



# Stratford High School Board

## Minutes of Board meeting for September

**Held Tuesday 3 October, 2023**

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

Visitor's Report	Wendy Walker HoD Home Ec and Health – Postponed due to holiday

### ***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	N			
Jane Tobin	N			
Brendon Gernhoefer	N			

### ***Administration***

<b>Confirmation of minutes</b> <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
<b>Matters Arising:</b>	Health and Safety EOTC paperwork has been updated to say School Board and not BoT. PE/Health teacher still being searched for. Quotes for the pool are still coming. We are waiting for the community response first. This will be spoken about on November 2 <sup>nd</sup> to a group. Uniform – jeans/jeggings. Staff have been spoken to about these. Period one teachers to discuss with students. House sale – Yet to talk with staff about how to spend the funds.

### ***Board Reports:***

<b>Principal Report:</b> <i>Moved Stone that the Principal's report is accepted. CARRIED Triggs</i>	<b><i>On Teams</i></b> Attendance was down last term – from the seniors. Have had a drop of numbers after ball. Some are disengaged which has an overall impact. End of every term – staff need to select on Kamar– which may not have been done. Some are transitioning – we are making sure they have somewhere to go. Credit average – a good improvement, especially at Year 11 level thanks to Allana's work here. Also with years 12 & 13. Puawai planning – wellbeing focus – have had 3 days planning this. Each year level is planned separately. Some concern around trying to hire teachers. We advertised and interviewed three teachers for the Health/PE role. Two first years and one experienced who has had a few years off teaching. One has turned the job down due to his partner not being able to get a transfer into Taranaki and the other two not suitable. Two English jobs to go. Interviewing – Two candidates were offered a position but took other jobs. Chemistry – Looking for someone here too. Speaking with staff already in science department to help out.
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	<p>Really difficult filling positions at the moment. We are in the same position as other schools. We will be re-advertising these jobs. Worst case scenario – potentially engage with Dio and pool resources. Still looking at options.</p> <p>Health and Safety – a couple of significant incidences. Medical student with migraines and ‘turns’ had worst episode ever. Ambulance took 35 mins to get here and she was pretty bad. We did all the right things, but the ambulance took too long to get there. Most of our staff are rotated through First Aid every 2 years.</p> <p>Building WoF – Council have been difficult as issues were with our contractors – Brad has helped out heaps with this, but we still haven’t got it. We have got a report to say we have it. Council know that we are compliant.</p> <p>Part of the Building WoF – rear fire beam in the gym has been causing alarms, so deactivated for 18months, they ‘fixed’ it and then we had another alarm. Hopefully this is up and running correctly now.</p> <p>Finance – Suzie gave us a breakdown of what parents were charged and what we received. Still a concern here about the amount we are not receiving. Picture shown indicates that parents are not paying a lot. We are always covering costs. We need to put this into our budgeting moving forward. We also need to have a breakdown of sports, education etc...</p> <p>Physical restraint – knowing what is justifiable and what is not. Staff have to complete a module by the 7<sup>th</sup> Feb. This is part of a yearly assurance. Restraint is only to occur if there is imminent danger to the person or another – used as a last resort. De-escalation first. Need to think about impact on other students and staff too. Changes we are seeing in our young ones, this may be becoming an issue. A huge process to follow up once it has happened also.</p>
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<p><b>Student Report: Victoria Payne</b> <i>Moved Payne that the student report is received. CARRIED All</i></p>	<p><i>On Teams</i> Matthew introduced himself ☺ Mock exams went well and were held from 6 September through to 12 September Road safety awareness, fatal vision goggles too. TSSSA – junior rugby league, motocross and Ki o Rahi. Many sports teams went away at the beginning of September for Tournament week. Calibre of our speeches were outstanding during the Rotary Shield Speech Competition. Various activities were held throughout the school to celebrate Maori language week. Tough girl and guy challenge went really well. No student enquires.</p>
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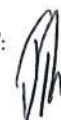
<p><b>Staff Report: Dan Kerr</b></p>	<p>Nothing this month.</p>
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**Committee reports: ideally a written report is circulated with the agenda.**

<p><b>Finance: Triggs &amp; Gernhoefer</b> <b>Accounts:</b> The Board must approve the month’s accounts, as recommended by the Finance Committee which has scrutinized them. <b>Minutes:</b> Minutes of the Finance Committee meeting are received.</p>	<p><i>On Teams</i> Suzie away so needs to confirm some of the payments. Trailer is here – Carl has this. Ownership and insurance to be done. Van arrives in November – and will get CoF – should be ready by December. This still needs to be sign-written. (Trailer too) Needs to be a 12 seater – this has a caged area at the back too. Perhaps a bollard for the trailer to be tethered to? The running costs – charge out rate for teachers to take it – can’t be free, gas, tyres, insurances etc... This has to be a Board</p>
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<p><i>Moved Gernhoefer that the Board approve the payment of the accounts. CARRIED Loveridge.</i></p>	<p>decision regarding cost per km. Check what the van rental places hire out and make it slightly cheaper? We need to consider a certain range within Taranaki and anything over that eg: Auckland, it would be a one off charge. Have a set km within Taranaki. 83cents per km (this includes fuel charge) – this could be a good starting point at what we charge. Daily rate would need to be looked at. <i>Cam to look into this and to be finalised at the next meeting.</i></p>
<p><b>Health and Safety: Jane Tobin</b> <i>Moved Tobin that the Health and Safety report is received. CARRIED Gernhoefer</i></p>	<p><i>On Teams</i> Health and Safety Evidence against performance – needs to be completed annually. If done thoroughly this year, will just need to be reviewed the following year. Courses for Health and Safety – Dan Woodd looking into this. First Aid Courses – Colin is running some of these next term. Evacuation procedures updated and Staff PD will be happening. Driveway – could be out of bounds during the school day? There is sign. We need to put to put another speed hump. Just screw one in there. Sign currently says 15kms, we might need to change this to 5km. Lock down – haven't yet had a practice. Mostly because of all the fire drills.</p>
<p><b>Property Report: Brad Gibbons</b> <i>Moved Gibbons that the property report is received. CARRIED Single</i></p>	<p><i>On Teams</i> Fire upgrade is all complete now. Fire wall is being done. End of Cleland Block and ½ way along B Block. Signs and handrails have been installed. Price coming back for stadium painting – should have price by next meeting. TPU – just needs a really good clean – should be done in the holidays. Will price up School house painting for next year. Concrete at back of C block – dirt is contaminated also. (sewage). Section clearing – getting a price on this too. Grounds person and caretaker are doing a great job. New railing been put in for the uniforms by the fire cabinet. Repair been done today – side of shed hit. (This shed is rotten). Caretaker shed is rotten – replace and add to it so we could also park the van? Untreated timber and too close to the ground. Needs replacement.  Jubilee wall is just about finished and is looking great. Old plaques are being used. Granite will go on the top. Old bricks being used. This will be opened on the Jubilee. Just waiting on the sign. Also a sign for the time capsule and where it will be interred.</p>
<p><b>Farm: Jason Loveridge</b> <i>Moved Loveridge that the farm report is received. CARRIED All</i></p>	<p>Farmer is to fix the fence. Jason has spoken to him about this. Meeting held re: education. To see what we need to do. Looking at what it will look like versus what we do in Ag. Farm Academy could be 4-8 students which would be similarly run like the building academy.</p>
<p><b>Application for Funding</b></p>	<p>-</p>
<p><b>Reunion Committee Update</b></p>	<p>Two weeks from today. 300 people attending on Friday and 250 for dinner on the Saturday night. Stratford Basketball champs will be going against our Seniors. Same with the Senior Netball and girls Basketball. Mixed football, junior netball and boys' rugby 12-3pm. 5 food trucks will be there too.</p>



	<p>6.30 meet, mingle and get registration. A small speech from the Principal. Friday night the bar will be closing at 12. (May book hall on Thursday too to set up.)</p> <p>Haka, Speeches and opening up the wall.</p> <p>Photos displayed and taken.</p> <p>Old photos will be displayed on the screen too.</p> <p>11am photos taken in the gym – decades or every 5 years. This will depend on numbers attending.</p> <p>Class rooms will be open for wondering through. Students helping here.</p> <p>Cake been organised. Along with 'serving cakes'.</p> <p>'On ya Bike' – the band. Friday will be preparing the hall.</p> <p>Hopefully the weather will be great.</p>
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**Correspondence:**

Inwards correspondence includes emailed circulars, etc. NZSTA news –

Date	Name	Regarding
23 August	R Fairbrother	Leave request
23 August	R Armond	Medical leave
23 August	J Bastin-Lindsay	Leave request
5 Sept	K Hansen	Resignation
18 Sept	M Gerrard	No leave required
20 Sept	F Osborne	Update on 96 Swansea Road
25 Sept	T Jones	TPU Vans – CoF issues and updates
25 Sept	T Herewini-Davis	Getting van for Te Rangimarie and two quotes

**Outwards Correspondence**

Date	Name	Regarding
22 August	M Gerrard	Leave request reply
22 August	D Martin	Leave request reply
23 August	Brian Daysh	Leave request reply
23 August	M Taylor	Leave request reply
25 August	S Mikaera	Re: Sailah James AE request
25 August	J Pearch	Reply re: writing motivation study

**General Business:**

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<p><b>Closed Agenda (Public Excluded Business)</b></p> <p>a. Apologies</p> <p>b. Confirmation of minutes</p> <p>c. Matters arising</p> <p>d. General Business</p> <p>Discussion of matters relating to staff and students, including Welfare and Discipline Committee</p>	<p><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></p> <p><i>Moved Loveridge that the Board move out of Public Excluded Business at CARRIED All</i></p>
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<p><b>Meeting closure:</b></p> <p>Preparation for next meeting</p>	
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**Meeting closed at 7.58pm**

**Motions from the meeting:**

*Moved Loveridge/All that the minutes of the meeting of are approved. CARRIED Gernhoefer.*

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



Moved Payne that the student report is received. CARRIED All  
Moved Gernhoefer that the Board approve the payment of the accounts. CARRIED Loveridge.  
Moved Tobin that the Health and Safety report is received. CARRIED Gernhoefer  
Moved Gibbons that the property report is received. CARRIED Single  
Moved Loveridge that the farm report is received. CARRIED All

Signed:

Board Chair:



Date:

7/11/2023