

Meeting	Details	Action	Motion	Seconded	Person Responsible
Hastings Girls' High School Board of Trustees Meeting 2021					
August					
Date:	4 August 2021				
Time:	5.30pm				
Location:	Principal's Office HGHS				
Agenda					
1. Meeting opening					
	1.1. Karakia				TBC
	1.2. Present				Grant Russell
	1.3. Apologies				Grant Russell
	1.4. Declaration of interests				Grant Russell
2. For Discussion					
	2.1 Staff Culture				Catherine Bentley
	2.2 Strategic Plan Project				Grant Russell
3. For Approval					
	3.1 Minutes of the previous meeting (June 2021) - See below				Grant Russell
	3.2 Correspondence				Grant Russell
	3.3 Finance Report - Verbal update				Grant Russell
	3.4 Principals Report - See below, taken as read ATTACHMENTS WITHIN THE REPORT BELOW				Catherine Bentley
	3.5 HSW Sub-Committee - Verbal update				Amataga Iuli
	3.6 Policies for review:				Grant Russell
4. General Business					
	4.1 2021 HGHS Board Elections: Student Trustees				Catherine Bentley
	4.2 School Property Update				Catherine Bentley
	4.3 Analysis of Variance				Catherine Bentley
5. Meeting closure					
Minutes					
1. Meeting opening					
	1.1. Karakia				Jason Whaitiri
	1.2. Present	Grant Russell, Anna Vigonlini, Jason Whaitiri, Catherine Bentley, Mercy Ili, Monique Goodson, Sonya Lyndon, Jo MacDonald, Amataga Iuli, Catherine Bentley, Charmaine Nelson			Grant Russell
	1.3. Apologies	Jacqui Davis			Grant Russell
	1.4. Declaration of interests	None			Grant Russell
2. For Discussion					
	2.1 Staff Culture	A staff wellbeing plan is being prepared by SLT.			Catherine Bentley
	2.2 Strategic Plan Project	Sally Church has expressed interest in helping with our strategic plan. She will meet with Catherine on Monday and then come to the Open Evening and do the tour with Jacqui. Sally will come to the next Board meeting to present her proposal.			Grant Russell
3. For Approval					
	3.1 Minutes of the previous meeting (June 2021) - See below		Move that the minutes from the June meeting are true and accurate	Jason Whaitiri	Grant Russell
	3.2 Correspondence	Catherine received a letter of thanks from Iona Holstead for walking the Treaty walk.	Move that the inward correspondence be accepted	Monique Goodson	Grant Russell

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3.3 Finance Report - Verbal update	<p>We have received money from applications for funding, which in turn has been spent on staffing projects.</p> <p>Items of significance. The question was asked as to why there were so many items on the list; this was explained and all were confident that there is nothing of concern. Capital costs were explainable as related to activities such as the equipment for the kitchen and lunches in schools, the fence and the production.</p> <p>Banking staffing continues to track upwards vs ops grant money to cover staffing. Sick leave costs have used almost all of the allocated fund for the whole year. This is due to a new Covid way of life, and the need for people to stay home when unwell. Unfortunately sick leave is not something that we can control or forecast. How can we manage individual cases to ensure that students and budgets aren't too badly affected?</p>		Move that the finance report be accepted	Jo MacDonald	Catherine Bentley
3.4 Principal's Report - See below, taken as read ATTACHMENTS WITHIN THE REPORT BELOW	<p>Amy Rose has accepted a position at Tamatea High School.</p> <p>As an update to the Board we have withdrawn from the Knowledge Rich Project with Auckland University, as our vision and values do not align with those of Elizabeth Rata who was the leader of the project. We will continue to work with Auckland University as they have openly stated that they do not agree with or support the views of Elizabeth Rata.</p> <p>The Board reviewed the security camera proposal.</p>	BOT members to meet in the hall at 5.45pm on Wednesday 11 August.	Move that the Principal's Report be accepted	Amataga luli	Amataga luli Anna Vignolini Catherine Bentley Grant Russell Jacqui Davis Jason Whaitiri
Overview / Vision	<p>Having passed the half way mark in the school calendar, we have taken time to reflect on how well we are tracking towards our annual strategic goals. The SLT have pulled together the relevant information and have recorded this on our 2021 Analysis of Variance, attached to row 82 agenda item 4.3. In some areas the plan has been modified significantly in response to the needs of either students or staff. Our commitment towards developing best practice in review and next steps, ensures that we are always striving to build upon our expertise, in order to provide the best possible learning environment for our students. Currently, much focus is being given to the preparation of Junior Hubs for 2022. In response to our recent success in being finalists in the Prime Minister's Excellence Awards for Leadership, HGHS continues to be talked about in the media. Last week three articles and an interview were published by RNZ. We have completed both the judging and filming process and now await the final decision at the awards ceremony next month. We are appreciative of the support provided by our MOE RA Robyn Gibbs who was in attendance throughout the process. We have received a letter of resignation from Jessica Lowe and a request for maternity leave from Karina Watts.</p>				
Student Learning					
PLD	<p>The PD committee met in week 9 of Term 2. We have been able to approve relevant PD within the budget due to PPTA funding for so many staff this year. We are now looking at the budgeting for 2022 and planning ahead. As a response to the curriculum structural review, the staff meeting structures have changed and we are piloting a new structure in Term 3 that will allow for feedback time and PD within departments. PD for Term 3 and 4 will focus on Professional Growth Cycle and Planning for Hubs.</p>				
Transition	<p>The next steps of our Transition plan are coming together.</p> <p>School visits have resumed with the addition of a couple of Year 13s and junior students who have been part of the Hubs to answer questions and encourage students to come to Open Evening.</p> <p>We have also sent out to schools a key dates flyer.</p> <p>Students will also get this early next term. Out of zone enrolments are up at the same time as last year.</p>				

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Snapshot	<p>Security - After a great deal of research, following earlier discussion by the Board, a final CCTV proposal is attached for consideration and approval from the Board.</p> <p>Health & Safety - To ensure safe operation in the technology education space, the HOD Technology and H&S DP are working towards updating our current guidelines and management plan. We had a lengthy discussion about this at our recent Health, Safety and Wellbeing committee meeting. The decision was made for the HOD and DP to research other models in schools which are working successfully. School vehicle use guidelines have been drafted and tabled and are in the final stages of being touched up. These will be added to School Docs once finished.</p> <p>Site and Facilities - Our plumbing continues to cause us ongoing costs. After discussion with MOE, we have decided to employ a contractor to provide us with a complete report regarding the current state of our plumbing and costings to have this remedied. The cost of this initial work is for the school, however if the work is as substantial as expected, it would then be covered by the MOE. Works are beginning on a number of projects over the next few months, including flooring replacement, fire damage repair and plumbing upgrades. Verbal update to be given at the Board meeting including funding of projects on our current 5YA and tree removal for drainage.</p>	Catherine to put a message in the pānui	<p>Accept the recommendation for both indoor and outdoor security cameras as outlined in the attached proposal, for Impact Alarms and Glenn Cook.</p> <p>Carried</p>	Mercy Ili	Grant Russell
Student Engagement					
Hauora Team	<p>We met with Dee Whitby who presented on Neurodiversity and the effects of trauma on the brain. We appreciated the insight into some of our girls' stories. Having the knowledge means that teachers can then be better prepared to assist in helping students. The takeaway for me was around making sure that students had stability and good boundaries as they are unable at times to be able to set them for themselves.</p> <p>Research is showing 1:4 New Zealanders experience trauma in their lives of some form or another. We believe that for our ākonga it may be as high as 1 out of 2.</p> <p>We were thrilled to have Dr Diane Mara and Amataga luli to share the results of Health Survey of Pacifica Youth and their insights into this data.</p>				
Snapshot	<p>The Pastoral team has covered the following this month:</p> <p>Severe behavior research - We finished off entering the Data for the research and we have just received these results this week. We are hopeful this information that comes out of the project will provide us with some valuable insights and possible next steps. It has been a really good process for us to be part of.</p> <p>Margaret Ross - PD for the Deans team. This was around Motivational Interviewing. This was well worth it and the Deans team got a lot out of the day. It was also nice to meet and network with other Deans from other schools.</p> <p>Waiting for Period products - We are still waiting for the shipment of our products but we have worked out a system for this. Girls will be able to access them whenever they need them via the Student Centre. Hopefully there will be a good uptake on this.</p> <p>Monitoring and Tracking students via the Deans for Yr11 and 12 students. We are working with the Curriculum team to put together a smartsheet that will help staff identify students who are falling behind early. This will be a live sheet that we can all see and then the Deans will be able to work out where to next for that student.</p> <p>The Deans team have created a booklet that is focused around Manaakitanga where our Year 9 will be encouraged to show respect and care for each other and staff. They are hoping to roll this out at the start of Term 3.</p>				

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Curriculum Development					
Learning Hubs / Kahui Kaupapa	<p>The Hub Design Group meet weekly and all planning and actions are well ahead of schedule. In week 10 we held a Year 9 parent evening to give Year 9 parents an opportunity to hear about the hubs and ask questions. This was attended by 10 people. All Year 9 whānau had a letter with information and a message option has been set up on the website learning pages so that whānau can ask questions via the website that can be replied to by the relevant SLT or HOD. All details around the Hubs and application for them are now on the website and we have 10 entries already across a range of Hubs. Our next step is to complete Timetable design and look at staffing gaps. It is likely that there will be a need for a teacher of Māori Performing Arts in order to lead Te Ao Haka Hub and also provide Māori Performing Arts at Level 1, 2, and 3 - these would be highly sought after courses.</p> <p>Term 3 sees the start of our At Risk in Learning Intervention through which students with under 8 credits at Level 1 to start with will be identified, set up on a programme on the Friday Kāhui that will enable them to have structured focus on achievement. This is a project that crosses the Deans Team, HOD team and NZQA team.</p>				
EOTC					
Snapshot	<p>The Curriculum Leaders Team have had a number of foci this year:</p> <p>i) A review of departments, structures and leadership of curriculum including JDs and data gathered on teaching subjects and student numbers. All data has been gathered and a draft policy and structural proposal will be drawn up.</p> <p>ii) The use of data to inform Teaching and Learning Choices - e-asTTle literacy data use across all departments.</p> <p>iii) Professional Development for each other around the graduate profiles, skills and empirical demands of other subject areas - sharing at meetings.</p> <p>iv) Designing Curriculum - using the Knowledge Rich Model. HOD Science and Performing Arts have presented at UoA. More information regarding our work with Auckland University to be shared at the meeting.</p> <p>We are incredibly proud of the team. Each leader is reflective, knowledgeable and driven by a strong moral purpose. They are able to stand outside their niche area, and work together on school wide projects and drive the why behind the curriculum. This is the team who drove the design of the Hubs, the tracking of at risk students, the need for a structural review and the new meetings pilot structure and the need to upskill themselves in data and knowledge of other curriculum areas.</p> <p>Specialist Classroom Teacher: Our new SCT Kim Hokianga is impressive in the role. The mid year feedback from the beginning teachers was overwhelming in their praise of her clarity, direction and support. She has a well documented goal setting and reflective journal for each PCT and a well-planned meeting schedule for them. She is thorough in her observations and support.</p>				
3.5 HSW Sub-Committee - Verbal update	No update.				Amataga luli
3.6 Policies for review:	Carried forward to next meeting.				Grant Russell
4. General Business					
4.1 2021 HGHS Board Elections: Student Trustees	Juliet has called for nominations from next week.				Catherine Bentley
4.2 School Property Update	<p>We have a lot of P2 activities, and so will just get underway. Plumbing has sat outside of the existing plans. We need to get a report done to check the condition of the plumbing onsite. We would need to cover the cost of the repairs, unless it is declared a P1 activity and then we can ask the MOE to cover the cost for repairs.</p> <p>Unfortunately we need to remove a significant tree on our grounds. We will need to start the project of working with Ngāti Kahungunu to take the tree down and use it for a pou.</p>	Catherine, Jason and Thompson to meet with Ngāti Kahungunu regarding the tree.			Catherine Bentley
4.3 Analysis of Variance	Catherine explained how the statistics are recorded.				Catherine Bentley
4.4 Prime Minister's Excellence Awards	Jason asked who was attending. SLT and Jacqui and Grant. The Accord Teachers only has been moved to 8 September so that the school isn't left without Senior Leadership.				
5. Meeting closure					
5.1	There being no further business, the meeting closed at 6.46pm. The next meeting of the Board of Trustees will be held on 15 September 2021 at 5.30pm.				