



**Greymouth High School Board MINUTES**  
**5.00pm Tuesday 30 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, Samantha Mortimer (Principal), Kiri Russell, Joe Mason, Raelene Johnson (Chair), Lachlan Bull, Moira Janzen, Ryan Mackenzie, Leevy Lancaster
<b>In attendance:</b> Raewyn McKnight (Minutes). Simon Robinson (Observer)	
<b>1.2</b>	<b>Prior Leave.</b>
<b>1.3</b>	<b>Apologies.</b> Elaine Bruce.
<b>1.4</b>	<b>Absent.</b>

<b>Moved: J Newton</b>	<b>Seconded: M Janzen</b>
<b>CARRIED</b>	

<b>1.5</b>	<a href="#">Interest Register and Declaration of Interests</a> Nil to declare.
<b>1.6</b>	<a href="#">Confirmation of Minutes of Previous Meeting</a> <a href="#">CONFIRMED Minutes Ordinary Board Meeting Greymouth High School 3/4/2024.</a>
<b>Resolved</b> that the Minutes of the Ordinary Meeting of the Greymouth High School Board held on 3/4/2024 be confirmed as a true and correct record of the meeting.  Moved: L Bull CARRIED	
Seconded: K Russell	

<b>1.7</b>	<a href="#">Board Work Plan 2024</a>
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1.8	<b>Action List from Previous Meetings.</b> <i>See at the bottom of this agenda.</i>
1.9	<p><a href="#">Hyperlinked List for the Board</a></p> <p>Discussion about graduation and students attending - Sam noted that it is important an adult BOT member attend as well as the students.</p> <p>Discussion about Chair role and what could/couldn't be rotated amongst members, signing etc. Sam noted it was useful for her to have one designated person to discuss issues with. Okay to have a different person facilitating each month but needs someone to be designated as Chair, that can change during the term. There was a discussion about Board Chair role changing to Lachlan - he is happy for that. Jo would stay on the Board. Sam noted that we could leave this formality until the next meeting in order to find out the correct language/phrases to use. The intention is also to co-opt Simon onto the Board at that next meeting.</p>
1.10	<a href="#">Board Jobs</a>

2.	<b>Strategic Discussions &amp; Decisions - 50 mins.</b>
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2.1	<p>Monitoring - Strategic Plan/Annual Implementation:</p> <p><b>Focus on Literacy with Sandra Quick. (View slide presentation <a href="#">HERE</a>)</b></p> <p>English - successes and challenges with juniors writing/reading. Very happy with success and work from teachers with students. Sandra discussed limitations about previous lack of data.</p> <p>Seniors - piloted Level 1 NCEA. Learnt heaps from the process and was able to support students with individualised programmes.</p> <p>Discussed priorities for 2024, new units of learning, creative writing etc. Talked about how entering the Barbara Cowan cup (juniors) will help extend students.</p> <p>Leevy wondered if this was a way for students to earn house points.</p> <p>Seniors - new processes are quite challenging for teachers, there will be differentiation by assessment. Students now need to do numeracy and a reading and writing test - if they don't pass they don't get NCEA.</p> <p>Sandra noted about support for staffing transitions with some recent changes in the English Department.</p> <p>Sam acknowledged the amount of effort put into every student, she appreciates working with Sandra very much. Sandra took questions from the Board.</p> <p><i>Sandra to send an email about training - Board members welcome to attend.</i></p>
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2.2	<p><b>Hautu</b></p> <p><b>Hautu 2024</b></p> <p>Jo discussed where things had got to at the end of the year and she was now trying to understand the "how to" into practice. She explained that she felt the Board should consider visioning, she had a paper she had produced and suggested using 10min each Board meeting to review the four priorities in the current strategic aims area. Board broke into small groups to brainstorm what they want to see/hear/feel as a Board at the end of 2024 speech. Groups fed back to the Board their thoughts. Celebration of achievements / acknowledgement of bridging different educational worlds / engagement of students / Board attending professional development sessions / whole school-wide aspiration. Jo will look to bring all these thoughts to the next meeting with a pathway forward and how it will look.</p>
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<b>2.3</b>	<p><b>Principal's Report - April 30, 2024.</b> <b>Key points to note</b></p> <ul style="list-style-type: none"> <li>- Phones Away for the Day - PB4L</li> <li>- Sam thanked the Board for allowing her leave, she felt like she had a great break with her extended family.</li> <li>- Attendance - Sam noted there will be a review of this service undertaken by ERO. She is keen to provide feedback about how some of the processes have been put together. GHS attendance is slightly getting better - who knows what the answer is. Great and strong attendance team working with teachers. Acknowledged it is adding workload to teachers. Acknowledged Kiri supporting our whanau in the background behind the attendance service. Medical seems to be the biggest reason for non-attendance, easiest to give for families. Lachlan asked how GHS sat in terms of other schools. Sam noted that she felt attendance across NZ was much the same.</li> <li>- Phones away for the day - day two! Student reps said they had discussed it and it was a little struggle but something to get used to. PB4L have been very supportive in making things restorative rather than punitive. Lesson for all classes to be rolled out about this. Leevy noted that lateness to class was compounded by students being unable to check their timetables on phones. This was acknowledged.</li> </ul>
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**Resolved** that the Board receives the Principal's Report 30/4/2024.

<b>Moved: M Janzen</b>	<b>Seconded: J Mason</b>
<b>CARRIED</b>	

<b>3.</b>	<b>Committees - 10 mins</b>
3.1	<p><b>Finance / Property - Minutes for Approval</b> Tuesday 23 April.</p> <ul style="list-style-type: none"> <li>• New Item - Principal's House Garage:. Raewyn explained the need to replace the garage which was barely holding together and the cost - estimated around \$46,000 which includes asbestos removal.</li> </ul> <p><b>Agreed/Approved Unanimously:</b> <b>Moved: R Johnson    Seconded: M Janzen</b></p>
3.2	<p><b>Policy Review. Next one Term 2 - Sam to organise after the meeting.</b> <b>None</b></p>

<b>Moved: L Bull</b>	<b>Seconded: M Janzen</b>
<b>CARRIED</b>	

<b>4.</b>	<p><b>Public Excluded - 20 mins 6.53pm</b> <b>Resolution</b> to Exclude the Public - Section 48, Local Government Official Information and Meetings Act 1987 (LGOIMA). <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 6.58 pm.</p>
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<b>Moved: J Newton</b>	<b>Seconded: K Russell</b>
<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)

***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 7.02pm.

<b>Moved: R Johnson</b>	<b>Seconded: J Mason</b>
<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

**Toilets** - Leevy raised the issue of toilets being unavailable because of vandalism, vaping etc. It is a particular problem with boys' toilets. Sam advised we had employed a cleaner during the day which had significantly helped with vandalism. It is a really challenging situation. Sam talked about things that had already been tried around vandalism and the effect it has on students. Raewyn explained there were guidelines from MOE around how many toilets the school had to have and we were well over the number. We absolutely understand the frustration having toilets out of action. Moira asked about whether we could start changing a culture from Year 9. Sam said it would be great if student leaders supported the school around stopping this behaviour. All great ideas are welcomed.

**Thank You Letter** - Joe asked if these had been sent to members who left, Torbin & Adrian. Sam was not sure but will check

**Info on professional learning for BOT members** - Jo asked if people received this info via email..

**Prizegiving** - Kiri realised that student leader representation changed in October each year so that was why the current leaders didn't necessarily participate.

**Speakers in classrooms** - Leevy asked about these and an intercom system - Sam noted it was extremely expensive and we were not able to have at the moment. We'd love it. Could messages be chromecast to class TVs? Not all classrooms have TVs yet. One day.....

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

Thursday 9 May	Junior Parent Teacher Evening, 4.00 - 7.00pm, Tech Block.
Tuesday 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 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.

<b>6.</b>	<b>Meeting Closure</b>
<b>6.1</b>	<b>Meeting Review</b>
	<ul style="list-style-type: none"> <li>- What have we done that has benefited our students?</li> <li>- <i>Hautau plan</i></li> <li>- <i>Toilets</i></li> </ul>
	<ul style="list-style-type: none"> <li>- What have we done in this hui in relation to our Te Tiriti o Waitangi Policy?</li> <li>- <i>Hautau plan</i></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:** 7.08pm

**Date of next Board meeting:** Tuesday 4 June.

## Action List from Minutes

Action Item	Action to be taken	Date	Person Responsible for Action	Current Update	Current Status
1.	NZSTA Conference 2024 - June.	11/10/23	Board members.	Pending.	On going.
2.	Sam to talk to John de Goldi about information out re: scholarships (in a careers meeting)	10.5.24	Sam M		
3.	Sam to check with Elaine on thank yous to board members -	10.5.24	Sam M		

### KEY for Action List

RED = Completed.

AMBER = Pending.

GREEN = New and needs following up.