

Meeting	Details	Action	Motion	Seconded	Person Responsible
<b>2021</b>					
<b>February</b>					
Date:	17 February 2021				
Time:	5.15pm				
Location:	Principals Office HGHS				
<b>Agenda</b>					
<b>5.15 – 5.20pm</b>	<b>1. Meeting opening</b>				
	1.1. Karakia; He hōnore, he korōria ki te Atua He maungārongo ki te whenua He whakaaro pai ki ngā tāngata katoa Amine				Jacqui Davis
	1.2. Present				Jacqui Davis
	1.3. Apologies				Jacqui Davis
	1.4. Declaration of interests				Jacqui Davis
<b>5.20pm - 6.00pm</b>	<b>2. For Discussion</b>				
	2.1 NZSTA Conference 2021				Jacqui Davis
	2.2 Staff Culture				Jacqui Davis
<b>6.00pm - 6.45pm</b>	<b>3. For Approval</b>				
	3.1 Minutes of the previous meeting (November 2020) - See below				Jacqui Davis
	3.2 Correspondence				Jacqui Davis
	3.3 Finance Report - Verbal				Jacqui Davis
	3.3.1 2021 Budget - Final				
	3.4 Principals Report - See below, taken as read				Catherine Bentley
	3.5 HSW Sub-Committee - Update				Amataga Iuli
	3.6 Delegations				Jacqui Davis
	3.7 Analysis of Variance 2020				
	3.8 Strategic Plan 2018-2021				
<b>6.45pm - 7.00pm</b>	<b>4. General Business</b>				
	4.1 2021 HGHS Board Elections				
<b>7.00pm - 7.10pm</b>	<b>5. Meeting closure</b>				
<b>Minutes</b>					
<b>1. Meeting opening</b>					
1.1. Karakia;	He hōnore, he korōria ki te Atua He maungārongo ki te whenua He whakaaro pai ki ngā tāngata katoa Amine				
1.2. Present	Anna Vigonlini, Jason Whaitiri, Jacqui Davis, Catherine Bentley, Mercy Ili, Monique Goodson, Amataga Iuli, Grant Russell, Sonya Lyndon				
1.3. Apologies	-				
1.4. Declaration of interests	None				
<b>2. For Discussion</b>					
2.1 NZSTA Conference 2021	Jacqui asked for volunteers to attend the conference. 16 - 18 April. 4 Members can attend. Jason, Mercy, Jacqui and Amataga.	Please confirm to Jacqui before Friday 5 Feb.			Amataga Iuli, Jason Whaitiri, Mercy Ili
2.2 Staff Culture	BOT members to be invited to staff events.	Sonya to keep BOT up-to-date with upcoming event information.			
<b>3. For Approval</b>					
3.1 Minutes of the previous meeting (November 2020) - See below			Jacqui moved that the minutes from the November 2020 meeting be accepted.	Grant Russell	Jacqui Davis
3.2 Correspondence	N/A				
3.3 Finance Report - Verbal	We had budgeted a loss but this didn't happen. Partly due to uniform stock sold to uniform group, and the café closing. There was an over spend in the BOT budget due to staff matters at the end of the last year.		Jacqui moved that the Finance Governance Reports from November and December 2020 be accepted.	Jason Whaitiri	Jacqui Davis

3.3.1 2021 Budget - Final	Juliet had made the necessary changes requested at the last BOT meeting. Anna raised the relief costs, as she felt that we didn't have enough of a buffer, so this has been increased to \$40k, which is an increase of \$20k. The Board all agreed that this was the best course of action.		Jacqui moved that the budget for the year ending 31 December 2021 be accepted.	Jason Whaitiri	Jacqui Davis
3.4 Principals Report - See below, taken as read	Catherine thanked the entire staff for their support over the last two weeks. She felt that they all did an amazing job of caring for the school in her absence.		Jacqui moved that the Principals Reports is accepted.	Amataga luli	Jacqui Davis
Overview / Vision	The Senior Leadership team returned to school mid-January in time to finalise our new annual plan. We have had an opportunity to analysis last year's results and think carefully about the next steps in our journey. Our focus remains firmly fixed on building a learning environment which encourages students to walk tall in their own culture; a school which acknowledges its deep connection with Ngāi Kahungunu, the cornerstone to our junior curriculum. Ann Milne spent the morning with the Senior Leadership team prior to the start of the year, helping us reflect on how far we have come in building a culturally sustaining environment and provided us with the clarity for the next steps in this important mahi. We were delighted to have our new Within School COL lead Evelyn Leef join us for this session. Evelyn has since met with Catherine Kelsey and myself to build a workplan. We have welcomed a great team of new staff to the fold which include a past student, beginning teachers', an international sports coach; all of whom bring wealth of experience and passion for teaching and learning. Stephanie Clifton resigned early January after winning a promotion to Deputy Principal at Hukarere Girls'. Although it is usual for staff to work a further eight weeks before leaving, we felt it was important to allow Stephanie the opportunity to start her new role immediately, given they also have a new principal starting this year. We have Richard Fenwick and Stephen Gardiner stepping in as acting HOD Social Science and classes have been picked up by SLT and Pam Angland. With the increase in roll (690+) we anticipate we will have additional staffing allocated after our March 1st return.				
Student Learning					
PLD	A new initiative this year has been to bring all the staff together for a week before students started back in order that we could have time for staff to regroup, plan and have PD to set up the year. We started with a Middle leaders day and a team building session with Todd Rogers from EIT. We were then thrilled to have Margaret Ross back on the Wednesday to work with staff for half a day on 'Starting the Year with a focus on relationships and Learning behaviour routines.' She also worked with the Deans' Team. Alongside this PD, we had staff providing internal PD; Evelyn Leef and Marion Iosefo on pronunciation of new yr 9 girls' names, Catherine Kelsey on start up lessons. The effect of this (in conjunction with other staff events that week) has been a strong sense of staff efficacy and warmth and support between staff. As one new staff member commented 'I thought I would be nervous and anxious but everyone here is so nice that I feel really at home and I have never been in a school like that.' The focus of PD in term 1 is cross curriculum development, growth coaching with your colleagues and we have Dr Elizabeth Rata and Dr Graham McPhail coming to work with our HoDs on planning a knowledge rich curriculum.				
Transition	The year has started with the largest group of Year 9's we have had in the past 5 years. We have enrolled 176 year 9's. We met with many new girls and whanau at the end of the year. The SLT Team began again on the 18th January and over several days met many more. We have also new enrolments at years 10 through to year 13. This group of 25 have enrolled for a variety of reasons. Whānau have moved into the area, new school, fresh start, curriculum and reputation have all played a part in the selection of Hastings Girls' High School. We are going to look at stream lining this process next year and have an induction day for new students and really focus on this group. Transitioning the Year 9's have ably been led by the Deans. Rhonda Smith SENCO is working on Teacher Aide timetables for our diverse learners, ensuring that teachers are supported in delivering differentiated learning to all students. We are looking at a shift in emphasis to teachers working directly with Teachers Aide. Our Teacher Aides are very skilled. The students seem settled and are happy. SLT is assisting with transition by ensuring that where possible we are helping ensure students know where they are going. Many of our Senior students are also assisting.				

<p>Snapshot</p>	<p>"The year has started off relatively smoothly, with some of the newly created systems into their second or third iteration of improvement.</p> <p>ICT - front and center at the moment is the need to upgrade our ICT systems and processes. To this end, laptops that will be available to students will now be recorded and managed through the library's Accessit system on a short/medium/long-term basis. This process is behind schedule. Our ICT support provider, Glenn Cook Ltd, have allocated an additional staff member to us at my request for the first few weeks of this term to address this and other urgent matters that are not progressing fast enough. This provider is failing to meet our needs on a number of levels and my recommendation (and current course of action) is to gather evidence to this effect so that we may seek early exit from our contract and bring a new contractor in mid-year.</p> <p>SPORT - pressing matters are those highlighted by Mr Sione Taufa in his 2020 Sport Report. Funding and lagging staff participation are among his greatest challenges moving forward. We have, however, won funding through the efforts of Mrs Catherine Kelsey for some assistance in growing sports participation, and to that end, Mr Greg Nicol of 365 Consulting Ltd. has been contracted as a part-time Sports Assistant for 2021.</p> <p>LUNCHES - In addition to Jimmy and his team starting the year flawlessly in terms of school lunches, our initial tender submission to become a Ministry of Education Health Lunches in Schools provider (should we choose to) has been approved. We will now move forward in investigating the feasibility of this potentially lucrative incomes stream."</p>				
<p>Student Engagement Hauora Team</p>	<p>Our first meeting was an opportunity to introduce ourselves and our roles. It was valuable to pause and reflect on the work done last year. Setting the tone and way forward in 2021. Matua Carl presented "My mahi" a student resource to the group. My Mahi will be a way for students to hold and keep information and resources well beyond school. This function alone is superior to anything else we have at present. We also as a group discussed topics we would like to gather more information about, the effects of drug use on children, TTOH, Addiction, Ngati Kahungunu Iwi Inc. especially around whakapapa work. We have spoken about the use of the wall of names and the purpose of building connections at school, via the person who knows our girls story, or is involved at a deeper level with a student. This will be a priority this year.</p>				
<p>Snapshot</p>	<p>"The start of the year has gone really smoothly but very busy for the Deans team. Some of the things that we have been working on are:</p> <p>Ākina Handbook has been created (see attached) to have a central place for all our current information around being an Ākina coach. This has then been put on to our staff website so that it is easily accessible.</p> <p>Staff only day - Margaret Ross working on "Starting the year positively" setting up your classroom how you want it to continue. She spoke to everyone setting up rules and routines. (with the aim of working towards more routines). This was hugely valuable to all staff as if we can set our classes up positively and build the relationships then hopefully we will see the flow on effect in terms of pastoral care. She also spoke about how if the relationship breaks down then the person that needs to fix it is really the teacher and not the deans. This will be a shift that teachers will have to get used to but it is a step in the right direction. Great way to start the year off in terms of where we want to head pastorally. The aim is to have Margaret back to do another workshop with our Deans on "Motivational interviewing" which will help our dean's deal with difficult situations.</p> <p>Student leadership Camp - We took our student leaders to Tūtira to put them through activities that hopefully will help with their leadership in 2021. On Friday some of their mentors came up to meet with them and set out goals as to what they want to achieve for the year. 'How will I be remembered' was the theme. This was a very successful camp and I believe that this has set them up for the year.</p> <p>Deans are helping 9 of the Level 1 students who missed out by a few credits to help them get over the line. If we can help these girls out who are really close to passing Level 1 it would mean a great start for them to level 2. This will help with building their relationships with the students and offering that wrap around service that we want to achieve in Pastoral.</p> <p>Positive start to the year."</p>				

Curriculum Development Learning Hubs / Kāhui Kaupapa	We are thrilled to have three Learning Hubs in the Junior School - Design and Innovation, Physical Activity and Engineering your Future. The latter one is aimed at providing a rich STEM pathway for our students with an engaging and robust programme in Years 9 and 10. The Learning Hubs are focused on building strong trust relationships within the classes and the teachers around them and their first innovative activity is a stay overnight at Hinetemoa Marae in Waimarama where they will do a range of learning and bonding games. This is an initiative that we hope to extend to all Junior classes/hubs in 2022. We are now planning for 2022 that all Junior classes will be learning hubs.				
EOTC	The focus this year will be on embedding new EOTC systems and processes. Staff training is the next step - to this end I hope to schedule general EOTC and official 1st Aid training sessions within the first half of the year.				
Snapshot	The year started with a celebration of our NCEA results (PPT attached with data Jan 23rd). Highlights were: Consistent Level 1 overall and NZE despite COVID-19 Increase in Level 1 endorsements overall by 10%: Increase of 19% Merit endorsement for Māori students who achieved A-E. 7% increase in merit endorsement for Pasifika and NZE students doubled the number of Excellence endorsements to 43%. Level 2 Overall Excellence endorsement up by 10% Equity of pass rate for NZE, Maori and Pasifika at Level 3 and UE for Maori and NZE at 74% By Feb 14th we expect the NCEA Level 1 pass rate to be 82% (2% higher than 2019 and despite COVID-19), 79-80% Level 2 and 74% L3. The start of the school year has been exceptional - with 7 new outstanding young and more experienced teachers, a sense of real collective efficacy amongst staff and time to plan across departments and class teaching groups. Classes have been engaged and many teachers have spent time setting up good learning relationships and behaviours. Year 9s canvassed on Friday said they have had a really great week and love the classes. There will be a strong focus on building a strong local, rich and knowledge based curriculum. We are excited to see the beginning of cross curriculum courses at the senior level aimed to give the girls a richer learning and develop critical thinking. At Level 1 we have Digital Tech/English. Level 2 sees the growth of English through Health Studies, English and Psychology, Geography and PE and Level 3 we have a new Media Studies course and a new Health Course with a Pasifika Context called Healthy Communities.				
3.5 HSW Sub-Committee - Update	Amataga reports that they are working on having a student and staff register of those with a first aide certificate. The HS&W committee are looking at running a weekend first aide course as currently no staff are certified.		Jacqui moved that the Health Safety & Wellbeing update be accepted.	Monique	Jacqui Davis
3.6 Delegations					
Motion:	Jacqui Davis moved that her resigned as Chair of the Board be accepted.				
Moved:	Grant Russell				
Seconded:	Catherine Bentley				
	Carried				
Motion:	Grant Russell nominated Jacqui Davis for the Board Chairperson, with no other nominations, Jacqui with appointed Chairperson.				
Moved:	Grant Russell				
Seconded:	Catherine Bentley				
	Carried				
Motion:	Jacqui nominated Grant Russell for the Board Deputy Chairperson, with no other nominations Grant was elected Deputy Chairperson.				
Moved:	Catherine Bentley				
Seconded:	Jason Whaitiri				
	Carried				
Motion:	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				
Moved:	Monique Goodson				
Seconded:	Amataga Iuli				
	Carried				
Pastoral Sub-Committee Membership	The Board appointed Anna Vignolini to be the Pastoral Sub-committee Chair. The Deputy Chair is to be the second Board member. This committee requires a quorum of three. The Membership is four. The committee is Anna, Monique, Mercy	Review the TOR at next meeting.			

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				
Moved:	Catherine				
Seconded:	Grant Russell				
	Carried				
Finance Sub-Committee Membership	The Board appointed Jacqui Davis to be the Finance Sub-committee Chair. The Deputy Chair is Anna Vignolini. This committee requires a quorum of 1. The membership required is two. The committee is Jacqui Davis and Anna Vignolini.				
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 1				
Moved:	Jacqui Davis				
Seconded:	Mercy Ili				
	Carried				
Personnel Sub-Committee Membership	The Board appointed Jacqui Davis to be the Personnel Sub-committee Chair. The Deputy Chair Grant Russell. The committee requires a quorum of two. The membership required is the Chair plus two. The committee is Jacqui Davis, Amataga luli and Grant Russell.				
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 2.				
Moved:	Jacqui Davis				
Seconded:	Grant Russell				
	Carried				
Health, Safety & Wellbeing Committee Membership	The Board appointed Amataga luli to be the Health, Safety and Wellbeing BOT rep. A quorum not required. Membership must include the Student Rep				
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 is not required.				
Moved:	Jacqui				
Seconded:	Anna Vignolini				
	Carried				
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.				
Moved:	Grant Russell				
Seconded:	Jason Whaitiri				
	Carried				
3.7 2021 HGHS Board Elections	An advertisement for new BOT members went out in the last Rangatahi Pānui. Two new potential members have come forward. Grant will take over this process, as Jacqui knows one of the applicants.				
3.8 Analysis of Variance 2020			Catherine moved that the Analysis of Variance 2020 be accepted	Amataga luli	Catherine Bentley
3.8 Strategic Plan 2018-2021		BOT to read the Education and Training Act.	Catherine moved that the Strategic Plan 2018-2021 be adopted	Jacqui Davis	Catherine Bentley
<b>4. General Business</b>					
4.1 Te Reo Maori Professional Development		Send BOT invite to join Te Reo Maori staff PD.			Sonya Lyndon
4.2 Jason will do some PD with the BOT, around protocols and tikanga at Board meetings.					Jason Whaitiri
<b>5. Meeting closure</b>					
5.1	There being no further business, the meeting closed at 7.12pm. The next meeting of the Board of Trustees will be held on 17 March 2021 at 5.15pm.				