



**WESTLAND HIGH SCHOOL  
BOARD OF TRUSTEES  
ORDINARY MEETING HELD IN TE WHARE ATAWHAI  
ON TUESDAY 25<sup>TH</sup> OCTOBER 2011 AT 7PM**

**PRESENT** Jane Neale (chairperson), Carol Martin, Mark Davies, Hamish Hamilton, Andy Thompson (7.10pm), Kathleen Scott, Jo Mason, Gail Davies, Latham Martin, Tessa Lyes, Ferg Harding  
Jan Drylie (minutes), Tom Scollard  
Ann Bower (HOD Science) 7.30pm

**WELCOME** Latham Martin was welcomed to the Board meeting along with Tom Scollard who is offering the Board management training.

**DECLARATION OF INTEREST**  
Nil

**GIVING VOICE (SPEAKING RIGHTS)**  
*Resolved THAT speaking rights be given to Latham Martin, Tom Scollard and Ann Bower.  
(Neale/Hamilton)*

**MINUTES** *Resolved THAT the Ordinary Minutes of the 20<sup>th</sup> September 2011 be confirmed as true and correct records, including in committee minutes,  
(Neale/Hamilton)*

**BUSINESS ARISING FROM MINUTES**

**Kahui Kaumatua meeting**  
See Principal's Report.

**Positive posters for cultural acceptance of differences**

Posters to be put up around the school showing positive cultural acceptance of differences are to be sourced.

**NZSTA MNWC Training**

Jane Neale, Hamish Hamilton, Carol Martin and Kathleen Scott were involved in the Hokitika training on "Purposeful Meetings" and Jane Neale attended "Leadership Role" in Greymouth.

**Community School Consultation**

See Principal's Report.

**ERO Longitudinal Review**

See Principal's Report.

**Interim Report 2011 Student Achievement Targets**

Agenda item for November meeting – please note new date, 22<sup>nd</sup>.

**Board of Trustees Student elections**

Unfortunately because a returning officer was not appointed in August the Ministry are now considering a new time frame, which has had to be published in the Gazette. If the new dates are accepted, the new student trustee will take office on the 7<sup>th</sup> December.

**Confidential workplace survey for teachers' and non-teaching staff**

See Principal's Report.

**Board Meeting Plan 2012**

To keep current school structures in line with Board meetings changes will need to be made at the November meeting.

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

**Ministry Charter Training, 9<sup>th</sup> November, 7-9pm at Grey Main School**

Jane Neale, Kathleen Scott and Ferg Harding have indicated that they will attend the training session with Graeme Martyn.

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

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

**BUSINESS ARISING** Comments not included in the Principal's Report are minuted.

**FROM THE**  
**PRINCIPAL'S**  
**REPORT**

**Student Update**  
Trustees noted student successes.

### *Nag 1 – Curriculum*

#### **Senior Assessment Week**

Interviews with parents have been held leading on from assessment week (29<sup>th</sup> August until the 2<sup>nd</sup> September). Senior students have only two school weeks before they are released for external exams.

### *Nag 2 – Strategic Planning*

#### **He Kakano**

Linda Hutt and Ferg Harding met with Raewin Tipene-Clark and John Tate to summarize progress to date and to investigate next steps.

Interested parties from Westland will meet in South Westland Area School on the 14<sup>th</sup> and 15<sup>th</sup> November. The purpose of this wananga is to introduce school middle management to some of the ideas that He Kakano is based on and look in more depth at the effective teacher profile developed from research through the University of Waikato.

#### **Community School Consultation**

On the 26<sup>th</sup> September staff, students, parents and community worked together to investigate what unique aspects of our local culture should be incorporated into the education provided by Westland High. These ideas were then aligned with the New Zealand Curriculum values. From this, three values were identified as having the highest priority for our community and time was spent visualizing how these might be incorporated into our teaching and learning programmes.

#### **ERO Longitudinal Review**

Interim Report 2011 on Student Achievement Targets will be in the 22<sup>nd</sup> November report.

#### **Strategic Focus / Redevelopment of the Charter document**

The community consultation morning plus the subsequent teacher only day has given us an indication of the "values" our community feel are important to this region which they would like to see as a part of our continuing development of our curriculum and strategic planning. There is a charter development seminar run by the Ministry on 9<sup>th</sup> November that the principal will attend. The principal suggested that he would prepare a draft Charter for Board's discussion.

#### **Annual Plan Progress**

We have yet to be contacted by ERO re the details for the longitudinal review. Work on a draft annual plan for 2012 will take place over the next month, with or without the input from ERO. The principal will bring a draft to the next meeting.

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Principal's Report continued**

*Nag 3 – Staffing*

**Staffing**

Faith Sayer, LTR 2011 Fabric Technology, has been appointed to a position at Sacred Heart College in 2012. Faith has been instrumental in starting off an embroidery club (along with Yvonne Simpson) and a photography club, along with teaching fabric and art classes.

**Reduction of staffing for 2012**

An appeal regarding the projected school roll for 2012 was submitted to the Ministry of Education and we have received a positive revision.

**NEiTA Recognizing Excellence**

The students nominated Bruce Barnes and Madeline Campbell for the 2011 Excellence in Teaching Award.

*Nag 4 – Finance and property*

**Property Management**

**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)*

**7.30pm**

**HOD Science Ann Bower**

The Science Department Review had been circulated prior to the meeting.

The chairperson welcomed Ann to the meeting and thanked her for her very informative report.

Ann went through her report, which included staffing and a break down of statistics for Achievement Standards into gender and ethnic groups for Level 1 Science, Level 2 Chemistry, Level 3 Chemistry, Level 2 Biology, Level 3 Biology, Level 2 Physics and Level 3 Physics. In years 7-10 data is measured by keeping a record every year. Generally year 7 make good progress and level off at year 8 and year 9 make progress again. Maori students are choosing not to do senior science. Senior girls are receiving higher grades than their male counterparts.

Ann's aim for 2012 is to achieve a minimum of 5% improvement in grades across the department, but most particularly at Level 1 Science. This will be achieved through ensuring that students have the opportunity to achieve a fair number of internal achievement standards, while ensuring that they are also entered for external standards. Previous years statistics have shown that students who have achieved sufficient credits in internal standards do not always make sufficient effort to achieve their external standards. This choice by students can affect expected outcomes. With new rules for subject endorsement (that a student must have achieved in a minimum of one internal and one external assessment) it is hoped that more students will make decisions that will lead to higher achievement. Extra tuition, at lunch times and after school, will continue to be offered for all students. Students will continue to be given the opportunity to do formative assessments before each summative assessment.

The new initiative of purchasing the 'wikidupd8' programme for middle school science classes has proved to be worthwhile. Setting it up, preparation and resources has been labour intensive.

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**Ann Bower, Science Department Report**

Erika Pieper has been accepted into Veterinary Science at Massey and the girls who went nursing are doing really well.

Concerns: Sufficient funding for resources required, both in the middle school and the new curricula for NCEA Levels 1 and 2; the anticipated low numbers of students likely to be going onto Level 3 sciences in 2012; a handy person to repair faulty electrical gear is required. Hamish Hamilton offered to investigate how this might be provided.

Senior biology classes look at the ecological aspects of our natural bush and year 11 science for life class took a field trip to Franz-Josef glacier to complete an assessment on surface geographical features.

Students know where they are in terms of their desired achievement through records on KAMAR, feedback after tests are returned and senior classes are given a record sheet to enter the grades received for each assessment they do.

*Resolved THAT a letter of appreciation be sent to Ann Bower and members of the Science department for their ongoing work. (Neale/Davies)*

***Nag 5 – Physical and emotional safety***

**NZCER Teacher Workplace Survey**

**Public Excluded**

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

**Public Readmitted**

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

***Nag 6 – Administration***

**Kahui Kaumatua**

The meeting between the Board Chair, Principal, Te Runaka o Ngati Waewae representative, Christine Weepu and Kaumatua is now scheduled for the 2<sup>nd</sup> November at 12.10pm at the pa.

**Enrolments at our contributing primary schools**

Enrolments are underway with a successful open evening on the 28<sup>th</sup> September and Year 6 Hokitika Primary students enrolled to date. We finish with an orientation morning and lunch on the 23<sup>rd</sup> November.

**Speakers for prize giving ceremonies**

On Wednesday 30<sup>th</sup> November, ex student, Chris Noble will be our guest speaker at the senior prize giving. At a ceremony held on the 11<sup>th</sup> October 2011 Chris was presented with the most prestigious award for most significant contribution to meteorology in New Zealand and is the youngest person ever to receive it. He also features on a wall display at the Carter Observatory in Wellington along with significant people in science today. The chairperson and principal will also speak at the senior prize giving. The principal said he would share his opportunity to speak with his senior management team. Trustees suggested that for this year some parents have not seen or heard Ferg speak and it would be good to have him speak. He agreed.

Trustee representatives for:

Year 11 prize giving, Friday 2<sup>nd</sup> December – Joe Mason

Years 9/10 prize giving, 9<sup>th</sup> December – Tessa Lyes

Years 7/8 prize giving, 9<sup>th</sup> December – Latham Martin

Ferg and Tessa will organize musical items at each prize giving.

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Principal's Report continued**

**Transport to Alternative Education**

The Ministry of Education will not pay for our students to go to Greymouth to participate in Fresh Start even though we have two guaranteed places on the programme. The principal expects the school to get a refund for tickets not used. Only one student is being supported using our own funds. For the other student Ministry funding is provided. The principal will question the Ministry's decision.

**Use of Common Seal**

*Resolved THAT the Board notes that the WHS Common Seal was used on the 28<sup>th</sup> September 2011 on a confidential University of Otago accommodation reference form for Katherine Doonan. (Harding/Davies)*

**Suspensions/stand-downs**

Since our 20<sup>th</sup> September meeting we have had one two-day stand-down and two three-day stand-downs.

**MOE Board Alert**

Trustees noted the Board Alert 19<sup>th</sup> September and 3<sup>rd</sup> October 2011.

**COMMITTEE  
REPORTS**

**Building & Grounds**

The Minutes of the 21<sup>st</sup> September 2011 were received.

**Deans**

The Minutes of the 4<sup>th</sup> October 2011 were received. Discussion took place on the wording of the feedback from the uniform committee.

**Finance**

The Finance Committee Minutes of the 5<sup>th</sup> October 2011 and Income/Expenditure Summary 15<sup>th</sup> September 2011 had been circulated.

*Resolved THAT the Board notes the Finance Minutes of the 5<sup>th</sup> October 2011 and queried the incompleteness of the motion of the Financial Minutes of 8<sup>th</sup> September 2011, and ratified the Income and Expenditure Summary 15<sup>th</sup> September 2011. (Neale/Harding)*

**Banking Staffing Summary**

PP2414: 5<sup>th</sup> October 2011

|                         |               |                          |
|-------------------------|---------------|--------------------------|
| Entitlement             | 624.36        |                          |
| Use                     | <u>612.11</u> | 12.25 (under use credit) |
| Plus B/F from 2010      | <u>2.98</u>   |                          |
| Total credit to date    |               | 15.23                    |
| Value @ \$64,000        |               | \$37,488                 |
| Cashup value @ \$44,320 |               | \$25,961                 |

**Defibrillator**

The Board agreed to apply for funding for a defibrillator.

*Resolved THAT the Board applies to the Lions Foundation for funding for a defibrillator. (Harding/Davies)*

**IT**

The Minutes of the 22<sup>nd</sup> September 2011 were received.

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**Principal's Report continued**

**GENERAL Westland Sports Hub**

Andy Thompson tabled a document from Mayor Maureen Pugh regarding the Westland Sports Hub Incorporated requesting that the hub be on the site of Westland High School. Andy feels that we need to have a serious discussion so that we do not miss the opportunity. Ferg said that discussion has been held and that the Ministry needs to also be on board as the land belongs to them. Discussion took place. Tom Scollard said he feels the Ministry will be more interested if the school has a direct approach from the Westland Sports Hub. He asked where does the Westland Sports Hub fit into our strategy? What do we want the school to look like in five years time? What are the school values? What is important to us?

A letter to be written to Maureen Pugh to continue dialogue. Andy, Ferg and Jane were interested in being a part of the discussion. Gail said that she would represent the Board at the public meeting on the 9<sup>th</sup> November.

*Resolved THAT a letter be written to Maureen Pugh thanking her for her approach. Ferg Harding, Andy Thompson and Gail Davies will continue dialogue on the Westland Sports Hub. (Neale/Scott)*

**Prospectus**

Mark Davies appreciated the 2012 Prospectus.

*Resolved THAT a letter of appreciation be sent to Julie Shawcross, Latham Martin and Reilly Burden for their work with the Prospectus. (Davies/Harding)*

**Board Professional Development**

Trustees were reminded of their workshop with Tom Scollard at 6pm next day.

**APOLOGIES**

Tessa Lyes and Latham Martin apologized for the 22<sup>nd</sup> November meeting as they will be preparing for exams.

**MEETING CLOSED** 9.10pm

**SIGNED**

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Chairperson

**DATE**

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