pm in the Library. |
| Thursday 17 October | Senior Parent Teacher Evening, 4.00 - 7.00pm, Tech Block. |
| Thursday 31 November | Senior Prizegiving, 7.00-9.00pm, Coxon Hall. |
| Friday 8 November | WCTA Prizegiving. |
| Wednesday 4 December | Board meeting, 7.00-9.00pm. Venue to be advised as it's our last meeting for the year. |
| Thursday 12 December | Junior Prizegiving, 9.00-11.00am. |

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| 6. | Meeting Closure |
| 6.1 | Meeting Review |
| | - What have we done that has benefited our students? |
| | <i>Uniform consultation via Google sheet. Classroom upgrades coming up this year.</i> |
| | - What have we done in this hui in relation to our Te Tiriti o Waitangi Policy? |
| | <i>Increased funding for NHK and Annual Plan 2: developing Kaupapa Maori. Looking at the Tiriti o Waitangi in Policies Committee.</i> |

Karakia Whakamutunga

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| 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: 6.32pm.

Date of next Board meeting: Wednesday 3 April.

*Raelene
3/4/24
RF*

Action List from Minutes

| Action Item | Action to be taken | Date | Person Responsible for Action | Current Update | Current Status |
|-------------|---|----------|--|----------------|----------------|
| 1. | Active Learners to be added to the Principal's Report? | 7/2/2024 | Sam to discuss with Jayne. | Pending. | Completed. |
| 2. | Contact NZSTA re having a co-Chair on the Board. | 7/2/2024 | Sam will contact NZSTA. | | Completed. |
| 3. | NZSTA Conference 2024 - June. | 11/10/23 | Board members. | Pending. | On going. |
| 4. | EOTC Training for Board members. | 6/3/2024 | Sam - Moira and Raelene have expressed an interest to meet with Ian. | Pending. | |
| 5. | Google Doc to be created by Sam for Board jobs to do. | 6/3/2024 | Sam action this. | Pending. | |
| 6. | Advert into Grey Star for Board vacancy. | 6/3/24 | Elaine & Sam. | Actioned. | Completed. |

KEY for Action List

RED = Completed.

AMBER = Pending.

GREEN = New and needs following up.