



CHRISTCHURCH GIRLS' HIGH SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD ON MONDAY 27 NOVEMBER 2017 AT 5.00PM IN ROOM A101 AT THE SCHOOL

PRESENT: Mr M Lay (Chairperson), Mrs P Duthie (Principal), Mr C Allfrey, Mr J Bowden, Mr P Commons, Mr R Frier, Mrs H Harding, Ms J Goldsmith and Mr B Northern, Ms A Lill

IN ATTENDANCE: Mrs A Johnston (Board Secretary)

APOLOGIES: Mrs L Green, Mrs C Miller

Motion: Moved Chairperson

That the above apologies be accepted.

Carried

1. ADMINISTRATION

1.1 Declarations of Interest - nil

1.2 Mr Paul Collier (a parent) joined the meeting.

PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons

Carried

Motion: Moved Chairperson

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

Carried

1.3 Minutes of Previous Meeting

Motion: Moved R Frier **Seconded C Allfrey**

That the minutes of the Board meeting held on 6 November 2017 having been circulated be approved as a true and correct record.

Carried

1.4 Matters Arising / Action Boxes – covered during tonight's meeting

1.5 Correspondence

Inwards:

- o Education Gazettes – 13/11/17 & 27/11/17
- o NZ Principal – November 2017 Vol. 32 No. 4
- o STA News – November/December 2017 – Plus Resource Annual

Motion: Moved Chairperson

That the Inwards Correspondence be received .

Carried

2. MONITORING / SELF REVIEW

2.1 Principal's Report – taken as read and the following items noted:

NAG 1: CURRICULUM

Teaching and Learning Programmes –

The special end of year programme is well into its preparations.

Year 10 students are preparing for camp. This year they will be also filming their camp and making "promotional" videos to help Year 10 students with camp selection for next year.

Assessment Practices – evaluation of student progress and achievement

Senior students are well into their NCEA examinations and the Champion "Street site is working well. The Level 1 Mathematics examination has been in the national news. What concerns our HOD Mathematics is the message it sends students. An examination should be accessible for students of all abilities and allow average students to show their knowledge as well as extend the capable student. Reinforcing that mathematics is hard puts students off from carrying on with mathematics. The junior examination programme worked well with junior students enjoying their study leave. Junior reports have been written and will be available at the end of the year. Senior students have already received their feedback reports. These reports are designed to inform their study revision for NCEA examinations.

Identifying Students who are not Achieving and Strategies to address these – nothing new to report

Of the students not achieving in the above data the reasons were:

Level 1: 0.8% English language barriers; 0.5% medical; 4.7% attendance under 90%; 1% did not start the year at CGHS.

Level 2: 0.5% supported learning; 0.5% attendance and 0.5% refugee status

Level 3: 10% had attendance below 80%; 0.5% supported learning, 0.5% medical

Achievement of Maori and Pasifika Students

A final leavers hui was held for Maori and Pasifika students. This was well attended by students and whanau.

Career Education

- The Term 3 holiday courses were well subscribed with many senior students seeking the opportunity to gain training that will assist them in finding part-time jobs whilst at university. Others used the STAR courses to gain those final credits needed to reach NCEA requirements.
- Staff have just returned from Invercargill where they attended the CATE conference – the content of the conference was noted.
- Staff took the opportunity to network with many Gateway providers from around the country to broaden the best of experiences available to our exciting new Gateway class in 2018,
- The Year 13 girls recently completed a Leaver's Survey with a focus on Careers services within the school and their future plans. Data from the survey will be presented at the next available opportunity.

NAG 2: STRATEGIC PLAN AND REVIEW

High Student Achievement

High levels of achievement for all students in NCEA

Gold and Silver awards are currently being calculated.

National Scholarships – nothing new to report

High Levels of achievement for junior students

Results of junior examinations are currently being analysed

Quality Learning Environment

Building:

We are pleased to be partially shifted into the new building and await with anticipation the completion of the auditorium.

We are working on the appointment of Project Managers for the new block

Time frames for the completion of the main block have been adjusted. While the first stage has commenced with a letter of intent, there is no signed contract with the Ministry.

We have been guaranteed that the modified Stager 1 will be completed and that we will be able to occupy all floors other than the fourth floor as planned by January 20. The roof will still be in its plastic bubble beyond this date.

The Ministry are proposing staging the remaining floors as a “discrete but bundled” package and re-tendering.

In terms of the school, this means that work on the fourth floor will not be started or completed as planned at the end of Term 1. Depending on whether or not negotiations with Naylor Love are successful or the rest of the project is re-tendered, English will remain decanted for longer than anticipated and work will not commence on their floor as originally planned in conjunction with infrastructure work. This means the rest of the stages/floors are pushed out accordingly.

The ground floor stage of the main block can only be undertaken over a Christmas break and this will mean running NZQA examinations off site again – most likely Champion St. if it is available.

Effective School Organisation and Structure

Zoning

The eight Recommendations for zoning response were noted in the Principal's report.

The Board discussed the recommendations presented and agreed to a number of amendments.

ACTION: Principal was asked to re-phase the Recommendations and put “Unacceptable” to each Recommendation except Item 4.

NAG 3: PERSONNEL

Staff and Student Wellbeing

- A new Ako student workbook is currently being prepared.
- The Yr. 9 chalk drawing this year focused on building healthy relationships.

Staff Movements

We have found a Chinese teacher and Physics classes are covered for 2018.

Staff Appraisal

Continuing with the set programme

Predicted Roll 2018 (domestic students)

Year 9	229
Year 10	249
Year 11	281
Year 12	244
Year 13	207
Total	1210

NAG 4: FINANCE AND PROPERTY – covered in Resources Minutes

NAG 5: SAFE PHYSICAL AND EMOTIONAL ENVIRONMENT

Boarding –

- (1) **Environment** – we are looking for a new home for the PTA uniform shop and Acland House was suggested as a suitable venue – utilising the Yr. 9 Common Room,. Unfortunately this has been complicated by the suggestion that the Common Room become the fitness room instead of the current location at Acland.
- (2) **Welfare** – Clear study routines are in place for the Acland students
- (3) **Relationships** – Staff are working on ideas for relationship building

Accident Register – refer to the Health & Safety Report

NAG 6 : GENERAL LEGISLATION - nothing new to report.

STUDENT ACTIVITIES

We have three teams competing in national tournaments : cricket, sevens and athletics.
Our junior teams are competing in volleyball and water polo tournaments.

STUDENT ACHIEVEMENTS

Seven Economics students have won \$2650 in prizes in the 2017 UC Business & Law Essay Competition.
The judge was impressed by the outstanding quality of their entries.

This year CGHS was the only school in Canterbury to have two companies win Excellence awards in the Business Studies regional awards.

A combined CGHS/SMC team have come away from Future Problem Solving Nationals in Auckland as Middle Division National Champions. They were also awarded the Overall Creativity Award (the first time it has been awarded to a Global Issues Team).

Community

CGHS was represented at the State Secondary Girls' School conference in Rotorua and Tauranga. The focus of the conference was breaking the glass ceiling.

On 28 November a party from, Wellington Girls' College will be visiting the school to see our Performing Arts building. They are visiting a number of schools in Christchurch.

International Students

A report on the number of International Students each term at the school was noted.

DASHBOARD REPORT – NOVEMBER 2017

Absences (less than 90% of periods attended*)

No. of Students Year to Term 4 – 590 (271 if 85%)

Staffing

November 2017

Entitlement	71.18
Usage	73.64
Difference	-2.46
\$ Value	-\$29,778

School Roll Status

Daygirls	1037
Boarders	107
International	<u>24</u>
Total	1168

Compliance

Fire Drill – 23/8/17

Professional Development Undertaken – noted

Police Vetting – as at 22 November 2017 – noted

Health & Safety – Term 4

Students: Number of minor injuries/incidents requiring on site treatment only – 1

Number of injuries/incidents resulting in GP or other medical visits – 1

Complaints – Term 4:

Staff/School –3 (noted)

Students -1

(The Principal advised that due process has been followed.)

Appointments:

- Mathematics – Senior – Bridget Price
- Mathematics – Maternity – Annie Ffowcs-Williams
- Science Teacher – Scott Woyak
- Chinese Teacher – LTR Fixed 2018 – Lily Wang

School Trips

Whanau Form Class Camp – week of 26/2/2018 and 2/3/2018 – 30-40 students

Volleyball Team to nationals – 19-24 March 2018

Motion: Moved Principal Seconded J Bowden

That the above trips be approved.

Carried

Motion: Moved R Frier Seconded H Harding

That the Principal's Report be received.

Carried

2.2 Resources Committee

The minutes of the Resources Committee meeting held on 20 November 2017 had been circulated including the following:

- Income and Expenditure Report as at 31 October 2017.

The following was noted:

- School donations paid as at 15/11/17 : : \$454,186 - 66%
- PTA donation as at 15/11/17: \$16,368 – 66%
- Banked Staffing as at 31 October 2017 – (-\$16,546)
- Equico Funding Technology – Rent to Return Quotation
That the quotation from Equico Funding Technology Rent to Return Agreement (Operating Lease) for 60 months of \$21,791, payable quarterly in Advance with Repayments of \$1,306.54 plus \$130.65
Draft Budget for 2018 – second cut was tabled – final budget to be presented in January

Property:

Pac/Classrooms

- Update given on progress given.

Main Block

- Decant of the whole building completed
- Building ready for Naylor Love to start
- Site fences and signs have gone up on south side of building

Tech Fitout (in Art Block)

- On hold until November 2018. To be used as decant department space

Courts Resurfacing

- Astroturf completed – positive response to turf
- Fencing – 1.8m chain link not available as old sizing. Will be fabricated at beginning of November then fencing completed, hopefully this week. Funding grant

Meeting re Project Management

- We have asked that RDT be removed from the project. They will remain to do the roof and roof structure.
- We have three alternative Project Managers to consider and have to respond by 1/12/17
- 20 January is completion date
- We have asked the MoE Group to table any concerns rather than not tabling them so we get earlier access to information so the Board can decide how to assess any risk
- Trying to get more transparency
- Endeavouring to keep staff informed if possible

2.3 Acland House Committee

The minutes of the Acland House Committee meeting held on 20 November 2017 had been circulated including the following:

Income & Expenditure Report – 31 October 2017

The following was noted:

- Report against the Annual Plan was tabled and there was some discussion about what they may be trying to achieve in 2018.
- Have carried out survey of parents and the results will be available at the February meeting.

2.4 PTA – nil

2.5 Whanau Report – Heather Harding reported:

- Final Whanau hui for the year was last week – celebrating Yr. 13 leavers Whilst the hui was well attended, has some concerns regarding the level of inter-action with Whanau this year and will be discussing this with the Principal.
- Attendance issues continue this term (particularly at Yr. 13 level) – is there more that Whanau can be doing to improve this next year?
- Hautu : The Principal presented “Ka Hikitia” (Maori Education Strategy MoE) and the Board Committee to Hautu. This year we have looked at the first phase (Let’s get started”) and look forward to moving to the next phase (“What we Know”) – self review.
- Another exciting outcome for Whanau was the tabling of the Maori Action Plan, vertical forms for Whanau, being one of the recommendations from the plan.

2.6 CGHS Old Girls' Report

- In the past the Board have had an Old Girls” Association member co-opted to the Board of Trustees.
- Are in the process of actioning this again and the plan is to co-opt someone to start at the beginning of the 2018 year.

2.7 Student Trustee Report – A Lill discussed the following

- Girls on camp this week
- Yr 12 girls think exams have gone fairly well.
- Girls are happy and like the new buildings.

2.8 Policy for Review – nil

3. CHAIRPERSON'S BUSINESS

M Lay signalled that he will be standing down as Chairperson of the Board at the first meeting of the Board in 2018.

3. PUBLIC EXCLUDED SESSION

Motion: Moved Chairperson

That the meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons

Carried

Motion: Moved Chairperson

That the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

Carried

4. GENERAL BUSINESS - nil

5. MEETING DATES

School Prizegiving – Friday 8 December 2017
Board of Trustees – Monday 29 January 2018 at 5.00pm
Acland – Monday 19 February 2018 at 5.00pm
Resources – Monday 19 February 2018 at 6.00pm

The meeting closed at 7.53PM

SIGNED..... **29 January 2018**
Chairperson