

HASTINGS GIRLS' HIGH SCHOOL BOARD OF TRUSTEES MINUTES				
Date:	16 March 2023			
Time:	5.15pm			
Location:	HGHS Principals Office			
Agenda	Minutes			
1. Meeting opening	Details	Motion	Moved by	Seconded
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), Anna Vignolini, Bianca Ching, Evelyn Leef (Acting Principal), Catherine Bentley (Principal) Sonya Lyndon (Secretary), Amataga luli, Jesamine Te Huia, Lillian Bartlett			
1.3. Apologies	Monique Goodson (Staff Rep)			
1.4. Declaration of interests	None			
2. For Discussion	Details	Motion	Moved by	Seconded
Recruitment	Sonya resigned as Secretary of the Board. Sonya to arrange the offer letter for Lilly.	Move that we offer Lilly the position of board secretary with a minimum of 10 hours month at \$39.14 per hour.	Jo Husband	Catherine Bentley
Recruitment	Helen has resigned Jo has approached Amy Connor who is bursar at HBHS, she is happy to join, and it will help strengthen the Board for when Anna eventually leaves. Jo explained that we can Co-opt people on at any time.	Move that Amy Connor is co-opted onto the Board.	Jo Husband	Catherine Bentley
2.1 Strategic Plan Project	Unfortunately, Sally is unavailable this month, due to her role in the community post cyclone. Sally can come to the next meeting April, but also is happy for us to move one to another provider. The Board discussed whether or not to engage with Sally, another provider or do the strategic plan project ourselves. Catherine suggested that we take on the project ourselves. Starting before the end of Term 2. Catherine believes Move that Amataga sends correspondence with Sally to let her know that		Amataga luli	
2.2 Health & Safety	Health, Safety & Well-being (HSW) committee priorities for 2023 - yet to be ratified [no update since the last report - meeting rescheduled]. Continue to 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] The Board requires a quote from the current provider for approval. HSW Live actions/issues: Regular evacuation/lockdown practices are scheduled for 2023 - there was an accidental activation (by a tradesperson) this term which allowed us to evacuate and review systems. We will be updating our mustering area protocols to accommodate our new hub format in the junior school as a result. Fire and Emergency NZ (FENZ) are updating their systems which may require alterations to our Fire Preparation & Response Plan [no update since the last report]. Additional CCTV - 3 high-priority cameras were installed in 2022, there are additional cameras awaiting BoT approval, though these are not urgent [no update since the last report]. Additional CCTV - 3 high-priority cameras were installed in 2022, there are additional cameras awaiting BoT approval. This may need to be escalated, particularly the camera requested in the library as there have been recent security concerns from our librarian, Mr. Hewe's (who is unable to monitor the space when he is teaching elsewhere). Please see the attached map. 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 [no update since the last report]. Fire safety training has also been suggested as a point for discussion at our next meeting - there is potential to train +/- 20 staff in this. Staff trained in first aid two years ago are now due for renewal - this will be a point of discussion at our next meeting. Concerns have been raised over senior students accommodating others in their		Amataga luli	
3. For Approval	Details	Motion	Moved by	Seconded
3.1 Minutes of the previous meeting [February 2023] - See below		Move that the minutes from the February meeting are accepted.	Jo Husband	Amataga luli
3.2 Correspondence				
3.2.1 Inwards	1 March 2023 Letter from the Ombudsman [attached] We have done PD since then, so Catherine was happy that everyone knew what to do if they receive an OIA.	Move that the inward correspondence be accepted.	Catherine Bentley	
3.2.2 Outwards	N/A			
3.3 Finance Report - Verbal update			Anna Vignolini	
Governance Reports for January 2023 attached	Not much to report as the report is for January. The Capital purchases are up but that's okay, as there has been spending for the beginning of the year. There were a few items of significance that were coded incorrectly, which Juliet is fixing. Clean Planet invoice was for 2 months.	Move that the finance report be accepted for January 2023.	Anna Vignolini	Catherine Bentley
Request for upgrade to sound and lighting in the school hall.	As part of our strategic planning, in increase attendance and engagement in school, the final phase of the hall upgrade was to install new sound and lighting. We had been budgeted \$50K for and approved, in the 2023 budget, however, the quotes have come in at \$85K. We believe that it is important for us to complete this project, and therefore request the additional funds. Please find the quote attached. Considering that over a course of a year we could spend half the extra cost in one year.	Move that an extra \$35K is allocated to the current \$50K budget for lighting and sound, and that the quote attached is approved.	Catherine Bentley	Jesamine Te Huia
3.4 Principals Report - See below, taken as read	The Board recognized that Evelyn Leef is MOE Funded Co-Principal-ship, with Catherine Bentley, for the remainder of 2023. The Board clarified that they share a vote going forward.	Catherine moves the Principal Report be accepted	Catherine Bentley	Amataga luli
Te Kanorautanga (Learners are achieving excellent and equitable educational Outcomes) - Shaping Teacher Capacity - Curriculum enrichment - Strengthening structures and Systems	Evelyn Leef, our Deputy Principal Curriculum, has been supporting our Pasifika lead teacher to work collaboratively with our Pasifika aiga to develop a plan and a proposal to present to the board to seek further financial support for our Pasifika 'anau. The focus of the use of funds will be centred around raising Pasifika students' achievement and raising the profile of Pasifika in our HGHS and wider community. We are yet to appoint a Pasifika Co-ordinator role who will plan and run a holiday program with the support of the necessary staff to improve Pasifika students' learning outcomes through the offering of a structured literacy and numeracy program. This is a continuation from last year's program that was very successful for our Pasifika girls. We request that additional funds for \$10k are released from the school budget, to support this work stream, as discussed at our previous meeting. Where Issac-Sharland has been in contact and has a plan for our TOD day to support the understanding and pedagogical practices for teaching and learning programs that incorporates Mātauranga Māori and is driven by ākonga and whānau voice. One of our key focuses for our first PLD is 'how to authentically plan collaboratively with ākonga and whānau' which supports the kaupapa of our kura to have 'our girl' at the centre	Transitioning from relinquished her role early in the term - current applicants were not teaching staff member - find ways around it Meriani - new co ordinator - she's landed a job here. Support for Fijian Coordinator, she understands everything meeting 2pm holiday programme to support L1 students - Wisk role. In teh holidays additional \$5K to Tevani running a programme (wellbeing up to the Seniors) Academic mahi - Tevani, mentoring L1, I2, I3 one day per week with students and families - Identity and leadership follows them out of school.		

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>Our Pastoral team have had regular hui with our junior students, up to 3 times per week at the beginning of the day to reinforce 'Kawa o te Kura' (importance of uniform, attendance etc) and to support students in the basics of accessing learning (eg focus on tech log in etc). The consistency of these hui have proven to further support students' understanding of the school system and the 'tikanga' and 'kawa' at HGHS.</p> <p>All Deans who are leading both junior and senior Ākina hui have been firm with staff to work more effectively eg following up attendance within a timely manner, putting in support systems to support contact with home, dispatching staff to do home visits where necessary, providing support when staff have difficulties with whānau and contacting home etc. This has been a very valuable approach and great learning for all staff, ākonga and whānau involved and has sent a very clear message through the community from the beginning of the year that we want our ākonga at kura and we will support whānau in whatever that may look like, case by case.</p> <p>Most Hubs are at full capacity and are settling into the term. Having our Hub leads as Ākina coaches has proven to be highly valuable. Ākonga are able to make those connections with 'at least one significant adult' in a more timely manner as it were previously because of the way the timetable and Ākina classes have been revised and set up, allowing our girls to find their tūrangawaewae at HGHS sooner than it has been in the past.</p> <p>Our new Ākina karakia has been distributed across the entire kura. This karakia was written with all ākonga, whānau, values and beliefs in mind. The karakia is visible in many different spaces across the school and it is used for assembly, opening at our morning hui, and our SLT hui. Our Te Ao Haka is currently working on a tune for our karakia to further enhance the mana of its presence.</p> <p>Our staff have begun learning the Ākina haka during Friday morning PLD. This is to support our kura as a whole and the relationship between HGHS and HBHS, as well as preparing to support our girls in the inter-house Ākina haka wero in Term 2.</p>			
Kaitiakitanga (Learners as guardians of our past, present and future) - Building Leadership Capacity, Establishing a Hub based Junior Curriculum	<p>Our student leadership group has been outstanding with their mahi, communications and support with our community. They have been working tirelessly with our student body, and external networks to support our community with relief from the cyclone. This allows our ākonga opportunities to be involved and support whānau in a way that is purposeful and meaningful for themselves and our kura.</p> <p>Following the cyclone, many of our ākonga are working at their marae, wider community and are still attending school. For many of our ākonga, this has also changed their attitude towards school, and are wanting to work towards leadership and working to further support our community. Although the cyclone has damaged many things, it has also helped to enhance individuals' mana and want for change in a positive way. Many of our girls' have stepped up and are active Kaitiaki in the community.</p> <p>HUB PLD - Our staff and Hub teams have begun populating the planning tool for Term 2 'Change - Tinihanga'.</p>			
Post Cyclone	<p>Our leadership team continues working with connections in the local and wider community for support. We have had a number of kind donations ranging from cash koha, shoes from the Shoe clinic, food that can be distributed to name a few. Our girls' have been working with Howick College who are making care packages and other koha and are creating a plan to come down to Hawkes Bay to deliver care packages and contribute to the clean up.</p> <p>Our staff were sent a survey to ask for suggestions on how we could further support them with Hauora through this time. SLT will take this feedback and come up with a plan to fulfil the requests of staff. Staff lunches are now back on.</p> <p>Support and counselling services are still available at any time for both students and staff.</p> <p>The B.O.T have kindly approved the use of a school van for our Napier staff.</p> <p>The MOE are aware of the specific challenges that the HGHS SLT are facing as a result of the cyclone and have agreed to support us where needed. For the foreseeable future, Evelyn Leef will continue to work alongside the Principal to support her return to work plan.</p>			
3.5 Policies for review	Sonya to circulate the School Docs monthly emails to the Board for their action. Please review the policies due at the end of this term.		Jo Husband	
3.6 Strategic and Annual Plan for Hastings Girls' High School	Catherine highlighted the annual target of goal 1 is equal for all students. There has been a change to the annual target in goal 2, as attendance is a nationwide problem. We will be doing both soft and hard caring around attendance, because we have to really lift our attendance rates. We are making amazing progress.	Move that the strategic and annual plan be accepted	Catherine Bentley	Jo Husband
4. General Business	Details	Motion	Moved by	Seconded
Student voice	Catherine suggested to Bianca that she can come the Student Leaders Group meeting prior to the Board to get their voice, which would represent all their communities.			
5. Meeting closure	Details	Motion	Moved by	Seconded
	There being no further business, the meeting closed at 6.49pm. The next meeting of the Board of Trustees will be Wednesday 26 April 2023.			
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6. Closing karakia				