



**Greymouth High School Board MINUTES
Wednesday 7 February 2024
held in the Library at 6.30pm .**

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*

1.	Administration.
1.1	Members present: Jo Newton (Presiding Member), Samantha Mortimer (Principal), Kiri Russell, Adrian Perrin-Smith-Kahl, Joe Mason (via Google meet), Raelene Johnson, Moira Janzen, Ryan Mackenzie, Leevy Lancaster.
In attendance: Elaine Bruce (Minutes), Lachlan Bull.	
1.2	Prior Leave.
1.3	Apologies.
1.4	Absent.
1.5	<p>Call for nominations for Board Chair. Sam called for nominations. . Sam explained about the concept of co-chair - a suggestion. Discussions followed. Jo talked to the meeting about what is involved and that there is lots of support from NZSTA. We can all be supportive of each other.</p> <p>Jo Newton was unanimously re-elected as Chair.</p> <p>Resolved that Jo Newton be duly elected as Chair of the Greymouth High School Board.</p>

Moved: Raelene Johnson	Seconded: Moira Janzen
CARRIED	

1.6	School Board Casual Vacancy for a parent representative.
	Resolved: That Lachlan Bull be co opted to the Board as a parent representative.

Moved: Jo Newton	Seconded: R Johnson
CARRIED	

1.7	<p><u>Delegations.</u> Discipline Committee: to be organised when needed. Finance Committee: currently Adrian attends these meetings but any Board member can if they wish. Moira Janzen has said that she would like to attend. The delegation to the Executive Officer was discussed and the amount set was \$20,000; anything over this amount is to be approved by the Board.</p>
	<u>Resolved:</u> <i>That the Board accepts the delegations as set out in the linked document.</i>

Moved: Kiri Russell	Seconded: Moira Janzen
CARRIED	

1.8	<p>Key dates for the Board.</p> <ul style="list-style-type: none"> • Sam to check in with the Board re September & October meeting dates. Currently 4 September and 30 October. Timing? Board members took time to look at this document at the meeting and Sam explained. All dates are set for the various committees of the Board. Discussions followed and a decision was made to stay with the status quo. • Board morning tea for Staff for the start of the year. Coffee cart and cake - Monday 19 February @ 11.00am. Cake in the staffroom. • Timing of meetings. Discussions followed 5 - 7pm. Kiri will change things on the calendar.
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1.9	<u>Interest Register and Declaration of Interests.</u>
1.10	<u>Confirmation of Minutes of Previous Meeting</u> <u>CONFIRMED Minutes Ordinary Board Meeting Greymouth High School 6/12/2023.</u>
<i>Resolved</i> <i>that the Minutes of the Ordinary Meeting of the Greymouth High School Board held on 6/12/2023 be confirmed as a true and correct record of the meeting.</i>	

Moved: Kiri Russell	Seconded: Raelene Johnson
CARRIED	

1.11	<p><u>Board Work Plan 2024</u> - Draft. Sam talked to the meeting about the Board Work Plan for 2024. Copies were given in their Board packs.</p>
1.12	Action List from Previous Meetings. Completed.
1.13	<u>Hyperlinked List for the Board</u> This document has been updated for this year.

2.	<p>Strategic Discussions & Decisions - 30 mins. Initial NCEA results - Ian Johnson.</p> <ul style="list-style-type: none"> • These are initial results; updated at the end of February and lastly at the end of March. • There is a link in the Principal's Report and an updated sheet was tabled. • Level 1s will likely improve with around 9 students we are going to get across the line. Already ahead of the national figures. • Level 2 looks pretty good. • Level 3 is a little lower than we would have liked. • UE isn't as good as what we would have liked but everyone who needed UE achieved UE. There has been lots of support across all levels. • Numeracy is a lot better than we originally thought; Literacy slightly lower than national. • Endorsements are way down this year. Looking to see how HoDs can help with this during the year. We now have an Engagement person in the school keeping a close watch on this and to get students engaged at all levels. • Next steps - achievement rates around endorsements. The hope is to push the Level 1s up. <p>Leevy felt that the prep before exams wasn't good and thinks that could start sooner. The mock exams really do help. Everyone who wanted UE got it. 14 or more credits in 3 approved subjects. Ian will keep the Board updated until the final at the end of March. Board thanked Ian for the update. Sam thanked Ian for his work behind the scenes.</p>
2.1	<p>Hautu. Will do this next meeting in March. Jo explained to Lachlan about Hautu.</p>
2.2	<p>Principal's Report - February 2024. Key areas to note Visit from Tama High School in Japan - 16th February - need to sign the Sister School agreement. Period 5, 2.00pm members are invited to attend. Signing will be live streamed to Tama High School as well.</p> <p>Sam feels this is a really good way of introducing our students to international students.</p> <p>Sam talked to her report, and said that she would now be reporting on the NELPs. A bit of changing around; the report now is bigger because of graphs during the year.</p> <p>Strategic Plan 2024-5. This document was tabled at the meeting and Sam talked to this at the meeting. At some future point we will re-look at this document as there may be changes that need to be made. This document will be uploaded on the 1st March.</p> <p>Reminder: Thursday 14th March, 2.00-5.00pm HoDs department reports to the Board. This is an interesting presentation to attend. Members are encouraged to have some questions for HoDs as well.</p> <p>Sam's presentation to staff on the first Staff Only Day</p>
<p>Resolved that the Board receives the Principal's Report 07/2/2024.</p>	
<p>Moved: <i>Adrian Perrin-Smith-Kahl</i></p>	<p>Seconded: <i>Moira Janzen</i></p>
<p>CARRIED</p>	

3.	Committees - 10 mins.
3.1	Finance / Property. Next meeting to be advised - Tuesday 27 February @ 5.00pm. (Adrian & Moira).
3.2	Policy Review: Organise date today. (Raelene, Kiri & Elaine) Monday 12th February 3.15

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 8.00 pm.
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Moved: Raelene Johnson	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
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)

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 8.05pm.

Moved: Jo Newton	Seconded: Raelene Johnson
CARRIED	

Correspondence

5.1 Inwards Correspondence

2024	Date Received	Type	From	Contents

5.2 Outwards Correspondence

2024	Date Sent	Type	From	Contents

ANY OTHER BUSINESS

BLAZERS. Leevy reported that the blazers should only be available to seniors, 11-13s. Seniors feel that some junior students don't respect the uniform. It's something to aspire to in the senior school. Blazers are an optional uniform item for seniors. If they do need one for a special occasion, they can borrow one if need be.

SHIRTS. Leevy and Ryan discussed with the board that Year 11s should be able to wear the white shirts, not the blue as is currently worn. It's easier to identify juniors from seniors too. Sam advised that this request will need to be put out to our school community as it is an additional cost for parents. Ryan & Leevy were asked by Sam to organise a Google form to gauge student opinion as well.

Leevy & Ryan would like to be able to report to students about the Board meetings.

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

Thursday 16 February	Japanese visitor from sister school, Tama High School, Japan.
Wednesday 6 March	Board meeting, 5.00-7.00pm in the Library.
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.
Wednesday 1 May	Board meeting, 5.00-7.00pm in the Library.
Thursday 9 May	Junior Parent Teacher Evening, 4.00 - 7.00pm, Tech Block.
Wednesday 4 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.
Wednesday 4 September	Board meeting, 5.00-7.00pm in the Library.
Thursday 17 October	Senior Parent Teacher Evening, 4.00 - 7.00pm, Tech Block.
Wednesday 30 October	Board meeting, 5.00-7.00pm in the Library.
Thursday 31 November	Senior Prizegiving, 7.00-9.00pm, Coxon Hall.
Friday 8 November	WCTA Prizegiving.
Wednesday 4 December	Board meeting, 5.00-7.00pm in the Library.
Thursday 12 December	Junior Prizegiving, 9.00-11.00am.

6.	Meeting Closure
6.1	Meeting Review
	- What have we done that has benefited our students?
	<ul style="list-style-type: none"> • Powhiri for our new students starting school. Really well done. Joe would like our Pumanuwa to take a bigger role at the end and beginning of the year. They are teaching staff waiata and haka. • Good to be back at school for students. • Peer Support leaders doing a great job. Year 12s now too. Leaders go into Year 9 classes once a week to help build relationships. • NCEA reporting.
	- What have we done in this hui in relation to our Te Tiriti o Waitangi Policy?
	Te Reo classes offered to Board members and staff.

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: 8.20pm

Confirmed by:

 Robyn Johnson 6/3/24
Board Chair Date

Date of next Board meeting: Wednesday 6 March, 5.00pm.

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 Rowan.	New	
2.	Contact NZSTA re having a co-Chair on the Board.	7/2/2024	Sam will contact NZSTA.		
3.	NZSTA Conference 2024 - June.	11/10/23	Board members.	Pending.	On going.

KEY for Action List

RED = Completed.

AMBER = Pending.

GREEN = New and needs following up.