

HASTINGS GIRLS' HIGH SCHOOL BOARD OF TRUSTEES MEETING MINUTES


Date:	17 May 2023			
Time:	5.20pm			
Location:	HGHS Principals Office			
AGENDA				
1. Meeting opening	Minutes			
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	Catherine Bentley, Monique Goodson, Bianca Ching, Evelyn Leef, Anna Vigolini, Amy O'Connor, Jesamine Te Huia, Jo Husband, Sonya Lyndon			
1.3. Apologies	Amataga luli			
1.4. Declaration of interests	None			
2. For Discussion	Minutes	Motion	Person Responsible	Seconded By
Recruitment	None			
2.1 Strategic Plan Project	Lilly is away. Catherine is awaiting her return to start the project.		Jo Husband	
2.2 Health & Safety	From previous minutes Evelyn to communication with Christian that the quote has been board approved		Amataga luli	
	A request for an additional camera in hallway between the 1's block and 10's block. The cost would be under \$2,000. The Board approved this purchase	Move that a camera is installed in the 1's link corridor from the same provider as the library camera installation.	Catherine Bentley	Jo MacDonald

	Monique gave the Board a brief update on the refreshed guide to safety in school science laboratories, specifically covered shoes in science policy, however, our students wear sandals. Monique has recommended that the Health and Safety Committee review the updated guidelines and bring suggestions for any changes to our policy as a result of the changes. General discussion by the Board as to whether or not we should make covered shoes compulsory and remove sandals from the school uniform.		Catherine Bentley	Jo MacDonald
	The Board acknowledged the recently incident in the far north, and the need to ensure that we are following strict Health and Safety policies. SLT have discussed the matter and will review the report when it comes out to take on board any learnings we can to ensure we are as safe as possible.		Catherine Bentley	Jo MacDonald
3. For Approval	Minutes	Motion	Person Responsible	Seconded By
3.1 Minutes of the previous meeting [April 2023] - See below		Move that the minutes of the previous meeting in April are approved.	Jesamine Te Huia	Jo MacDonald
3.2 Correspondence				
3.2.1 Inwards				
3.2.2 Outwards				
3.3 Finance Report - March Report attached	25% of the year has passed. 33% of budget income, spent 25%. Looking good for the year. The net surplus in \$214k. There were a few miscodes which will be fixed- before the next governance report is issues. Most of the cyclical mainteace is completed. There is still one international student this year, the same student as last year. There were a few payments to clarify. One student receives a housing allowance. One student is receiving a kapa haka refund from HBHS and another will be receiving a reimbursement for kapa haka costumes. One student received a Prime Excellance award and a payment to knuckles limited for making Mahora lunches after the cyclone.	Move that the March finance report be accepted	Anna Vignolini	Evelyn Leef
3.4 Principals Report - See below, taken as read		Move that the principals report be approved.	Catherine Bentley	Anna Vignolini

<p>Te Kanorautanga (Learners are achieving excellent and equitable educational Outcomes) - Shaping Teacher Capacity - Curriculum enrichment - Strengthening structures and Systems</p>	<p>The senior students and whānau have have received their first credit update. This first snapshot gives an indication of how well the student is progressing towards their learning goal. Attendance is a key factor in academic success which is included in this data. Next week, our Senior Progress Hui will provide an opportunity for students and their whānau to discuss their individual progress. Together with kaiako, next steps and or key strategies for further improvement can be discussed. PPTA strike action continues to disrupt school life and students are becoming increasingly concerned with the impact this is having on their learning. This week SLT have made the decision to postpone the planned TOD at the end of the term as we felt we could not take students away from learning for another day. This year we are hoping to provide opportunity for the SLT team to attend conferences, NAPDP, KAMAR and ACEL are three events we are looking at sending team members to.</p>			
<p>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</p>	<p>Last week our fabulous Te Rōpū Manu Huia performed at the regional Kapa Haka competition, placing in most sections. Disappointingly, we did not qualify for Nationals. Unlike previous years where kapa haka has stopped practicing immediately following competition, this year we have budgeted to continue on for the duration of the school year. Students that missed out on being part of Te Rōpū Manu Huia will also be able to join. We have a number of performances booked. Our schoolwide Attendance strategy continues to gain momentum. With the announcement of the Ball theme and the required 85% attendance, we hope Year 12 and 13's will make the extra effort to improve their attendance to they can be eligible to attend. Our Performing Arts Festival in week 10, is sure to be a fabulous week of celebration. We have decided to hold day time performances for Year 8 girls from contributing schools as a way to promote the school. Thank you once again for the purchase of our sound and lighting. This was installed last week and is incredible. We have been approached to enroll a student from overseas. Please find attached a letter of offer with a quote for fees for your approval.</p>	<p>Move that tuition fees for international students be set at. \$15500 per year, plus \$1500 admin fee.</p>		

Kaitiakitanga (Learners as guardians of our past, present and future) - Building Leadership Capacity, Establishing a Hub based Junior Curriculum	This week we met with a representative from NZQA to talk to us about the support we need with the introduction of the new NCEA framework. Numeracy and Literacy are becoming increasingly challenging both with what is assessed and how it is done. We are currently discussing ways we could make provisions in our staffing to appoint a Numeracy Lead Teacher. This model has proven successful with Literacy, where PLD provide by the Lead Literacy staff member helps all staff upskill to become 'teachers of literacy'. Literacy and Numeracy levels of students entering at year 9 have dropped steadily over the past 8 -10 years.			
3.5 Policies for review	Key Review Topics for Term 2 * Education Outside the Classroom (EOTC)(board) * EOTC Planning & Review * EOTC Risk Management * EOTC Coordinator * EOTC External Providers * EOTC Staff Competence * EOTC Event Categories * EOTC Communicating with Parents			
4. General Business	Minutes	Motion	Person Responsible	Seconded By
	ICS Funding - see attachment from LSC lead. Proposal to release \$40k budget to support students learning. The budgeted amount that is coming in for ta pay equity has been under budgeted by about \$40k therefore the money is available to spend rather than becoming profit at the end of the year.	Move that the additional \$40 for ICS to be made available as the request.	Evelyn Leef	Jesamine Te Huia
	Board Assurance Statement ERO are wanting to come to meet with Combined Boards between 5.30pm - 7.00pm, on Wednesday 31st May. There is a self audit to complete as a board.	Move that Catherine completes the document by Wednesday 24 May and circulates it to the Board via email for approval by Friday 26 May.	Catherine Bentley	Monique
	The Board are invited to the HGHS Performing Arts Festival in Week 10. It is held over three nights. More information will be sent out soon.			
	Teachers only day in Term 2 has been removed from the school calendar due to the disruption from strike action.			

In-Committee	J Husband moved that the meeting go In Committee at 6.17pm and that that the public be excluded under Section 48 of the Local Government Official Information and Meetings Act 1987 because the Board wishes to discuss personnel or financially sensitive matters and for reasons that discussion of these matters in public would infringe the privacy of a natural person under Section 9(2)(a) of the Official Information Act 1982.			
In-Committee	J Husband moved that the meeting go out of Committee at 6.34pm.			
Closing karakia	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		All	
5. Meeting closure	There being no further business, the meeting closed at 6.35pm. The next meeting of the Board of Trustees will be Thursday 22 June.		Jo Husband	


22-06-23