

## Hastings Girls High School Board of Trustees Minutes of Meeting

Date: Wednesday 19 February 2020

Time: 5:15pm

Location: HGHS Boardroom

<b>1</b>	<b>Meeting Opening</b>
1.1	Karakia
1.2	Present: H Portas, C Bentley (Principal), G Russell, J Davis, A Vignolini, J Whaitiri, J Mou (Student Rep), Emma Jensen (Staff Rep)
	In Attendance: S Lyndon
1.3	Apologies: None
1.4	Declaration of Conflict of Interest(s): None
<b>2</b>	<b>Monitoring</b>
2.1	<b>Expert Presentation</b>
2.1.1	No presentation this month
2.2	<b>Finance Report</b>
2.2.1	Finance Board has reviewed the Draft budget and are happy with the report. There were questions relating to donations, however, they are shown in the department budgets. Page 3 of the finance report, where is say 0, the figures are further in the report.
	<i>Motion: The November and December Finance Report is approved</i>
	<i>Moved: Hannah Portas</i>
	<i>Seconded: Jacqui Davis</i>
	<i>Carried</i>
2.3	<b>Student Report</b>
2.3.1	Jordan gave an update to the Board. A powhiri was held for the new students. Leaders received their badges at the first assembly. Swimming sports were held on Friday, students loved it. Leaders went on camp before school started, the outcome of which was that their aim for 2020 to raise school spirit, to review of house names, create a buddy system for future years, between Years 9 and 13, want to strengthen the relationship with HBHS and create promo videos for school events. Hannah asked if Jordan had any requests/actions for the Board. Jordan respond that to say that it was just an update and requests will come through later as the ideas are developed.
2.4	<b>Staff report</b>
2.4.1	Emma gave an update to the Board. Staff have had a great start to the year, due to the house spirit and school culture. Staff are pretty busy. Staff had a great Teacher Only Day. They learnt a lot as a team about our local history, which teaching staff have been able to take into the classroom. Teachers and students have struggled with the heat, we may need to look at air conditioning in every class. Staff have commented on the grounds, as the fields are looking very dry and wondered why this is when we have our own bore. New staff are fitting in well. Hannah said that its great to hear that everyone is having a great start, given the events at the end of last year. Hannah let the HGHS staff know that the board are thinking of them and will support them if needed. Emma to ask Phil about watering of fields.

2.5	<b>Principals report</b>
2.5.1	Hannah asked about the Year 13 roll figure and it was confirmed that there was a mistake and the number should of been 97. General discussion about roll numbers for each year. Catherine explained that the MOE did the projected figures for this year, the Principals weren't given the opportunity and clarified that we won't be funded for less than that.
2.5.2	Catherine has meet with BSM and the MOE regarding the LSC work space and has come up with the submitted plan. LSC role comes with a budget from the MOE, to set up a work space. The plan allows for improvements to two existing meeting spaces to be used for the LSC.
	<i>Motion: Proceed with the project for the LSC office/meeting spaces</i>
	<i>Moved: Catherine Bentley</i>
	<i>Seconded: Grant Russell</i>
	<i>Carried</i>
2.5.3	Catherine requested that the Board allow spending to bring the Hauroa team together in one office/meeting space. Senco will move into with LSC, so that a space can be available to trial the DP Pastoral moving to the student Centre. Sonya to get two more quotes. Once three quotes are gathered. Circulate to all Board members for electronic approve
2.5.4	EOTC and PLD Reports reviewed. Catherine to ensure that recommendations for the BOT, so that the is a clear instructions to the board on what use, i.e. executive summary for review or approval (what decision needs to be made and by when)
	<i>Motion: EOTC and PLD reports received</i>
	<i>Moved: Catherine Bentley</i>
	<i>Seconded: Hannah Portas</i>
	<i>Carried</i>
	<i>Motion: The Principals Report is approved.</i>
	<i>Moved: Catherine Bentley</i>
	<i>Seconded: Hannah Portas</i>
	<i>Carried</i>

<b>3.</b>	<b>For approval</b>
<b>3.1</b>	<b>Analysis of variance:</b>
	<p>NCEA results: We have had an increase across every year level. With Level 1 results slightly better than last year. Last year's Level 1 girls doing Level 2 have pushed through and did significantly better than in 2018. For the most part, the students have done a completely Achievement Standard program. For every single girl, we know her story and why she didn't get across the line. We can use that knowledge to better guide us in future to help girls achieve.</p> <p>Target One: Catherine explained Target One. Hannah asked Catherine where the strategic goals link back to. Catherine said there was an audit done, which superseded the strategic plan, with clear pathways, that couple with what we are doing with Kahui Ako, and this makes up the strategic goals. When ERO ask what our strategic goals are, we look at the strategic plan, which drives the Analysis of Variance. The Analysis of Variance is very detailed, to give clarity for the Board and Catherine as a beginning Principal.</p> <p>Target Two: Catherine explained Target Two. Hannah said shes likes that we are planning what we should be doing next and is the most visible change that we are engaging with our community.</p> <p>Target Three: Catherine explained Target Three: As recommended by ERO we are building a new curriculum - starting again and rebuilding it. An example of this is the trial of the learning hubs. We have made a lot of progress with our junior curriculum. The hubs are going well, feedback from students, parents and staff are that they are loving it.</p> <p>Hannah asked that the Board be very familiar with this document and understand it, and acknowledge the hard work that has gone into it.</p> <p>Catherine will communicate the Analysis of Variance to the wider staff, once approved by the Board.</p>
	<i>Motion: The Analysis of Variance is accepted</i>
	<i>Moved: Catherine Bentley</i>
	<i>Seconded: Hannah Portas</i>
	<i>Carried</i>
<b>3.2</b>	<b>Strategic Plan 2020</b>
	<p>This is looking at the girls that were on the role at the end of the year. The stats from previous years have been prepare using the same criteria to show an accurate comparison. Prior to 2019 those results had a huge cushion of unit standards and credits that were 12-15% inflated at Level 2, by taking students off site to gain Kapa Haka credits. The girls are now getting qualifications that are meaningful. Year 12 Level 2 students getting EU increase to 20%. The value added is most important.</p> <p>Strategic reviews for 2020. The planned strategic reviews for this year will be the curriculum delivery, reporting, review of unit holders, stand-down and suspension process and a review of the leavers dinner, we will be engaging with the Year 13 students about what they would like to do, rather than us deciding for them, Phil Carmine will lead this review.</p> <p>Targets around student learning, student engagement and curriculum, all remain the same. The only thing that has changed is that student goals will be on Kamar to be logged and tracked. The Board were happy with progress and believe that we are heading in the right direction. Catherine said that staff and students are stepping up and owning the changes.</p> <p>Hannah asked how these goals will be actioned. Catherine explained that the various departments have their individual goals, which come back together as a collective goal. Catherine explained that there's a lot more clarity with the expectations and goals within the Senior Leadership Team, to ensure the departments are meeting the schools goals.</p> <p>Note that there was a spelling mistake 2019 not 2029</p>
	<i>Motion: The Strategic Plan is accepted for 2020</i>
	<i>Moved: Catherine Bentley</i>

	<i>Seconded: Jordan Mou</i>
	<i>Carried</i>
<b>3.3.</b>	<b>Budget</b>
	<i>Motion: Budget for 2020 is approved</i>
	<i>Moved: Hannah Portas</i>
	<i>Seconded: Anna Vigonlini</i>
	<i>Carried</i>
<b>3.4.</b>	<b>Pacifika Education Plan</b>
	Catherine gave an overview of the plan. Catherine thanked the Board for their support of this initiative. Hannah asked what was happening with our Level 3 results. Catherine said it was because these Pasifika students were 'streamed' into classes and weren't expected to achieve standards when they started in Level 1 and now as they have come through the levels they have new opportunities.
	<i>Motion: Pasifka Education Plan is accepted</i>
	<i>Moved: Hannah Portas</i>
	<i>Seconded: Jason Whaitiri</i>
	<i>Carried</i>
<b>3.5.</b>	<b>Bylaws</b>
	Updates to the Student Bylaws tabled for Board approval. It was discovered that the wrong version of the Bylaws had been attached. Sonya to circulate correct version to all Board members for electronic approve. To have them back before 3 March.
<b>3.6.</b>	<b>Technology Building Project</b>
	<i>Motion: The building project for the technology block is approved</i>
	<i>Moved: Catherine Bentley</i>
	<i>Seconded: Hannah Portas</i>
	<i>Carried</i>
<b>3.7.</b>	<b>Appoint Chair &amp; Deputy Chair</b>
	<i>Motion: Grant Russell nomination Hannah Portas for the Board Chairperson. No other nominations.</i>
	<i>Moved: Grant Russell</i>
	<i>Seconded: All</i>
	<i>Carried</i>
	<i>Motion: Hannah Portas nomination Jacqui Davis for the Board Deputy Chairperson. No other nominations.</i>
	<i>Moved: Hannah Portas</i>
	<i>Seconded: All</i>
	<i>Carried</i>
<b>3.8.</b>	<b>Delegations</b>
	<i>Motion: That 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</i>
	<i>Moved: Hannah Portas</i>
	<i>Seconded: Jacqui Davis</i>
	<i>Carried</i>

	Pastoral Sub-committee Chair is Jacqui Davis. The Deputy Chair is to be the second Board member. This committee requires a quorum of three. The Membership is four. The committee is Jacqui Davis, Hannah Portas, Emma Jensen and Jason Whaitiri.
	<i>Motion: 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</i>
	<i>Moved: Hannah Portas</i>
	<i>Seconded: Grant Russell</i>
	<i>Carried</i>
	Finance Sub-committee Chair is Hannah Portas. The Deputy Chair is Anna Vignolini. This committee requires a quorum of 1. The membership required is two. The committee is Hannah Portas and Anna Vignolini.
	<i>Motion: 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 3</i>
	<i>Moved: Catherine Bentley</i>
	<i>Seconded: Hannah Portas</i>
	<i>Carried</i>
	Personnel Sub-committee Chair is Hannah Portas. The Deputy Chair Jacqui Davis. The committee requires a quorum of two. The membership required is two. The committee is Hannah Portas, Jacqui Davis and Grant Russell.
	<i>Motion: 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 3</i>
	<i>Moved: Hannah Portas</i>
	<i>Seconded: Jacqui Davis</i>
	<i>Carried</i>
	Health, Safety and Wellbeing Sub-committee Chair is rolling. There is no need for a Deputy Chair. A quorum not required. Membership must include the Student Rep
	<i>Motion: 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 shall be 3</i>
	<i>Moved: Hannah Portas</i>
	<i>Seconded: Anna Vignolini</i>
	<i>Carried</i>
	<i>Motion: 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.</i>
	<i>Moved: Catherine Bentley</i>
	<i>Seconded: Hannah Portas</i>
	<i>Carried</i>
3.9.	<b>NZSTA Conference – Rotorua 17 – 19 July</b>
	Board agreed to consider cost of accommodation, meals and transport. Eight people to register. Catherine to look into why Spirit Adventure hasn't come through as an option for Jordan as Student rep. Sonya to book all arrangements. Hannah to let Juliet know about increased budget expense

3.10.	<b>Cyclical Maintenance Calculations 2019 from SSL Project Management</b>
	<i>Motion: The Cyclical Maintenance calculation is approved</i>
	<i>Moved: Hannah</i>
	<i>Seconded: Grant</i>
	<i>Carried</i>
<b>4.</b>	<b>For Discussion</b>
<b>4.1</b>	<b>Principals Appraisal</b>
	Hannah gave an overview of the final appraisal. In particular Hannah highlighted the wonderful things that were reported by Anne Milne, who is a reputable appraiser. The Board knows that Catherine is doing a wonderful job, but it's great to read the report from Anne. The Sub-committee recognised that there were recommendations from the appraisal, for them to consider, around Catherine's well-being and how the Board can better support her in her role, given the challenges Catherine has/is facing as a beginning Principal. The Board have been impressed by Anne and the value she has brought to the school in her support of Catherine. Hannah in her new role is going to meet with Catherine on a weekly basis as a trial to better support Catherine in her role.
	<i>Motion: The personnel sub-committee have approved the appraisal and updated the board.</i>
	<i>Moved: Hannah Portas</i>
	<i>Seconded: Jason Whaitiri</i>
	<i>Carried</i>
4.2	Recruiting additional Board Members If anyone has some one that they think would be a good addition to our Board, let Hannah know and she will make contact with them Hannah to put together a position description for board members.
4.3	Trustee Code of Behaviours documents circulated for signature and collected back in.
4.4	Access to BOT team drive. Hannah showed the BOT, how to use the team drive.
4.5	BOT Professional development (Hannah to show NZSTA knowledge hub on projector)  <u>All to watch before next Board meeting.</u> <a href="https://modulesfeb2020.s3-ap-southeast-2.amazonaws.com/Boards+and+the+media/index.html#/">https://modulesfeb2020.s3-ap-southeast-2.amazonaws.com/Boards+and+the+media/index.html#/</a>
<b>5.</b>	<b>For Noting</b>
5.1	Meeting & BOT event dates 2020 (please have as a separate page – list of important dates)
5.2	NZSTA Conference – Rotorua 17 – 19 July
5.3	NZSTA Elections for members who are interested (verbal reminder from me only)
<b>6.</b>	<b>Administration</b>
6.1	Confirmation of previous minutes. There was a typo afternoon tea', remove persons name.
	Motion: Moved that the minutes of the previous meet are true and accurate with typo changed be accepted
	Moved: Hannah Portas
	Seconded: Anna Vignolini
	<i>Carried</i>
6.2	Correspondence

	<b>Inwards</b>
	18 December 2019 - Letter of resignation from Kaye Boden
	9 February 2020 - Letter from Karina Watts re maternity leave
	4 February 2020 - Letter from Stephanie Hall
	Cyclical Maintenance Calculations 2019 from SSL Project Management
	November 2019 - Five Year Agreement Property Funding from MOE
	Catherine and Juliet to give feedback on the report for the finance sub committee
	Motion: Moved that the inwards correspondence be accepted and acceptance letter regard resignation to be send to Kay Boden and Stephan Hall.
	Moved: Hannah Portas
	Seconded: Anna Vignolini
	<i>Carried</i>
<b>7.</b>	<b>Meeting closure</b>
7.1	There being no further business, the meeting closed at 8.00pm. The next meeting of the Board of Trustees will be held on 18 March 2020 at 5.15pm.

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*Signature of the Chairperson*

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*Date*