



**WESTLAND HIGH SCHOOL  
BOARD OF TRUSTEES  
ORDINARY MEETING HELD IN THE LIBRARY  
ON TUESDAY 12<sup>th</sup> APRIL 2011 AT 7PM**

**PRESENT** Jane Neale (chairperson), Gail Davies, Hamish Hamilton, Ferg Harding, Carol Martin, Joe Mason, Kathleen Scott (7.05pm), Jan Drylie (minutes)  
Todd Sandes (HOD English) 7.30pm-8pm

**APOLOGIES** *Resolved THAT Andy Thompson, Mark Davies and Tessa Lyes apologies be accepted. (Neale/Hamilton)*

**MINUTES** *Resolved THAT the Ordinary Minutes of the 15<sup>th</sup> March 2011 be confirmed as a true and correct record. (Neale/Harding)*

*Resolved THAT the Special Minutes and Meeting Notes of the 21<sup>st</sup> February 2011 be confirmed as a correct record. (Neale/Harding)*

**BUSINESS ARISING** **Whare waharoa carving, Te Whare Atawhai, Touchstone, Food Technology, Hi Café Openings/blessings**

See Principal's Report.

**Tosswill Woollaston painting: Taramakau Valley and Mount Turiwhate**

See Principal's Report

**National Standards Workshop Module 2**

16<sup>th</sup> March 2011 at St Patrick's School Greymouth with Jane Neale, Carol Martin, Kathleen Scott and Gail Davies. Trustees found it very informative and on reflection raised more questions.

**Board Procedures**

See Principal's Report

**Principal's Appraisal**

See Principal's Report

**CORRESPONDENCE** *Resolved THAT the outward correspondence be approved and the inwards correspondence received. (Neale/Davies)*

**Election day polling booth 26<sup>th</sup> November**

Trustees suggested that a display of student work be organized for public viewing.

**CONFIDENTIAL  
CORRESPONDENCE**

**PRINCIPAL'S REPORT** *Resolved THAT the "Principal's Report" and the "Committee Reports" be received. (Harding/Neale)*

**BUSINESS ARISING FROM THE PRINCIPAL'S REPORT** Comments not included in the Principal's Report are minuted.

**Student Update**

Trustees noted student successes.

*Nag 1 - Curriculum  
Years 7/8 students*

On the 4<sup>th</sup> and 5<sup>th</sup> April, Years 7/8 homeroom teachers, Raelene McMullan, Jenny Pizey, Christine Weepu and Janice Harrison met with students and parents/whanau to report on progress and encourage any changes to be made.

**Years 9/10 students**

On Wednesday 13<sup>th</sup> April the junior and senior school day will finish at midday to allow whanau teachers to spend time with years 9/10 students and parents/whanau to choose subjects for Term 2.

*Continued...2*

**Board of Trustees Minutes 12<sup>th</sup> April 2011  
Principal's Report**

*Nag 1 – Curriculum continued*

**Trends in International Mathematics and Science Study 2010/11**

The principal updated the Board on the latest feedback to schools in the 2010 Main Study from a class of 26 year 9 students as to their enjoyment, interest, expectations and perception of mathematics, science and school. There was positive feedback but two points of concern were some students felt that students do not respect each other at school and it was also noted that some do not feel as though they belong to the school. This will be followed through.

**7.30pm Todd Sandes, HOD English**

Todd distributed to trustees a *Westland High School Languages Department 2011 Data Summary* covering the whole school and went through the document (attached).

Bernie McClure has been a great help in compiling the document and Jackie Hendry with her support for struggling students. Michael Waller has made a big impact and students are succeeding with his teaching.

*Level 1 NCEA English* students have achieved 96% literacy and the aim is 100%. Increased curriculum support will help failure rate.

*Level 2* is a weak cohort, but numeracy is 81%. Average credits are unacceptable. Students must complete required work and more teacher aide support for some students.

*Level 3* a good percentage of credits earned. Academically strong cohort but average credits are below pro rata subject expectations. Goal to increase average credits to 12.

*Middle School Data:* Reading good and slightly above national results. Offering two top classes NCEA Level 1.

Writing skills are below national results and of serious concern.

Todd displayed a data flow chart with trustees showing students who are succeeding and students who are requiring to do more work in reading and handwriting.

Another flow chart showed the five class groups, which will all be targeted for writing remediation. Students will be tested again in Trimester 3.

*Junior school year 8*, reading 31% below their curriculum level and writing 93% below their curriculum level.

*Year 7*, 21% below reading and 47% below writing levels.

Strategy to run an intensive AvaiLL literacy programme.

*French Level 1* : 9 students, 55% attempted with 1 very high achieving student.

*Te Reo Level 1:* 2 students successful start to offering Te Reo at NCEA level.

Trustees were very pleased with the depth of analysis and positive changes made to make improvements in student's literacy. They thanked Todd for the huge amount of work that he has put in to improving student literacy along with support from Michael Wallar, English teachers Linda Hutt and Nick Meissel and Jackie Hendry and Bernie McClure. Letters of appreciation to be sent.

*Continued...3*

**Board of Trustees Minutes 12<sup>th</sup> April 2011**  
**Principal's Report continued**

*Nag 1 – Curriculum continued*

**Principal's Meeting - Westnet**

The principal spoke to his report regarding the principal's meeting in Ashburton, which he and Linda Hutt attended. The theme was how high speed broadband will affect teaching and learning in the future and what implications this has for schools. We are still in an industrial age trying to cope with the new digital world.

Linda also spoke on blended learning to a group of principals in Hokitika. This was a follow-on from an inservice day that Linda attended as our representative of the blended learning ICT PD Cluster of Canterbury West Coast e-Learning Schools.

**Query re music programme last meeting**

The principal followed through the query at the last meeting regarding music programmes. There has been a difficulty installing one programme, but work has been done so that students can have access to it.

**He Kakano**

*Nag 2 – Strategic Planning*

On Friday 15<sup>th</sup> April Raewin Tipene-Clarke and John Tate are meeting with the principal to discuss the school's He Kakano goals. He Kakano is based around improving relationships in the classroom.

**Charter**

The Ministry has given us an extension of time so that we can complete our Charter. Graeme Martin from the Ministry in Nelson met with the principal on the 7<sup>th</sup> April and a process was discussed for our 2011 Charter and major changes will be made in 2012 after consultation with the school community. The essential aspects of the Charter for this year will be work around the National Standards, which will proceed in the next couple of weeks.

*Nag 3 - Staffing*

**PPTA Strike**

The PPTA negotiated a settlement with the Ministry of Education on the 11<sup>th</sup> April.

**Staffing**

Ken Carpenter resigned from his position as teacher aide technology to live in Canterbury.

Nick Meissel has been appointed HOD Arts.

0.1 ORRs fixed term teacher position closes on the 15<sup>th</sup> April to cover Jacque Evans resignation. Bronwyn Perry is currently filling this position.

Discussion took place on the replacement of the Data Manager/Dean Support position. Julie Shawcross has taken up the data manager position and the office is redirecting time out students to senior classes.

**Management Units**

Some management units unallocated and the principal has sought input from staff regarding where these might best be allocated.

**Appraisal**

Peter Allan has given a quote for undertaking the appraisal of all the senior leadership team this year. At this time it is proposed that the principal's appraisal be timed June – June to allow adequate time to formulate a performance agreement and to give time for that performance agreement to be actioned. We are looking at the two deputy principals to be appraised mid term two. This will be dependant on the development of performance agreements for them and the Board accepting the cost.

The principal is bringing a new appraisal system for teaching staff divided into appraisal and attestation.

*Resolved THAT the Board approves up to \$7,000 out of reserves for appraisal of the senior leadership team. (Hamilton/Scott)*

*Continued...4*

**Board of Trustees Minutes 12<sup>th</sup> April 2011**  
**Principal's Report continued**

*Nag 4 – Finance and Property*

**Formal opening Te Whare Atawhai, Whare waharoa, food technology and Hi Cafe**

Trustees were delighted with the response from the community to bless and formally open our refurbished and new building, carving and touchstone. Te Runanga o Ngati Waewae played a prominent part at the 6am blessing and Maureen Pugh, Phoenix Finch Dixon (along with her teacher aide Amanda Wallace) and Lucy Barnes (Runanga Taurira co-chairperson) untied the ribbon at the 2pm ceremony. The principal said that the response showed the commitment to the school and thanked everyone involved.

Richard Cotton has offered to the Board a piece of Kauri that has been washed up by the sea.

*Resolved THAT the Board applies to Creative Communities for funding for any future carving. (Harding/Davies)*

*Nag 4 – Finance and Property continued*

**Tosswill Woollaston painting: Taramakau Valley and Mount Turiwhate and Doris Lusk Painting**

The painting is now in Hokitika in a protected environment.

**Principal meeting with the Ministry and School Support**

The principal spoke to his report on his meeting with the Ministry on the 18<sup>th</sup> March in Nelson. Unfortunately he was unwell and unable to meet with School Support.

Issues need to be looked at urgently in terms of previous plans and expectations around property. We have had notification from the Ministry our need to develop our Five and Ten Year Plan and we need to evaluate applications to undertake our property management. This is a requirement as at present we use a provider who is not registered with the Ministry as an approved provider.

The different tenders were discussed for property management. It was agreed that the principal would take the tenders back to the Building and Grounds committee and ask for their recommendation to the Board. A special meeting of the Board will be held before the end of this week.

**School Housing**

Some progress has been made to bring the principal's house up to standard. The principal will check with other teachers in school houses to see if they have had their outstanding repairs fixed as well as contact Darroch Limited.

**Te Whare Atawai**

Te Whare Atawai has been signed off for compliance. The Ministry has yet to sign it off.

*Nag 5 – Physical and Emotional Safety*

**Public Excluded**

*Resolved THAT the public be excluded to protect the privacy of the people concerned. (Chairperson)*

**Public Readmitted**

*Resolved THAT the public be readmitted and the business undertaken in committee be confirmed. (Chairperson)*

*Nag 6 - Administration*

**International Programme Marketing**

Planning is well underway for the international marketing trip with ODENZ. Impressive new pamphlets have been produced by Julie Shawcross. Yvonne Simpson is supporting the principal with information.

*Resolved THAT an incidental account of NZ\$50 a day be made for the principal's minor payments without receipts. (Neale/Davies)*

*Continued...5*

**Board of Trustees Minutes 12<sup>th</sup> April 2011**  
**Principal's Report continued**

*Nag 6 – Administration continued*

**Thai Group**

The Thai group visit was very successful and the Board appreciated the work done by Yvonne Simpson and Annemarie Greig. Letters of appreciation be written.

It was agreed that if a presentation gift is accepted personally that it be noted in the minutes.

**Board Procedures**

Query from March meeting - 4.08 Suspension Procedure

The principal or acting principal's power of delegation to stand-down or suspend is covered by 4.01 Annual Delegation, No 1 ...Section 76 of the Education Act 1989. Section 76 covers in 2(b) the principal, has complete discretion to manage as he thinks fit in the school's day-to-day administration.

*4.01 Annual Delegation* (attached), No 1 needs to be altered because the Deputy Principals have had a discussion and agree that the first acting principal in the delegation be the Deputy Principal Curriculum as she has had more experience in this role.

*Resolved THAT the Board approve the 4.01 Annual Delegation with the first delegated acting principal be Deputy Principal Curriculum.*

*(Harding/Scott)*

Other procedures the Board need to sign off/formulate is 4.03 Charter, 4.031 Strategic Direction and 4.06 Maori before the policy can be signed off.

**ERO**

We have received a letter confirming that ERO will review in either term three or four this year.

**Stand-downs/Suspensions**

Three stand-downs: Two two-day and one three-day for continual disobedience.

**School Ball**

The school ball is on the last day of Term 2, 15<sup>th</sup> July.

**MOE Board Alert**

Trustees noted the Board Alert advertised in the NZ Education Gazette on the 28<sup>th</sup> March 2011.

**GENERAL**

**APOLOGIES**

There were no apologies for the next meeting.

**MEETING CLOSED** 9.15pm

**SIGNED**

\_\_\_\_\_  
Chairperson

**DATE** \_\_\_\_\_

*Continued...6*