

Meeting	Details	Person Responsible	Action	Motion	Seconded
2022					
March					
Date:	23 March 2022				
Time:	5.30pm				
Location:	Online				
Agenda					
	1. Meeting Opening				
	1.1. Karakia	TBC			
	1.2. Present	Amataga luli			
	1.3. Apologies	Amataga luli			
	1.4. Declaration of Interests	Amataga luli			
	2. For Discussion				
	2.1 Strategic Plan Project - ON HOLD	Amataga luli			
	2.2 Board Elections https://myschoolelection.nz/school-board-election-manager/				
	3. For Approval				
	3.1 Minutes of the previous meeting (February 2022) - See below	Amataga luli			
	3.2 Correspondence	Amataga luli			
	3.3 Finance Report - Verbal update - Governance Report attached	Amataga luli			
	3.4 Principal's Report - See below, taken as read	Catherine Bentley			
	3.5 HSW Subcommittee	Amataga luli			
	3.6 Policies for Review	Amataga luli			
	3.7 HSW Subcommittee New BOT Appointment	Amataga luli			
	3.8 Sign off for Catherine Bentley on MOE National Curriculum Focus Group	Amataga luli			
	4. General Business				
	5. Meeting Closure				
Minutes					
1. Meeting Opening					
1.1. Karakia		Amataga luli			
1.2. Present	Grant Russell, Anna Vignolini, Jason Whaitiri, Catherine Bentley, Monique Goodson, Sonya Lyndon, Jo Husband, Amataga luli	Amataga luli			
1.3. Apologies	Jacqui Davis, Zygy Russell	Amataga luli			
1.4. Declaration of Interests	Catherine's daughter, Niamh, has been employed as a Teacher of Voice as of 7 March, finishing on 8 July 2022.	Amataga luli			
2. For Discussion					
2.1 Strategic Plan Project	ON HOLD	Amataga luli			
2.2 Board Elections	Previously the Board agreed that they would move to the online elections format. Amataga asked for a volunteer from the Board to coordinate the election progress and have the necessary arrangements on behalf of the board, reporting back to the Board. No volunteers came forward. Amataga will continue in this role until someone is found to take over this project.				
3. For Approval					
3.1 Minutes of the previous meeting (February 2022) - See below		Amataga luli		Move that the minutes of the previous meeting in February 2022 are accepted as true and correct.	Monique Goodson
3.2 Correspondence		Amataga luli			
	Paid Union Meetings for school support staff covered by the SSSCA and the KRCA	Anna Vignolini		Move that the inward correspondence are accepted.	Jason Whaitiri
3.3 Finance Report - Verbal update - Governance Report attached	Discussion regarding staff salaries being 8% over, however, this is due to funding coming in for projects, that were not budgeted for. Overall the 2021 end of year draft report shows a \$250K surplus.	Anna Vignolini		Move that the finance report be accepted for December 2021.	Grant Russell

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	The question was raised as to whether or not we would be taking on international students again. All agreed that as it is not our core business and the school is operating fine without that revenue stream, that at this time it is not required.	Anna Vignolini		Move that the finance report be accepted for January 2022.	Catherine Bentley
3.4 Principal's Report - See below, taken as read	With regard to staff hauora, SLT have done everything that they can to support staff, however, we must accept that sometimes things are just simply beyond their control. Staff know that they need to look after themselves and each other as well. We are also supporting our families. Every household of a student who has COVID is called by a member of SLT and asked what help they need. So far we have delivered over 100 food parcels to whānau in need. Monique thanked our school for the support and the care given to look after the staff and reduce workloads.	Catherine Bentley		Move that the Principal's report be accepted.	Jo Husband
Overview and Vision	Please see below some of the latest strategies we have put in place to maintain staff wellbeing during these challenging times. We made the decision early on, not to have rolling days, e.g. seniors stay home, as this would only increase workload for staff. Our zones appear to have helped in reducing the number of staff infected with COVID, which was our original goal. Staff are not being used to cover relief. Ending the day at 2.30pm was very well received, and staff are encouraged to be offsite by 3.30pm. Thank you to the Board for providing morning tea for the staff in Week 5, it was delicious and very timely.				
Te Kanorautanga (Learners are achieving excellent and equitable educational Outcomes) - Shaping Teacher Capacity - Curriculum Enrichment - Strengthening Structures and Systems	Tracking, monitoring and supporting our senior students to achieve their learning goals will be of paramount importance over the coming months. Time has been set aside in Week 11 to take staff through how this will look both in the classroom, where courses may need to be refreshed or adapted and as an Ākina Coach where those all important conversations take place. The funding that we received last year, targeting our Pasifika learners, will be utilised with a planned targeted NCEA literacy and numeracy programme taking place in Week 11. We are committed to running a full business as usual timetable from the start of Term 2.				
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	The overall hauora of our students, staff and whānau remains a key focus for us during our current Red Light Level. Recently attendance at school has been low for a range of reasons; some are household contacts, others have COVID and in some cases whānau are opting to protect themselves by arranging for students to work from home during this time. We believe that over the last 10 days our case numbers have plateaued (daily cases between 8-15), our number of cases to date totaling 154. We know that there are possibly a further 50-80 cases that have not been reported. As indicated early on, our concern has been the overall wellbeing of whānau when isolating and whether or not simple needs such as access to food would be met. To date we have provided food parcels (5 days of food) to over 90 whānau. Our pastoral team are currently developing a plan to help us 'reconnect' as a kura, with a school-wide event planned for Friday Week 10, and Ākina time reinstated from Week 1, Term 2. As part of our planning for Week 11, we have NKII coming for the first of our TeTitiri o Waitangi workshops with staff. This training will continue throughout Term 2 and is funded via our successful PLD applications.				
Kiatiakitanga (Learners as guardians of our past, present and future) - Building Leadership Capacity, Establishing a Hub-based Junior Curriculum	We were fortunate to have had 9 of our 14 Hubs complete their planned noho at Hinetemoa Mārae, before the decision was made to postpone the rest due to the COVID risk. Hopefully later in the year the remaining Hubs will be able to enjoy the experience. Feedback from the groups that did manage to attend was all positive, and we can see this becoming an annual event on our school calendar. Our goal of providing a space for students to connect and build whakawhanaungatanga across staff and students was certainly achieved. In spite of the ongoing impact of COVID, we have managed to keep the Hubs running with face-to-face teaching - any students isolating at home are able to continue with their learning via device. To date, all students regularly attending school have been issued a device. Our curriculum tool, which provides the map for our junior curriculum, is still in development with Hubs using it at varying degrees. For next term, Evelyn Leef - DP Curriculum and Catherine Bentley will provide more in-depth support for staff in how to get the most out of the tool. During Week 11, we plan to have all students working from home. This will enable us to have 4 days of uninterrupted planning and preparation ahead of Term 2. Our staff have worked above and beyond throughout Term 1 - we see that through providing in-depth planning time, staff will be able to have a much needed rest over the two-week school holiday break - we are certain this will pay dividends later in the year.				

Meeting	Details	Person Responsible	Action	Motion	Seconded
3.5 HSW Sub-Committee	The Committee met to discuss everything that's needed in 2022. The committee are working their way through the read and will be able to give an update after the next meeting.	Jason Whaitiri			
3.6 Policies for Review	Grant and Jo gave a snapshot to the Board on Policies due in 2022 and 2023. In Term 4 there will be a review of Health, Safety and Wellbeing policy. A list attached for the Board's information. These will be made available to our community via the pānui when required. There is a line item for COVID-19, which the Board can review at some point.	Amataga Iuli			
3.7 HSW Subcommittee New BOT Appointment	Since the last Board meeting Amataga step down as the BOT rep on the Health, Safety and Wellbeing Committee and Jason took up the role on behalf of the Board.	Amataga Iuli			
3.8 Sign off for Catherine Bentley on MOE National Curriculum Focus Group	<p>Catherine Bentley is currently contracted to the national MOE as a Specific Curriculum writer. A team of 14 are currently shaping the new curriculum. Tim White, from Frimley School, is also on the team, with other members representing various educational organisations such as NZPF, NZEI, SPANZ, and more. This is a fabulous opportunity for the school, and recognises HGHS as being innovative in curriculum design. The Board asked what they can do to support Catherine while she does this important work on behalf of the MOE.</p> <p>Catherine asked that the Board sign the variation to her individual employment agreement, agreeing for her to work on the project as a Specific Curriculum Writer, as per clause 2.2.2. It is agreed by the Board, Catherine Bentley and the MOE, that all payments received from these invoices are to be on-paid to Catherine Bentley, excluding tax, to remunerate her for her time spent on the project, above and beyond her role as Tumuaki of HGHS.</p>	Monique Goodson		Move that we accept the variation to the individual employment agreement and the terms outlined to the Board. 6 for and 1 abstained.	Jason Whaitiri
	As outlined in the memorandum of understanding from the MOE, the school is to invoice the MOE for the agreed charges each month for Catherine's time spent on the project.	Grant Russell		Move to accept the Memorandum between the MOE and Hastings Girls' High School.	Jo Husband
4. General Business					
	Moved that this meeting go into committee at 6.51pm and 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.				
	Moved that this meeting go out of committee at 7.03pm.				
5. Meeting Closure					
	There being no further business, the meeting closed at 7.04pm. The next meeting of the Board of Trustees will be held on Wednesday 11 May 2022 at 5.30pm. The Board are invited to come at 5pm to farewell Jacqui Davis prior to the meeting.				


 Amataga Iuli (Jul 10, 2022 12:57 GMT+12)

Amataga Iuli

Jul 10, 2022