



Stratford High School Board

Minutes of Board meeting

Tuesday 21 March, 2023

Present:	Cameron Stone, Jason Loveridge, Jane Tobin, Wendy Single, Brendon Gernhoefer, Victoria Payne, Brad Gibbons.
Late:	Dan Kerr
In Attendance:	Amanda Hill
Apologies:	Carl Triggs

Visitor's Report	Mel Visser: HoD English Goals – continue doing what they're doing as they have loads of success stories. Constant incline for each group for the last 14 years. They are tracking upward. Close to beating the national norm – better than boys high. Gap between Maori and Non-Maori is closing and still trending upwards. Increase number of Maori males staying to do English – large retention rates and are very proud of this. Junior school – good buy in from the staff with the new module system. Great, dynamic collegial team that support each other inside and outside of school. They work really well together. 83% students taking level 2, even though non-compulsory, take English 54% students are taking level 3. Areas to work on – junior school literacy – needs to go beyond English. All departments need to take a hand in this. Drive in literacy so all departments have literacy in their modules. External exam – by November, students are over it and 'already have enough credits.' Enrol students in all three standards – to think about where there strengths are and then pick one or two to focus on. Access for devices and BYOD – not as smooth as they were hoping. Juniors aren't coming with devices – even though some have them. Focus this term getting them settled Shared teaching classes – split teaching loads – so have 2 teachers in front of them. Only see them every 2nd week and it puts them in front of different teaching styles. We need subject specialists – you need passion to teach this subject. Draining resources as teacher other teachers how to teach English. This is not easy. Resources – stocks are still low, 3 year plan to build this up. Big thing – Photocopier in CL4 – doesn't meet requirements – (Leased but cost to it) <i>Cam to look into this</i> Sound proofing in the music room doesn't work properly. Room upgrades – carpeting and heating. The heaters sound like airplanes and hard to teach over. B6 B7 (CL3 has no heater – possibly small one right down the end) Curtains in B7 and B8 – small windows can't be blocked. English dept area (B Block offices) heating was blocked off, needs to be put back in. Technology – education perfect rolling out in Term 2. Using Microsoft – having PD for the staff – set up for this March. Having access to cloud etc... online sites that we may need subscriptions to. Gamification – for learning – to make it more accessible for all students. Typing, work, spell check – basic stuff needs to be taught. Opening a word document, naming it etc... taking up quite a bit of teaching time.
------------------	---

Declarations of Conflicts of Interest

Member				
Brad Gibbons	N			
Cameron Stone	N			
Dan Kerr	N			
Victoria Payne	N			
Jason Loveridge	N			
Wendy Single	N			
Carl Triggs	-			
Jane Tobin	N			
Brendon Gernhoefer	N			

Administration

Confirmation of minutes <i>Moved Loveridge that the minutes from the previous meeting are approved. CARRIED Gernhoefer</i>	Minutes were discussed and signed. Moved Jason Loveridge Carried: Gernhoefer
Matters Arising:	Nil

Board Reports:

Principal Report: <i>Moved Stone that the Principal's report is accepted. CARRIED All</i>	<i>On Teams</i> Roll is really healthy – currently 93 y12 and 52 yr 13. (last year only had 39) Our retention is getting better. 35 students ahead of where we were last year at the same time of the year. 575 now with 3 recent enrolments. Pending enrolment – excluded from primary, will get wrap around support – mentoring services – More work to be done before student gets in to make it more successful. Year 8 student – old enough and smart enough to come in. The primary also supported this move. PGC – is underway for staff. All staff are setting goals. Student reports have all been modified – 2nd report will have a lot of information. Pedagogical professional development. 2nd phase of new curriculum – well-being line is our 6th line. Form classes are currently vertical and our Deans are attached to a year level – this means Deans have many form teachers to touch base with regarding the students in their year level. Staff have supported a horizontal structure for everything. Deans will then only have 6 classrooms to make contact with. This will be the same for each year level. This is a significant shift in our pastoral space. – think this will help behaviour and attendance. Staff were really positive about this shift. Puawai Project – well-being, mentoring and 2 electives (physical &/or academical.) Well-being is going to look different every year level – dependent on needs. Modules – departments are really positive about these. Feedback is that students don't really get to know each other because of the split classes. There is more equity across the classrooms. We do need more devices as only 50% of juniors are bringing them in. PB4L – We were marked as 69% in 2019 now 88.5%. This suggests that we are on the right track – still a bit of work to do on this.
---	---

	Speakers are now fixed in the hall. Wiring fixed also. Asbestos school review – still waiting for them.
Student Report: Victoria Payne <i>Moved Payne that the student report is received. CARRIED All</i>	<i>On Teams</i> Survey results – school lunches – wasn't well answered 50 responses (this is actually quite good!) Endorsement assembly – quite a few students. Orienteering. University liaisons are occurring. Production is underway – with auditions having been held for the main roles. Pop up canteens are happening on Wednesdays (for fundraising). Relay for life this Saturday at TET. No heating – students are really cold –May turn this on sooner.
Staff Report: Dan Kerr	No staff report this month
Committee reports: ideally a written report is circulated with the agenda.	
Finance: Triggs & Gernhoefer Accounts: The Board must approve the month's accounts, as recommended by the Finance Committee which has scrutinized them. Minutes: Minutes of the Finance Committee meeting are received. <i>Moved Gernhoefer that the Board approve the payment of the accounts. CARRIED All</i> <i>Moved Gernhoefer that we purchase 30 new laptops and a trolley for these. CARRIED All</i> <i>Moved Gernhoefer that we purchase an airpump for the drama room. CARRIED All</i> <i>Moved Stone that we purchase 5 cameras for the photography classes. CARRIED All</i>	<i>On Teams</i> Methanex can't support us with our devices due to uncertainty in economy. But we could potentially have their 2 nd hand ones when they upgrade in September. 30 laptops need to be purchased, plus trolley. One more trolley in the B block will help significantly. New server will look at this in term 2. We are parking the purchase of white board desks at present. Heat pump in the drama room – nothing in there and did ask for this last year. Cameras – photography – 4 cameras to deliver to a year 12 class, and they were 10 years old – 4 more repurposed and then purchased. Now has bigger classroom – doesn't need 1-1, but does need more. Another 5 need to be purchased. Curtains – need these curtains – <i>especially for lock-down</i> purposes? Not sure on current policy. If we find out that we do need these, we will have to get them. This will be a significant cost. <i>Cam to look into this.</i> Evacuation – what do our staff need for lock down? Doors can only lock from the outside, can't lock from the inside. Fire policies say that we can't lock from the inside for safety. Van – \$79,990. Would look at sign writing this. Could get sponsor for it and also have their name on the van. We need to set a goal of having one in 1 or 2 years – seeing also if we can get another one down the line. Storage, Drivers – a lot of procedures need to be put in place. Still needs to be a charge for not only gas, but for tyres, servicing etc... cents per km. A lot of homework yet to do. (Would also need a tow bar.) (Would also need boot space) <i>Brendon to look into this.</i>
Health and Safety: Jane Tobin <i>Moved Tobin that the Health and Safety report is received. CARRIED Gernhoefer</i>	<i>On Teams</i> Whole upgrade of fire system – a huge document needs to be filled out – Still not been passed, but we have to have it.



	Lock down – Kelly sending out spreadsheet to staff to see what they need. Colin – vehicles on the grounds during school time. Te Rangimarie need access – contractors, sometimes parents – we need clarification on this. First aid – liaising with Colin to get certificates. H&S training Dan Woodd looking at upcoming courses. Each dept will be taught how to use the defib. Reviewed accident register – seems to be working well. Staff need to be reminded to fill this in.
Property Report: Brad Gibbons <i>Moved Gibbons that the property report is received. CARRIED All</i> <i>Moved Gibbons that Dan Woodd's room and adjoining computer room be recarpeted. CARRIED All</i>	Quote for Dan Woodd's room plus adjoining computer room. \$7600 if we do these at the same time. Hopefully to be done in the next holidays, just waiting for confirmation on this date. Strips on stairs to be fixed – handrails, signs – compliance issues – to be fixed over the holiday. Short term fix for the pot holes in front of the TPU – to be filled with hot tar. This will need a permanent fix. <i>Cam to look into this.</i> C block nearly done, but waiting for consent after the fire upgrade for the offices. Plaques came off the wall really well – for the reunion. Houses – two houses on Swansea Road. Iwi have been asked if they wanted to purchase these. They will not be acquiring them, so they can now be put onto the market – because we had to wait so long we've lost at least \$50,000 a house if we sell them now. Might be better to hold onto them for a while. Get an appraisal from McDonald's first. <i>Cam to get this.</i>
Farm: Jason Loveridge <i>Moved Loveridge that the farm report is received. CARRIED All</i>	Fencing has been started and should be finished soon. Fire permit was granted and the pile in the school was burnt. River has been fenced off and there is a gate by the style. Fence by the cricket ground has all been redone. Educational plan around the Farm – AGC developing an Ag programme and we have some funding for this. The plan is becoming clearer with a potential start next year, in consultation with the farmer.
Application for Funding	Wild Taranaki
Reunion Committee Update	Meeting last Tuesday – (fortnightly meetings) catering is set for the Saturday and the Friday will be using students for fundraising. Registrations will close 30th June. Time capsule will be put in also. Band is all ready to go – Sat night \$25 pp – grazing table and the band, Friday \$10. Plus BBQ to raise money. Photos 9am Sat morning with opening and the Kapa Haka and will unveil the wall. Will use existing plaques and place a new one in the middle. Photos will be done in decades – this will depend on numbers attending. Pens, key rings mugs etc... for souvenirs. Will ask on the registration form what they would like. Wayne Smith is doing the book for this.



Correspondence:

Inwards correspondence includes emailed circulars, etc. NZSTA news –

Date	Name	Regarding
1 March	School Docs	Update
9 March	Jessica Mondia	Maternity
14 March	School Docs	Update

Outwards Correspondence

Date	Name	Regarding
1 March	A Hickford	Maternity Leave
1 March	L Gibbon	Leave
1 March	D Rawlinson	Leave
1 March	S Terry	Leave
1 March	S Milham	Leave
1 March	L Kelson	Leave
1 March	M Young	Leave
1 March	A George	Leave

General Business:

Policy reviews –

Official information request – School docs do most of this and it generally fits in with us.

Bank cards (eftpos) – often used on school trips - Two additions to add into this policy- if there is an account (with mitre 10, new world etc...) to use the purchase order books. And to confirm that if you have taken a card for a purchase, the card and receipt are returned immediately. If we agree to make those changes, this will be brought up in a school briefing. All agreed that these changes are to be made.

Motion Stone that two additions be added to school docs regarding the use of the school eftpos card – to use purchase order book when we have an account with the company and that the card and receipt from purchase are returned immediately to Finance Office.

Graffiti artist is currently putting some designs together for us to bring with him to one of our meetings. First Aid prices – Dan Woodd still looking into this.

Front fence – build a bach – nothing at this stage. They are pretty busy at the moment.

GST Toi funding – from TPU Grant – Trace went to Toi and if GST is used for the purpose for the grant it may be kept. This would go to a third van – more of a runabout and also available for the main stream.

Laptop – may just be able to replace the cord, but it is very old. Might be able to buy one of the lease ones.

Closed Agenda (Public Excluded Business) a. Apologies b. Confirmation of minutes c. Matters arising d. General Business Discussion of matters relating to staff and students, including Welfare and Discipline Committee	<i>Moved Loveridge that the public be excluded for agenda items relating to NAG5 pursuant to section 48 of the Local Government Official Information and Meetings Act. The reason being to discuss matters regarding personnel and the ground is to protect the privacy of individuals</i> <i>Moved Loveridge that the BoT move out of Public Excluded Business at CARRIED All</i>
--	---

Meeting closure: Preparation for next meeting	
---	--

Meeting closed at 8.55pm

Motions from the meeting:

Moved Loveridge that the minutes from the previous meeting are approved. CARRIED Gernhoefer.

Moved Stone that the Principal's report is accepted. CARRIED All.

Moved Payne that the student report is received. CARRIED All

Moved Gernhoefer that the Board approve the payment of the accounts. CARRIED All

Motion Gernhoefer that we purchase 30 new laptops and a trolley for these. CARRIED All

Motion Gernhoefer that we purchase an airpump for the drama room. CARRIED All

Motion Stone that we purchase 5 cameras for the photography classes. CARRIED All

Moved Tobin that the Health and Safety report is received. CARRIED Gernhoefer

Moved Gibbons that the property report is received. CARRIED All

Motion Gibbons that Dan Woodd's room and adjoining computer room be recarpeted. CARRIED All

Moved Loveridge that the farm report is received. CARRIED All

Motion Stone that two additions be added to school docs regarding the use of the school eftpos card – to use purchase order book when we have an account with the company and that the card and receipt from purchase are returned immediately to Finance Office. CARRIED All

Signed:

Board Chair:



Date:

26/04/22.