

HASTINGS GIRLS' HIGH SCHOOL BOARD OF TRUSTEES MINUTES				
Date:	22 February 2023			
Time:	5.15pm			
Location:	HGHS Principals Office			
<b>Agenda</b>	<b>Minutes</b>			
<b>1. Meeting opening</b>	<b>Details</b>	<b>Motion</b>	<b>Moved by</b>	<b>Seconded</b>
1.1. Karakia	Kia hora te marino Kia whakapapa pounamu te moana Hei huarahi mā tātou i te rangi nei Aroha atu, aroha mai Tātou i a tātou katoa Hui e! Tāiki e!			
1.2. Present	Jo Husband (Chair), Helen Gallagher, Anna Vignolini, Bianca Ching, Evelyn Leef (Acting Principal), Sonya Lyndon (Secretary), Monique Goodson (Staff Rep), Amataga luli, Jesamine Te Huia			
1.3. Apologies	Catherine Bentley			
1.4. Declaration of	None			
<b>2. For Discussion</b>	<b>Details</b>	<b>Motion</b>	<b>Moved by</b>	<b>Seconded</b>
	Jo gave Evelyn speaking rights as Acting Principal.		Jo Husband	
2.1 Strategic Plan Project	Amataga has asked Sally for a meeting on 20 March, but haven't heard if she is available.  Evelyn passed on SLTs concern regarding the length of time it has taken the Board to initiate the strategic plan project. She asked what the Boards plan is should there be any further delay beyond March. Amataga explained that Catherine and herself had meet with Sally, had been told what the next steps were, but we are waiting for Sally to be able to present them to the Board.  The Board will ensure that the meeting with Sally will take place on either 20th or 27th March. Amataga to arrange a meeting with Sally and confirm delays with the Board.		Amataga luli	
2.2 Health & Safety	Priorities for 2023 - yet to be ratified: Construct a next-step plan for staff well-being to build on the good work that has been done and account for the effects of the recent flooding in Hawke's Bay. [underway] Continue and log regular and comprehensive HSW training. [underway] Maintain a central Safety Management System document. [underway] Draft a quarterly HSW report. [pending Board feedback on content - agenda item for next HSW meeting]  HSW Live actions/issues: Regular evacuation/lockdown practices are scheduled for 2023. Fire and Emergency NZ (FENZ) are updating their systems which may require alterations to our Fire Preparation & Response Plan. Additional CCTV - 3 high-priority cameras were installed in 2022, there are additional cameras awaiting BoT approval, though these are not urgent. Dangerous substance handling training - this is to be investigated once a new science technician has been appointed and will include a number of staff as it included some cleaning products.  Incidents/Near-misses not yet reported to the Board: Incident & Near-miss Register [Pe] - <a href="https://app.smartsheet.com/sheets/QqRP28CpW7FFv4jcQG6Q2qrQr6f7j3P5X X9qj1?view=grid">https://app.smartsheet.com/sheets/QqRP28CpW7FFv4jcQG6Q2qrQr6f7j3P5X X9qj1?view=grid</a>  Cyclone update: To date, we have been very fortunate that there have been no significant consequences for the school site and the number of students directly affected remains very low and manageable. Amanda Greville and her team are rolling out a well-being support plan for both staff and students. Travel times for staff based in Napier and the surrounding area is of concern, as roads are likely a way off being restored so we anticipate a heightened need for	Move that the Board approve one of the school vans to be used to car pool staff and students from Napier, with a roster of staff drivers, with the school to pay for the fuel.	Monique Goodson	Anna Vignolini
<b>3. For Approval</b>	<b>Details</b>	<b>Motion</b>	<b>Moved by</b>	<b>Seconded</b>
3.1 Minutes of the previous meeting [November 2022] - See		Move that the minutes from the November meeting are accepted	Jo Husband	Amataga luli
3.2 Correspondence			Jo Husband	
3.2.1 Inwards	Letter from the Ombudsman 30 January 2023	Move that the inwards correspondence is accepted.	Jo Husband	Monique
	Resourcing Audit and Review of Attendance Management 3 November 2022 from the MOE			
3.2.2 Outwards	Reply to the Ombudsman 3 February 2023	Move that the outwards correspondence is accepted.	Jo Husband	Helen Gallagher
3.3 Finance Report - Verbal update				
Governance Reports for December 2022 attached	This is a draft report because its the end of the year. It gives us a good view that we have gone from \$153k budgeted deficit to a \$9k deficit. Our income was up because of the pay equity as a result our admin wages were up to. The new car was brought in 2022 and has been sign written. The old car has been kept with just the crest on it with the school name removed. Items of significance were due to the pay equity. The ops grant was a bit different. We budgeted \$86k for relief, however, it was paid from the ops budget and we only spent \$59k. With our staff banking we have over spent by \$12k, which fits within the \$86k, so overall we had a good year.	Move that the governance report from the December be accepted	Anna Vignolini	Monique
2023 Budget for Approval	Not many changes to the budget, but there was a planned \$10k deficit for 2023, however in reality, in capital items there was money for a vehicle, which we purchase in 2022, and we are no long in deficit. As a result the board will receive suggestions for funds to be used directly for the purpose of hub trips and/or pasifika based activities. Please note that attached to the budget is the cyclical maintenance schedule.	Move that we accept the 2023 budget, which has the movement for the year \$21,089 and cyclical maintenance schedule included. The correct version of the budget to be attached to this row following the meeting.	Anna Vignolini	Monique
3.4 Principals Report - See below, taken as read	Eastle has been postponed. Christian is working on a plan, but potentially we may have to wait many weeks, until all our students are back. If students have lost their uniforms, they can go and have them replaced at the Uniform shop, as The Uniform Group has given us \$5000 towards replacement uniforms and Avonside Girls from Christchurch have given us \$2000 to go towards uniforms. We have other schools funding raising is coming in too. The student leaders are collecting this information and ensuring the funds are disturbed to the right places	Move that the Principals report for February be accepted.	Jo Husband	Amataga luli

Te Kanorautanga (Learners are achieving excellent and equitable educational Outcomes) - Shaping Teacher Capacity - Curriculum enrichment - Strengthening structures and Systems	The year has started very well, despite recent disruptions, with the emphasis being on our Kawa o te Kura so as to maintain the highest standards of attendance, engagement, and academic performance. The junior hub programme is now in its third iteration and we anticipate more measurable outcomes, along with better data tracking using standardised assessment tools such as the e-asTTLe testing battery. The senior programme has been streamlined to prepare students for changes in NCEA and to place more emphasis in-depth learning. To this end, each senior course will be comprised of fewer achievement standards to slow the pace but increase the quality of delivery and resulting student performance. 50hrs of PLD with Tai Huki Consult Ltd has been approved by the MoE to support our staff in improving their understanding of place based learning and Mātauranga Māori. This has been fundamental PLD that has helped shape teaching and learning programs across the junior Hubs. Friday PLD remains; regular meetings with Hub Leads has been introduced this year. 1-2-1 for Hub leads with DP Curriculum have been established this year to ensure support is given to all middle leaders of our curriculum. Summer Holiday program; Ran a very successful Summer Programme. During the holidays students and whānau made the commitment for 14 students to attend a two-day course on Employability. The tutor praised our akonga and said it was a pleasure to work with them. One whānau drove their daughter from Taupo each day. We then ran it again during week 2. 17 girls successfully completed the course. We may look at running something similar at the end of the year.			
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	Pōwhiri for our new students and staff was supported by Omaha School and Kuia from the area. The staff continue to make Karakia and Waiata part of every time we gather. The staff has also learnt new waiata and are gaining in confidence. This continues to be an important part of our Friday PLD. Students and whānau have commented on the noticeable improvement. A School Karakia has been written that is secular in essence. Development of Kawa o te Kura. Daily meetings with Juniors to set the tone and break down the expectations to achievable and measurable outcomes eg we wear our uniform with pride. See attached. Ākina Coaches in the Junior School are now the Hub Leads or Teachers of that Hub. In the Senior School Ākina Coaches are focusing on tracking credits and working with students to perform at their very best. In order to maintain consistency across all the junior school, two pastoral Deans have been appointed to lead the junior Ākina coaches in 2023. A point of difference from previous years is that the junior hubs will remain together as Ākina groups. This is to further build on the whānau structure of the hubs with their hub lead. A new initiative this year has been the development of 'Kawa o te Kura'. Five categories are identified - attendance, health and safety, lunches, personal property and uniform. The aim was to set the tone and break down the expectations within each of the five categories, to achievable and measurable goals eg We wear our uniform with pride. Alongside 'Kawa o te kura' we started the year with five junior assemblies across weeks one and two, which focused on the inculcation of our students. The focus of each assembly was on the expectations, routines and the important people within our kura. The two pastoral Deans will meet with the Junior Ākina coaches every fortnight to discuss key matters and ensure consistency across all hubs in relation to the kawa o te kura. The importance of developing a relationship with our ākongā whānau has been prioritised. All coaches should have made contact with their whānau to introduce themselves and set up a two way street of communication. The effective monitoring of attendance will be a continued focus throughout 2023. The two pastoral deans will have an attendance focus each term. At the beginning of the year an Ākina handbook was developed for staff to further			
Kaitiakitanga (Learners as guardians of our past, present and future) - Building Leadership Capacity, Establishing a Hub	PLD with Tai Huki Consult this year will continue to enhance staffs understanding and capacity to plan place based learning with confidence. Another focus during these PLD sessions is how we authentically gauge student and whānau voice. Hub PLD on Fridays will continue to run. Hub meetings (like Department meetings) have been implemented into our weekly meeting schedule and will continue for the duration of the year to ensure that Hub teaching staff are provided enough time to work collaboratively.			
Cyclone Gabrielle Response Plan	The decision was made to return to school at the earliest opportunity, on Monday 20/02/2023 with a focus on Hauora and Manaakitanga. With no clear indication of how many students to expect, a collapsed timetable was carried out on the day, but due to the good attendance and the availability of nearly all of the teaching staff, a normal timetable has been resumed as of 21/02/2023. Work is now being conducted on ascertaining which students and staff need support and what level support they require. This is being done by first capturing data through conversations with individuals and whānau and pre-emptively accessing support people from other agencies, generous donations are already being received to cater to practical matters such as missing uniform. We have on-site counsellors for both students and staff to access to support their mental and emotional well-being through this time. Our senior students are currently working on a plan on how they can help our community and seek help from sponsors/providers to support our students at HGHS. Catherine Bentley, Emma and Marion Jensen are the three staff who have been displaced. Four students have been displaced along with our Kapa Haka Tutors. Staff are encouraged this week to leave school early and take care of their own whānau with all after school meetings being cancelled.			
3.5 Policies for review	Please go and look at the policies for review. the passwords are at the top of the page.			
3.6 Review of Board delegations			Jo Husband	
Resignation as Board Chair		Jo Husband moved that her resignation as Chair of the Board be accepted. Carried	Jo Husband	Anna Vignolini
Appointment of Board Chair		Monique Goodson nominated Jo Husband for the Board Chairperson, with no other nominations, Jo Husband was appointed Chairperson. Carried	Jo Husband	All in favour
Appointment of the Deputy Chair		Helen Gallagher nominated Jesamine Huia for the Board Deputy Chairperson, with no other nominations Jesamine was elected Deputy Chairperson. Carried		All
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	Jo Husband	Helen Gallagher
Pastoral Sub-Committee Membership	The Board appointed Helen 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.	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		
Finance Sub-Committee Membership	The Board appointed Anna V to be the Finance Sub-committee Chair. This committee requires a quorum of 1.	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		
Personnel Sub-Committee Membership	The Board appointed Jesamine to be the Personnel Sub-committee Chair. The Deputy Chair is the Chair. The committee requires a quorum of two. The membership required is the Chair plus two.	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.		

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	Jesamine Te Huia
Health, Safety & Wellbeing Committee Membership	The Board appointed Amataga to be the Health, Safety and Well-being BOT rep. A quorum not required. Membership must include the Student Rep	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.		
3.7 Resolution to apply for funding		The Board resolves to approve funding applications of up to \$25k each in the 2023 calendar year, for the purpose of curriculum, sport or cultural enhancements, supporting the school wide strategic vision and goals.	Jo Husband	Anna Vignolini
3.8 Review of conflicts of interest	Look at NZSTA website for training opportunities.			
3.9 Review of Board Code of Conduct	Board members are all to review the code of conduct by Wednesday next week and email Sonya to confirm you have read and understand it. Sonya to send it out the code of conduct to the Board members.			
3.10 Review of Board workplan and agenda	In the current situation this was not available for this meeting, moved to the next meeting due to the Catherine being away and the cyclone			
3.12 2023 Bylaws updated for approval	Bianca shared the recommendations from students as to what could be new Year 13 privileges. Ability to eat in the common room. Able to sign out for student. To be able to study in the common room. No wifi in room 16. No one can print. Year 13 Big Day out a fun day for the Year 13s Monique shared that Year 13s will be allowed to go for study once a pattern of trust has been earned. Eating outside is important to be able to be a whanau. Bianca commented that teachers aren't in study to mark them in, so how can trust be built. SLT will let Year 13 students know, at a Senior Assembly soon, that as they earn trust they will gain privileges, and why. Piecing types to be clarified.	Move that the bylaws are accepted, once the changes to clarify the types of piecings are made.	Evelyn Leef	Helen Gallagher
3.13 Strategic and Annual Plan for Hastings Girls' High and Analysis aof	In the current situation this was not available for this meeting, moved to the next meeting due to the Catherine being away and the cyclone		Jo Husband	
<b>4. General Business</b>	<b>Details</b>	<b>Motion</b>	<b>Moved by</b>	<b>Seconded</b>
2023 Meeting days and dates.	The March meeting will be held on Thursday 16, and as of April we will meet every 3rd Wednesday.			
Strike action	The staff have been surveyed as to whether or not the school will apply for an exemption of strike action. Monique will update the Board with the outcome.			
ERO Pilot	On hold.			
Kapa Haka	Kapa Haka was cancelled for this week. We will wait until we have had to chance to speak to our tutors.			
Swimming Sports	Swimming sports has been postponed. Jo was going to follow up with her contacts at Frimley pools to see if we can change our booking to 14 March.			
<b>5. Meeting closure</b>	<b>Details</b>	<b>Motion</b>	<b>Moved by</b>	<b>Seconded</b>
	There being no further business, the meeting closed at 7.32pm. The next meeting of the Board of Trustees will be Thursday 16 March 2023.			