

Meeting	Details	Person Responsible	Action	Motion	Seconded
2022					
February					
Date:	16 February 2022				
Time:	5.30pm				
Location:	Online				
Agenda					
	1. Meeting Opening				
	1.1. Karakia	TBC			
	1.2. Present	Jacqui Davis			
	1.3. Apologies	Jacqui Davis			
	1.4. Declaration of interests	Jacqui Davis			
	2. For Discussion				
	2.1 Staff Culture	Catherine Bentley			
	2.2 Strategic Plan Project - ON HOLD	Jacqui Davis			
	3. For Approval				
	3.1 Minutes of the previous meeting (January 2022 & November 2021) - See below	Jacqui Davis			
	3.2 Correspondence	Jacqui Davis			
	3.3 Finance Report - Verbal update - Governance Report attached	Jacqui Davis			
	3.3a Finance Final 2022 Budget (hardcopy given to Board Chair at the Finance Subcommittee meeting)	Catherine Bentley			
	3.4 Principal's Report - See below, taken as read	Catherine Bentley			
	3.4a 2021 - 2022 SPAR Report	Catherine Bentley			
	3.4b Strategic Plan 2022	Catherine Bentley			
	3.4c Analysis of Variance	Catherine Bentley			
	3.5 HSW Sub-Committee	Amataga luli			
	3.6 Policies for review:	Jacqui Davis			
	3.7 Review of Board member register	Jacqui Davis			
	3.8 Review of Board delegations	Jacqui Davis			
	3.9 Review of conflicts of interest	Jacqui Davis			
	3.10 Review of Board code of conduct	Jacqui Davis			
	3.11 Review of Board work plan and agenda	Jacqui Davis			
	3.12 Approve Principal's performance agreement	Jacqui Davis			
	3.13 Resolution to apply for funding	Catherine Bentley			
	4. General Business				
	4.1 Board elections https://myschoolelection.nz/school-board-election-manager/				
	5. Meeting Closure				
Minutes					
1. Meeting Opening					
1.1. Karakia		Jason Whaitiri			
1.2. Present	Jacqui Davis, Grant Russell, Anna Vigonlini, Jason Whaitiri, Catherine Bentley, Monique Goodson, Sonya Lyndon, Jo Husband, Amataga luli, Zygy Russell (joined the meeting at 5.40pm)	Jacqui Davis			
1.3. Apologies	N/A	Jacqui Davis			
1.4. Declaration of interests	Catherine's daughter has been employed as a Teacher Aide as of 16 November, and her daughter's partner has been employed as an administrator. Both finish on 18 February 2022.	Grant Russell			
2. For Discussion					
2.1 Staff Culture	Nothing to report.	Catherine Bentley			
2.2 Strategic Plan Project	On hold until Term 4. Jacqui met with Sally and she is understanding of our need to hold on proceeding with the project. They have included consultation over a Māori name for the school.	Jacqui Davis			

Meeting	Details	Person Responsible	Action	Motion	Seconded
3. For Approval					
3.1 Minutes of the previous meeting (January 2022)		Grant Russell		Move that the minutes of the January 2022 Special Meeting are accepted.	Jacqui Davis
3.1 Minutes of a previous meeting (November 2021)		Grant Russell		Move that the minutes of the November 2021 meeting are accepted.	Amataga luli
3.2 Correspondence	None.	Grant Russell			
3.3 Finance Report - Verbal update - Governance Report attached	The Finance Subcommittee were happy with the school's finance report from November. No surprises.	Anna Vignolini		Move that the finance report be accepted for November 2021.	Monique Goodson
3.3a Finance Final 2022 Budget		Grant Russell		Move that the Finance Subcommittee's request for the Board to approve the 2022 budget be accepted.	Jacqui Davis
3.4 Principal's Report - See below, taken as read	Some discussion and further explanation regarding the proposed redevelopment of the Music Department and outside assembly/lunch area. Catherine let the Board know that she has been invited to join a MOE curriculum rebuild committee. HGHS will be represented at many conferences this year, as Catherine will be either a keynote speaker or running workshops.	Catherine Bentley		Move that the Principal's report be accepted.	Grant Russell
Overview and Vision	The Senior Leadership Team have completed the 2021 Analysis of Variance and Strategic Plan 2022 for approval.				
Te Kanorautanga (Learners are achieving excellent and equitable educational Outcomes) - Shaping Teacher Capacity - Curriculum Enrichment - Strengthening Structures and Systems	In response to the Red Light level, and to do as much as we can to stem the tide of COVID once it hits, we have completely restructured the timetable for seniors. Seniors have settled into their chosen Kāhui areas, with other subjects accessed remotely. Staff are utilising our booking/ tracing system and meeting face-to-face with individual students as an additional layer of support. All senior students that have requested devices have now had these issued. Next week our focus turns to providing devices to the junior school; by the end of the week we will know if we have a gap in our supply. Mask wearing and maintaining zones is an ongoing challenge. Over the coming week we will add a further layer of communication around expectations and the 'why' via a series of virtual assemblies. The reality is, that once we have a couple of COVID cases in the school community the 'why' will become clearer and mask wearing, etc will take care of itself. At this stage there are a small number of mask exemptions - we use a high trust model with these.				
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	Following on from discussions late last year regarding the potential development of an outside space which encompasses Te Tiriti o Waitangi, we have met with two potential providers. After initial conversations and exploring concepts, costs and time frames, BSM our current project managers have sketched up a draft plan (attached). Given that we are planning expenditure of over \$400,000 for the Music Block over the next while, BSM suggested we meet with MOE to discuss their possible involvement in the plan. The suggestion has been made for us to demolish the Music Block and redevelop the 20s block into a modern Performing Arts space. This would mean there would no longer be a need for us to remove any trees. In the short term, a regular roof cleaning routine would be required instead. Potentially, the MOE could fund the Performing Arts side of the project, with the Board funding the outdoor area.			Move to explore this further with BSM.	Monique Goodson
Kiatiakitanga (Learners as guardians of our past, present and future) - Building Leadership Capacity, Establishing a Hub-based Junior	Each of our 14 Hubs is currently enjoying a noho experience. The purpose of this activity was around establishing Whakawhanaungatanga. Originally timetabled across 5 days, in response to the Red Light, they now stretch across two weeks. Attached is a sample of the Maturanga Māori planned for Term 1.				
3.4a 2021 - 2022 SPAR Report		Catherine Bentley	Catherine to invite Evelyn to a future meeting and present her findings to the BOT.		
3.4b Strategic Plan 2022	Updated the goal for Pasifika results, to align with other goals. Catherine gave the Board a quick overview explanation of the 2022 Strategic Plan. External provider to lead us through our strategic plan, partnering with Ngāti Kahungunu.	Catherine Bentley		Move that the strategic plan for 2022 be approved.	Jacqui Davis

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3.4c Analysis of Variance	92% of Pasifika students who were here for the whole year and weren't on a two-year plan, are on track to pass. This success is due to the investment from the school and the Board in employing the right Teachers and Teacher Aides. Catherine and her team are excited about the progress within the school around the safe space that we have created for Pasifika learners and look forward to continuing the progress they are making with Māori students and the growth and belief that we see in our Māori students.	Catherine Bentley		Move that the analysis of variance be approved.	Amataga luli
3.5 HSW Subcommittee	Nothing to report. First meeting for 2022 will be held in March.	Amataga luli			
3.6 Policies for review	Nothing to report at this time.	Grant Russell	Grant and Jo to meet and prepare a snapshot for the Board for 2022 and 2023. To be addressed at the next Board meeting.		
3.7 Review of Board Member Register	All correct.	Grant Russell			
3.8 Review of Board delegations		Grant Russell			
Motion:	Resignation as Board Chair	Jacqui Davis		Jacqui Davis moved that her resignation as Chair of the Board be accepted. Carried	Catherine Bentley
Motion:	Appointment of Board Chair	Grant Russell		Grant Russell nominated Amataga luli for the Board Chairperson, with no other nominations, Amataga was appointed Chairperson. Carried	Jason Whaitiri
Motion:	Appointment of the Deputy Chair	Jo Husband		Jo Husband nominated Grant Russell for the Board Deputy Chairperson, with no other nominations Grant was elected Deputy Chairperson. Carried	Monique Goodson
Motion:		Catherine Bentley		The Board directs that except where the Board at its discretion, otherwise determines, the Deputy Principals or the Learning Support Coordinator 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. Carried	Jo Husband
3.9 Review of conflicts of interest	None	Grant Russell			
3.10 Review of Board code of conduct		Grant Russell	Board to read and give any feedback to the next meeting. Add to next month's meeting for discussion and changes or signing.		
3.11 Review of Board work plan and agenda		Amataga luli	To be further developed and presented by Amataga after discussion with the Policy Committee and strategic plan project at a Board meeting soon.		
3.12 Approve Principals performance agreement	To be reviewed at the end of Term One.	Grant Russell			

Meeting	Details	Person Responsible	Action	Motion	Seconded
3.13 Resolution to apply for funding		Catherine Bentley		The Board resolves to approve funding applications of up to \$25K each in the 2022 calendar year, for the purpose of curriculum, sport or cultural enhancements, supporting the school-wide strategic vision and goals.	Jo Husband
4. General Business					
4.1 Board elections https://myschoolelection.nz/school-board-election-manager/	(Triennial Board Elections have been deferred and are now to be held between 5 September and 23 September 2022.)				
4.2 General discussion	Jo asked what the general feeling is from the students regarding wearing masks. Catherine thought that it was a bit mixed bag, and some of our senior students are getting a little over the COVID situation in general. Students are wearing masks in class and outside as well. Catherine has been discussing with SLT if there is a way we could deliver our leftover school lunches to isolating families in need, as the student number physically at school gets low. We are looking at a new way to engage with specialist teachers, as the universities have been doing, we will try using teachers based in other locations to do distance learning with our students, i.e. vocal teachers. After checking with the school trustees we have a staff member working in Australia, due to her families needs.				
5. Meeting Closure					
	There being no further business, the meeting closed at 7pm. The next meeting of the Board of Trustees will be held on Wednesday 23 March 2022 at 5.30pm.				