

<b>HASTINGS GIRLS' HIGH SCHOOL BOARD OF TRUSTEES MEETING</b>				
Date:	Wednesday 21 February 2024			
Time:	5:15pm			
Location:	HGHS Principals Office			
<b>AGENDA</b>				
<b>1. Meeting opening</b>	<b>Minutes</b>	<b>Motion</b>	<b>Person Responsible</b>	<b>Seconded By</b>
1.1. Karakia	E te kaihangā Arahia mātou ki te whai i ngā huarahi o te tika, o te whakapono, o te tumanako me te aroha Ākina i a mātou kia whai i te mātauranga Ākina i a mātou ki te whai i te māramatanga Kia rere tika ngā Huia ki te panekiretanga Ko te poutokomanawa, ko te tuakiri Ko te whenua, te tūrangawaewae Aroha atu, aroha mai, tātou i a tātou katoa, Ākina, tukua!			
1.2. Present	Jo Husband (Chair), Catherine Bentley (Principal), Andi de la Porte (Secretary), Jesamine Te Huia, Monique Goodson, Amataga Iuli, Tahatera Apatu, Moira Fomai, Sonya Lyndon (Acting Secretary)			
1.3. Apologies	Amy O'Connor			
1.4. Declaration of interests	Catherine has been contracted by Ta Huki to be a key note speaker.			
<b>2. For Discussion</b>	<b>Minutes</b>	<b>Motion</b>	<b>Person Responsible</b>	<b>Seconded By</b>
2.1 Introduction of Moira Fomai	Moira has joined the Board as a Co-opted member.			
2.2 Health & Safety	To be presented at the March or April 2024 meeting.	Jo moved that the Health and Safety Report be accepted.		Amataga Iuli
<b>3. For Approval</b>	<b>Minutes</b>	<b>Motion</b>	<b>Person Responsible</b>	<b>Seconded By</b>
3.1 Minutes of the previous meeting [November 2023] - See below		Move that the minutes from the November meeting are accepted.	Jo Husband	Amataga Iuli
3.2 Correspondence				
3.2.1 Inwards	No correspondence was received in this period.			
3.2.2 Outwards	No correspondence was send in this period.			

3.3 Finance Report	Please find attached a copy of the December Governance report.			
3.4 Principals Report - See below, taken as read	The Board discussed the results and were very pleased. They recognised how hard all the staff have worked. Catherine to check with Ed Services as to the amount that can be budgeted for gift vouchers for the staff. Catherine to email the Board members the motion to approved the cost once advised by the Financial Advisor.	The Board approved the Principal to purchase ice creams for each of the Year 12 and Year 13 students to celebrate their success.	Catherine Bentley	Jo Husband
Te Kanorautanga (Learners are achieving excellent and equitable educational Outcomes) - Shaping Teacher Capacity - Curriculum enrichment - Strengthening structures and Systems	Please find attached a copy of the data for 2023 NCEA. When calculating our pass rates, our data is cleaned by removing students that should not be included in the total e.g. students that have left throughout the year, students on a supported learning plan. This formula has been applied across all years which have been compared in the data. The data has been shared with staff and will help shape departmental goals. Given that there was a nationwide drop in results, we are thrilled with ours, particularly the Level ones, as these are the first cohort of students to have a fully hub based, place based, local curriculum. We were thrilled to have a group of 20 students experience a 3 day trip to Waikato University, where they got to experience a taste of what life as a university student could be. It is crucial that we endeavour to provide these types of experiences for our students, so they can see themselves in this space.	Move that the Principals Report be accepted.	Catherine Bentley	Amataga luli
Te Tuakiritanga (Learners and whānau tell us they see and feel their identity, language and culture on a daily basis) - collaborative community partnerships - enhancing Ākina coach capacity - Strengthening Relationships with Whānau	Following our review process last year, we made the decision to move Open Evening into term one. We felt that we needed to allow students time to make informed decision and that term 3 is too late for this. We also appreciated the opportunity to showcase the school during daylight hours and potentially, finer weather. We encourage Board members to come along and support us on the evening. Parents appreciate the opportunity to meet with current parents and representatives. The date for our Open Evening is March 26 between 6 and 8pm.			
Kaitiakitanga (Learners as guardians of our past, present and future) - Building Leadership	All of our hubs managed to attend the noho at the start of the year. This was a fantastic experience and an opportunity for whanaungatanga to be strengthened student to student, student to teacher and teacher to teacher. We hope that this			

Capacity, Establishing a Hub based Junior Curriculum	will provide a solid foundation for the year ahead. It was wonderful to have whānau take up the opportunity to meet with us when they picked up their students from school. The informal catchup was in our new lunch area, with drinks and a BBQ provided. Our newly formed SLT team have hit the ground running with the change to uniform with the introduction of shoes and of course the no cellphone policy. The first few days with uniform proved very busy, however with a huge effort from our Youth Workers, we believe we are over the worst of it. The students look amazing. The no cellphone policy going well. The clear processes which support both changes have certainly helped with this transition.			
3.5 Policies for review	None.			
3.6 Review of Board delegations				
3.6.1 Co-opted new Board member		Moved to Moira Fomai be co-opted on as board member as Anna Vigolini has left. Carried	Jo Husband	Amataga Iuli
3.6.2 Resignation of the Board Chair		Jo Husband moved that her resignation as Chair of the Board be accepted. Carried	Jo Husband	Amataga Iuli
3.6.3 Appointment of the Board Chair		Amy O'Connor nominated Joelle Husband (by way of email) for the Board Chairperson, with no other nominations, Joelle Husband was appointed Chairperson. Carried	Catherine Bentley	Jesamine Te Huia
3.6.4 Appointment of the Deputy Chair		Amataga Iuli nominated Jesamine Te Huia for the Board Deputy Chairperson, with no other nominations Jessamine Te Huia was elected Deputy Chairperson. Carried	Jo Husband	Catherine Bentley

3.6.5 Acting Principal		The Board directs that except where the Board at its discretion, otherwise determines, the Deputy Principals shall in the absence of the Principal form duty and for the period or periods of such absence, perform all the duties and powers of the Principal. Carried	Jo Husband	Monique Goodson
3.6.6 Pastoral Sub-Committee Membership	The Board appointed Moira Fomai to be the Pastoral Sub-committee Chair. Sub-committee is the Deputy Chair to be the second Board member. This committee requires a quorum of three. The committee are to be called to meet as required.	That the powers conferred on the Board under Sections 16 and 17 of the Education Act 1989 be delegated to the Pastoral Committee of the Board of Trustees, and the quorum for the Committee shall be 3.	Jo Husband	Catherine Bentley
3.6.7 Finance Sub-Committee Membership	The Board appointed Amy O'Connor to be the Finance Sub-committee Chair. This committee requires a quorum of 1. The committee is to meet monthly.	That the powers conferred on the Board under Sections 16 and 17 of the Education Act 1989 be delegated to the Finance Committee of the Board of Trustees, and the quorum for the Committee shall be 1.	Jo Husband	Tahatera Apatu
3.6.8 Personnel Sub-Committee Membership	The Board appointed Jesamine Te Huia to be the Personnel Sub-committee Chair. The Deputy Chair is the Chair, and the Chair is the second member of the committee to meet the required quorum of two. The Personnel Sub-Committee is to be held when required.	That the powers conferred on the Board under Sections 16 and 17 of the Education Act 1989 be delegated to the Personnel Committee of the Board of Trustees, and the quorum for the Committee shall be 2.	Jo Husband	Monique Goodson

3.6.9 Principals authorisation to spend		The Board delegates authority to the Principal to spend within the approved Budget, and to report on a monthly basis any 10% variance above spending in any budgeted area. Non budgeted items will be discussed with and approved by the Board prior to purchasing.	Jo Husband	All in favour
3.6.10 Health, Safety & Wellbeing Committee Membership	The Board appointed Amataga Iuli to be the Health, Safety and Well-being BOT rep. A quorum not required. Membership must include the Student Rep. Meetings to be held quarterly.	That the powers conferred on the Board under Sections 16 and 17 of the Education Act 1989 be delegated to the Health, Safety and Wellbeing Committee of the Board of Trustees, and the quorum for the Committee is not required.	Jo Husband	Jesamine Te Huia
3.7 Resolution to apply for funding		The Board resolves to approve funding applications of up to \$25k each in the 2024 calendar year, for the purpose of curriculum, sport or cultural enhancements, supporting the school wide strategic vision and goals.	Jo Husband	All in favour
3.8 Review of conflicts of interest	Look at NZSTA website for training opportunities.		Jo Husband	
3.9 Review of Board Code of Conduct	Board members are all to review the code of conduct by Wednesday next week and email Andi to confirm you have read and understand it.		Jo Husband	
3.10 Review of Board workplan and agenda	Jo has received a template from NZSTA that the Board can use. Jo will circulate this to the Board members before the end of the week.		Jo Husband	
3.12 2024 Bylaws updated for approval		Move that the 2024 updated Bylaws are accepted.	Jo Husband	Catherine Bentley
3.13 2024 Annual Plan	Please read for approval.	Move that the Annual Plan be accepted	Jo Husband	Jesamine Te Huia

3.14 2024 HGHS Budget	<p>The Finance Sub-Committee was unable to go ahead, There were changes to the budget as follows:  The deficit has increased to \$130,651  The Available funds \$1.68m in the bank at the moment.  If we run to the deficit we would at the end of the year we would be sitting on \$1.59m  Historically the budget started with the deficit, and yet we have not finished a year in deficit.  Page 7, \$12,000 Principals Fund, was \$6,000.  Page 11, Sports Co-ordinator role now full time instead of part time.  Page 18, when the budget was set it was an oversight regarding our Senior Te Ao Haka, and we did not budget for that. \$4,000 added to the budget under Māori stepping stones for this.  Page 24, Text books \$2,200 they were not budgeted but are needed and are a capital budget"</p>	Move that the 2024 Budget be accepted	Catherine Bentley	Jo Husband
<b>4. General Business</b>				
Kāhui Ako BOT Training	<p>On the 21st March 2024 from 5.30pm to 8pm will be a combined Kāhui Ako BOT training session with Kauwaka on Te Tiriti O Waitangi, food provided. Please let Catherine know if you can attend or not. Catherine will send an email reminder to the Board.</p>			
	<p>Brief discussion in regards to an incoming email to the Board that was redirected to the Principal.</p>			
<b>5. Meeting closure</b>	<p>There being no further business, the meeting closed at 6.31pm. The next Board meeting date to be emailed to all. The next Board meeting to be held Wednesday 20th March 2024 at 5.15pm.</p>		Andi de la Porte	
<b>Closing karakia</b>	<p>Kia tau  Kia tātou katoa  Te atawhai o tō tātou Ariki o Ihu Karaiti  Me te aroha o te Atua  Me te whiwhinga tahitanga ki te wairua tapu  Ake, ake, ake Āmine</p>			