

HASTINGS GIRLS' HIGH SCHOOL NGĀ RAU HUIA O ĀKINA				
Date:	Wednesday 19 February 2025			
Time:	5:15pm			
Location:	HGHS Principals Office			
Agenda				
1. Meeting opening	Minutes	Motion	Person Responsible	Seconded By
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, Sonya Lyndon (Secretary), Catherine Bentley, Lani Kawana, Amataga Iuli (by video), Candyce Keelan, Brendan Jones (visitor)			
	Jo gave Brendan speaking rights for the duration of the meeting.			
1.3. Apologies	Moira Fomai, Jesamine Te Huia			
1.4. Declaration of interests	None			
2. For Approval	Minutes	Motion	Person Responsible	Seconded By
2.1 Minutes of the previous meeting [6 Nov and 25 Nov] - See below		Move that the minutes from the previous two meetings be approved.	Jo Husband	Catherine Bentley
2.2 Correspondence	None			

2.2.1 Inwards	None			
2.2.2 Outwards	None			
2.3 Finance Report	2025 Budget and December Governance Report attached.			
December 2024 Governance Report	At the time of producing the December 2024 Governance Report, 95% of the budgeted expenditure had been utilised. Salary costs accounted for 93% of the budgeted amount. The year-to-date deficit stood at \$25,612, significantly lower than the budgeted deficit of \$237,884. Available funds totalled \$1.668 million, exceeding the budgeted \$1.432 million. There were no outstanding payments, and no concerns were raised.	Jo moved that the Finance Report for December be approved.	Jo Husband	Candyce Keelan
Bank Account Signatories	he Board noted that there are currently four signatories on the school account. It was agreed that the list of signatories should be updated to include the Principal, Deputy Principals, and Assistant Principal as authorised signatories going forward. The following individuals will now be listed as signatories: Catherine Bentley – Principal Christian Pera – Deputy Principal Evelyn Leef – Deputy Principal Emma Jensen – Deputy Principal Rob Orr – Assistant Principal	Jo moved that the updated list of signatories be approved.	Jo Husband	Candyce Keelan
2025 Budget	The attached report has been updated to reflect recent changes. The revised projected deficit now stands at \$274,416, an increase from the previously reported \$260,860. However, it is anticipated that actual spending will come in significantly below this figure due to a recent staffing change that will shift certain costs out of the operational budget.	Jo moved that the 2025 Draft Budget be finalised.	Jo Husband	Amataga luli

Funding request	The school has done some research in to how we can do better at getting funds for school projects. We have found someone who does this as a contractor. We have given him a list of the projects we require funding support for. The tennis court project has been selected as the one we will address first. The contractor has been instructed to raise half the cost. Initial quotes have priced the resurfacing of the courts at \$400,000. The Board will cover the other half of the costs. The courts have been deemed unsafe and are in urgent need of repair, before they become unusable. The long term plan would be to cover half of the courts, so that they can be used all year round.	Jo moved that the Board agree to pay for half of the cost of resurfacing the courts, with the remaining half to be raised through funding applications, with a total project value of up to \$400,000.	Jo Husband	All in favour
2.4 Principals Report - See below, taken as read	Catherine Bentley presented the Board with an overview of the Analysis of Variance, Annual Plan, and the 2024 NCEA results data, highlighting key outcomes and areas for development.	Jo moved that the Principals Report be accepted.	Catherine Bentley	Jo husband
		Jo moved that the Analysis of Variance be accepted.	Catherine Bentley	Jo husband
		Jo moved that the Annual Plan be accepted.	Catherine Bentley	Lani Kawana

<p>Te Kanorautanga (Learners are achieving excellent and equitable educational Outcomes) - Shaping Teacher Capacity - Curriculum enrichment - Strengthening structures and Systems</p>	<p>The first few days with staff were filled with Professional development, team planning and other key information to ensure we hit the ground running with a shared focus. A key component of this was a Marketing Presentation. Presenting the data and findings from the Quest Marketing research was a difficult story to tell. Feedback from staff has been extremely positive, as they appreciate the transparency and are excited about the plan for the next few years.</p> <p>The start of 2025 has been marked by a strong focus on ensuring that all ākonga are supported in their learning, with particular attention to literacy and numeracy following the changes to NCEA Level 1. A key shift has been the implementation of new entry criteria for CAARs, following national advice that students below Curriculum Level 4 should not sit the assessments. This change will significant communication with both staff and whānau, and while it represents a departure from our previous model, we are confident it will result in better-prepared students and improved outcomes. The first hui for our Literacy and Numeracy Action group is scheduled for later this month.</p> <p>The professional learning focus for staff has centred on shaping teacher capacity, particularly in embedding Assessment for Learning strategies and further developing the use of High Impact Teaching Strategies. Early classroom visits have provided insight into how teachers are implementing these approaches, and there has been a positive response to collaborative planning sessions. Staff are already engaging in discussions about how to refine their practice and better support ākonga through these curriculum shifts. In the senior school, a greater range of subject offerings at Level 2 and Level 3</p>			
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	<p>is now in place, providing more flexibility for students to pursue both academic and vocational pathways.</p> <p>One of the most significant achievements of the year so far has been the Outstanding Scholarship awarded to Year 11 student Maieke Thompson in Te Reo Māori—one of only six students across the country to receive this recognition. This is an extraordinary accomplishment and a testament to her dedication, as well as the strength of our kaupapa Māori curriculum. Her success has been widely celebrated within the school community and serves as inspiration for other ākonga pursuing excellence in their learning. The start of the year has brought some changes to our teaching staff. We acknowledge the resignation of Rose Baker and Tau Samuelu. Rose has made the decision to take up a part time role whilst she continues her Te Reo journey. Tau, will be heading back to Auckland to rejoin his family at the start of term 2. We are pleased to welcome Sindiso Wilson and Anthea Martin to the team. Sindiso will be joining us at the start of next month in the science department, and Anthea has been appointed to role of Hauora Coach, where her wealth of experience will be appreciated by students and staff. Please find attached a copy of our 2024 Analysis of Variance - for approval, 2024 Results summary, 2025 Annual Plan - for approval, TMKR Action Plan - for approval.</p>			
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<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>The start of the year has reinforced our commitment to ensuring that ākonga and whānau see themselves reflected in the daily life of the kura. This has been evident in several key events that have drawn incredible whānau support and strengthened our sense of community. The start-of-year pōwhiri was a standout occasion, with a huge turnout from whānau, students, and staff. The event was particularly special as we welcomed new students and staff into the school whānau, reaffirming our connection to our values and shared identity. The pōwhiri set the tone for the year, emphasising that HGHS is a place where culture, belonging, and academic aspirations go hand in hand. This sentiment was further strengthened through our collaboration with HBHS in kapa haka. A combined kapa haka whānau hui, attended by over 100 whānau members, outlined our shared road to success at the regional competition. The passion and commitment of both ākonga and whānau were clear, with a strong sense of unity and purpose driving preparations. Next week, we will hold our Year 9 BBQ with whānau, an event that has been highly successful in the past at building relationships between teachers, students, and their families. We know from experience that early connections with whānau are key to student success, and this gathering provides an informal yet meaningful way to establish those relationships. The engagement from whānau has been overwhelming, with high attendance at every major event so far. This signals a growing sense of trust and connection between the school and our community, something we are committed to nurturing and strengthening throughout the year.</p>			
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Kaitiakitanga (Learners as guardians of our past, present and future) - Building Leadership Capacity, Establishing a Hub based Junior Curriculum	<p>The 2025 Student Leadership Team has stepped into their roles with energy and purpose, setting a positive tone for the year ahead. A formal handover from the 2024 leaders took place in the first week, ensuring continuity and providing new leaders with the guidance needed to transition into their responsibilities. Already, they have been instrumental in promoting school values and encouraging a culture of participation and service.</p> <p>This year has also seen a shift in how we support junior students, with the Hub-based curriculum fully implemented across Year 9 and Year 10. The first few weeks have been about strengthening relationships within these new structures and ensuring both students and staff feel confident in this approach. Early feedback suggests that this enhanced model has the potential to foster deeper connections, allowing kaiako to work more intentionally with their students. It has also provided a clearer framework for literacy and numeracy development, ensuring that foundational learning is prioritised from the outset.</p>			
2.5 Policies for review				
2.6 Review of Board delegations				
Resignation as Board Chair		Jo Husband moved that her resignation as Presiding Member of the Board be accepted.	Jo Husband	Catherine Bentley
Appointment of Board Chair		Catherine Bentley nominated Jo Husband for the role of Presiding Member. With no other nominations received, Jo was duly appointed as Presiding Member.	Catherine Bentley	Candyce Keelan

Appointment of the Deputy Chair		Jo nominated Jesamine Te Huia for the role of Deputy Presiding Member. With no further nominations received, Jesamine was duly elected as Deputy Chairperson.	Jo Husband	Lani Kawana
Acting Principal		The Board directs that, unless otherwise determined at its discretion, the Deputy Principals shall assume the duties and powers of the Principal during any period of the Principal's absence. This delegation will apply for the full duration of such absence, with the Deputy Principals performing all responsibilities and exercising all authority vested in the Principal.	Jo Husband	Catherine Bentley
Pastoral Sub-Committee Membership	The Board appointed Jesamine Te Huia as the Chair of the Pastoral Sub-Committee. The Deputy Chair will serve as the second Board member on the committee. The Pastoral Sub-Committee requires a quorum of three members and will convene as needed.	The Board resolved that the powers conferred under Sections 16 and 17 of the Education Act 1989 be delegated to the Pastoral Sub-Committee of the Board of Trustees, with a quorum set at three members.	Catherine Bentley	Candyce Keelan
Finance Sub-Committee Membership	The Board appointed Jo Husband as the Chair of the Finance Sub-Committee. The Finance Sub-Committee requires a quorum of one and will meet monthly.	The Board resolved that the powers conferred under Sections 16 and 17 of the Education Act 1989 be delegated to the Finance Sub-Committee of the Board of Trustees, with a quorum set at one member.	Catherine Bentley	Lani Kawana

Personnel Sub-Committee Membership	The Board appointed Jo Husband as the Chair of the Personnel Sub-Committee. The Deputy Chair will serve as the Chair of the committee when required, with the Presiding Member acting as the second member to meet the required quorum of two. The Personnel Sub-Committee will convene as needed.	The Board resolved that the powers conferred under Sections 16 and 17 of the Education Act 1989 be delegated to the Personnel Sub-Committee of the Board of Trustees, with a quorum set at two members.	Catherine Bentley	Lani Kawana
Principal's Financial Delegation		The Board delegates authority to the Principal to manage expenditure within the limits of the approved budget. The Principal is required to report to the Board on a monthly basis regarding any spending that exceeds 10% over the allocated budget in any specific area. All non-budgeted items must be presented to the Board for discussion and approval prior to purchase.	Jo Husband	Candyce Keelan
Health, Safety & Wellbeing Committee Membership	The Board appointed Candyce as the Health, Safety, and Wellbeing Board of Trustees representative. Quorum: Not required Membership: Must include the Student Representative Meetings: To be held quarterly	The Board resolved that the powers conferred under Sections 16 and 17 of the Education Act 1989 be delegated to the Health, Safety, and Wellbeing Committee of the Board of Trustees, with no quorum requirement.	Jo Husband	Lani Kawana
2.7 Resolution to apply for funding		The Board resolved to approve funding applications of up to \$25,000 each during the 2025 calendar year. These applications will support initiatives related to curriculum, sport, or cultural	Jo Husband	Amataga Iuli

		enhancements, aligning with the school's strategic vision and goals.		
3. General Business	Minutes	Motion	Person Responsible	Seconded By
Proposal to Change Tights from Navy to Black	We would like to propose a change in the school tights from navy to black. This adjustment would align with our existing black socks, ensuring a more consistent uniform appearance. Additionally, black tights are more widely available and affordable, making them easier for students and their families to source. We believe this small change would enhance accessibility while maintaining the overall look of our uniform.	Jo moved that the school tights be changed from navy to black.	Jo Husband	All in favour
Leadership Framework	We wanted to share some inspiring work created by Evelyn Leef and the middle leaders. Attached is the newly developed Leadership Framework, which reflects their dedication and vision for leadership within our school. Our next task is to explore ways to keep this document alive and accessible to all leaders and aspiring leaders			
Recruitment of the Acting Principal in Term 2.	With Catherine Bentley scheduled to take her sabbatical in Term 2, the school will appoint an Acting Principal for the duration of her absence. Two Deputy Principals have applied for the position. Jo Husband and Catherine Bentley will conduct interviews with the applicants in the coming weeks, with an appointment to be made prior to the start of Term 2.			
General discussion around Brendan joining the Board.	The Board discussed Brendan's interest in joining as a co-opted member. Brendan expressed his willingness to fill a casual vacancy on the Board until the upcoming elections in September, at which point he will decide whether to stand for election.	Jo moved to co-opt Brendan Jones onto the Board.	Jo Husband	All in favour

4. Meeting closure	Minutes	Motion	Person Responsible	Seconded By
Finish and date of next meeting	There being no further business, the meeting closed at 6.24pm. The next meeting will be held on Wednesday 19 March 2025 at 5.15pm.			
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			