

Timaru Girls' High School Board of Trustees

Minutes of a meeting of the Board of Trustees held on Tuesday 28 January 2020 in the Board Room,
Timaru Girls' High School at 6 pm

PRESENT:

Vicki McKnight (Chair), Deb Hales, Adam Martin, Alison Leadley, Andy Collins, Kate Sorenson

IN ATTENDANCE:

Erica Bailey (Deputy Principal), Logan Callow (Deputy Principal), Debbie Waldron (Secretary), Janine Quigley (Business Manager)

WELCOME:

Vicki welcomed everyone and asked for a moment's silence in respect of Mr Matthew Chapmans passing over the school holidays.

KARAKIA:

APOLOGIES:

Ginny Vincent, Keri Johnston

CONFLICTS OF INTEREST:

None

PUBLIC ATTENDANCE:

APOINTMENT OF OFFICERS:

1. Election of Chairperson

Vicki McKnight vacated the chair. Alison Leadley assumed the chair and called for nominations for chairperson.

Vicki McKnight was nominated by Deb Hales, seconded by Adam Martin.

There being no further nominations, Vicki McKnight was elected Board chairperson for 2020.

Vicki McKnight resumed the chair and called for nominations for deputy chairperson.

Ginny Vincent was nominated by Alison Leadley in Ginny's absence, seconded by Vicki McKnight.

There being no further nominations, Ginny Vincent was elected Board deputy chairperson for 2020.
(assuming that Ginny was comfortable to carry this position on)

2. Schedule of Delegations

The schedule for 2020 was tabled and reviewed. Deb Hales appointed herself as the privacy officer and the EEO officer. The Protected Disclosure Officer will be Vicki McKnight

MOVED: That the following appointments be approved – that the Principal Deb Hales be appointed as the Privacy Officer and EEO Officer, and that the Board Chairperson Vicki McKnight be nominated as the Protected Disclosures Officer.

D HALES / A COLLINS
CARRIED

3. Finance Committee

MOVED: To appoint the following as the finance committee - Alison Leadley as Chair with Board members Deb Hales, Vicki McKnight and Business Manager Janine Quigley. Adam Martin will attend the next scheduled meeting.

4. Other Committees

That the other committees follow the policies that are already set out. The other committees are:

- the Hostel Committee,
- the Audit Committee – Ginny Vincent and Erica Bailey,
- the Disciplinary Committee – as required,
- the Appointment Committees - as required.

MINUTES OF PREVIOUS MEETING:

MOVED: That the minutes of the meeting held on 26 November 2019 and 17 December 2019 be received as a true and correct record of proceedings.

V McKnight
CARRIED

MATTERS ARISING:

None

REVIEW OF ACTION TABLE:

- Hostel Strategic Plan – Ongoing, remove and put on Hostel action list
- Policies and Procedures – on going. Live to staff. Erica will give update next month.
- Valerie Port – Niece was very grateful for information, no update on estate yet. Remove from table
- School Donation Communication – sent out to community. 1 query only. Just waiting to see
- Strategic Planning Meeting update – to discuss later in meeting
- 2 x year 12 students left, where did they go – this has been answered at a previous meeting. remove from list
- Thank you card for other school who helped at yr 10 camp- Deb emailed the Principal. Also reimbursement to Mrs T Lissington was donated back to St Johns and the Westpac Helicopter.
- EOTC – dealt with and gone live to staff
- Schooldocs 'go live' for teachers has been done
- Reply letter to Lisa Grant for Gunns Bush camp – has been done

PRINCIPAL'S REPORT:

The Principal's report was tabled

- NCEA results were noted as disappointing. The board want the staff to know that it was a difficult year for everyone and the Board appreciate how all staff worked through it.
- Strategic Plan – Deb will send it out to the Board
- Invite the Janie Murray Trust to have a look at hostel renovations
- Send a letter to Mr Butterfield on the loss of his wife
- A memorial service for Matthew Chapman will be held on Friday 21 February 2020
- Clinton Davis has been appointed as Caretaker.
- Sagarita Sahana has been appointed fixed term 2020 teaching 2 x classes of English and 1 x class of social studies

MOVED That Principal's report be accepted.

D Hales / A Leadley
CARRIED

HEALTH AND SAFETY REPORT:

There was nothing to report at this time

FINANCE REPORT:

The finance reports were tabled.

Recommendations:

MOVED: That the November and December payment schedules, bank statements, leave reports, reconciliations of the school's business bank account, credit cards, bank transfers and the Staff Usage & Expenditure payroll reports for PP 16, 17,18 and 19 be approved.

A Leadley / A Collins
CARRIED

MOVED: That the banked staffing report dated 31 December 2019 be accepted.

A Leadley / A Collins
CARRIED

MOVED: That the installation of a bathroom in the old laundry space in the Annex building adjacent to the sick bay is approved as quoted to a total of \$25,000.

A Leadley / A Collins
CARRIED

MOVED That the finance report be accepted.

A Leadley / A Collins
CARRIED

CORRESPONDENCE:

Inward – Correspondence

- 28 November 2019 Controller and Auditor –General Letter and Document
- 29 November 2019 STA News
- 4 December 2019 Hon Tracey Martin
- 5 December 2019 Timaru Christian School – roll increase letter
- 11 December 2019 Martin Wakefield letter re resignation of Auditor
- 12 December 2019 Office of the Auditor-General – re auditor resignation

- 21 December 2019 Office of the Auditor-General – re appointment of Nexia NZ as auditor
- 13 January 2020 Waimate High School re school bus transporting TGHS students from Waimate each day

Outward Correspondence

- 30 October Letter to Waimate High School re bus
- 29 November Letter to Lisa Grant re Gunn's Bush Camp
- 6 December Letter to Helen McCaul re the Centennial sculpture

MOVED: That inward and outward correspondence be accepted.

V McKnight
CARRIED

GENERAL BUSINESS:

1. **Review Triennial Board Plan**
Nothing to review this month
2. **Review SchoolDocs 2019 schedule of policy reviews**
Trustees to make themselves aware of term 1 policies to review:
 - Recognition of Cultural Diversity
 - Staff Leave
 - Separated Parents, Day-to-Day Care, and Guardianship
3. **ERO Review**
Already discussed in Principal's report
4. **EOTC**
 - Year 9 Camp
 - Portobello Trip for Biology

New system hasn't been put out to staff as yet. Logan and Vicki to make a time re EOTC form

PUBLIC EXCLUDED BUSINESS

That the public be excluded from the following proceedings of this meeting.

The general subject matter of each matter to be considered while the public is 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 this resolution as follows –

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under sections 48 (1) for the passing of this resolution
• Staffing matters	Good reason to withhold exists under section 7 (2) (a)	
• Finance matters	Good reason to withhold exists under section 7 (2) (a)	

This resolution is made in reliance on Sections 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole of the relevant part of the proceedings of the meeting in the public are as follows:

- To protect the privacy of natural persons

The public were excluded from the meeting at 7pm.
Erica Bailey left the meeting at 7.05pm

MOVED That Logan Callow, Janine Quigley and Debbie Waldron be permitted to remain at this meeting after the public has been excluded.

V McKnight
CARRIED

There being no further business the meeting closed at 7.30pm.

NEXT MEETING

The next meeting will be held on Tuesday 25 February at 6 pm

SIGNED AS A TRUE AND ACCURATE RECORD OF THE PROCEEDINGS

CHAIRPERSON  DATE 25 - 2 - 2020

ACTION TABLE

Action	Who	When
SchoolDocs hostel page – information requested by SchoolDocs to be	K Johnston	On going
Review of Policies and Procedures update	E Bailey	Next meeting
Lighting for outside the hall	D Hales	Next meeting
Strategic Plan to be sent to board	D Hales	asap
Invite to Janie Murray Trust to look at Hostel renovations	J Quigley	asap
Send card to Mr Butterfield on the loss of his wife	D Hales	Next meeting
Logan and Vicki meet re EOTC procedure	L Callow/V McKnight	Next meeting