

Meeting	Details	Action	Motion	Seconded	Person Responsible	
<b>Hastings Girls' High School Board of Trustees Meeting 2021</b>						
<b>June</b>						
Date:	16 June 2021					
Time:	5.30pm					
Location:	Principal's Office HGHS					
<b>Agenda</b>						
<b>1. Meeting opening</b>						
	1.1. Karakia				Anna Vignolini	
	1.2. Present				Jacqui Davis	
	1.3. Apologies				Jacqui Davis	
	1.4. Declaration of interests				Jacqui Davis	
<b>2. For Discussion</b>						
	2.1 Staff Culture				Jacqui Davis	
	2.2 Strategic Plan Project					
<b>3. For Approval</b>						
	3.1 Minutes of the previous meeting (May 2021) - See below				Jacqui Davis	
	3.2 Correspondence				Jacqui Davis	
	3.3 Finance Report - Verbal update				Jacqui Davis	
	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:				Jacqui Davis	
	3.6.1 Protected Disclosure - Board and staff					
	3.6.2 Reporting to Parents on Student Achievement - Board, staff and parents					
	3.6.3 Visitors - Board and staff					
<b>4. General Business</b>						
	4.1 2021 HGHS Board Elections: Student Trustees					
	4.2 Te Tiriti O Waitangi Training for Board and new staff					
<b>5. Meeting closure</b>						
<b>Minutes</b>						
<b>1. Meeting opening</b>						
	1.1. Karakia				Anna Vignolini	
	1.2. Present	Anna Vigonlini, Jason Whaitiri, Jacqui Davis, Catherine Bentley, Mercy Ili, Monique Goodson, Sonya Lyndon, Jo MacDonald, Amataga Iuli, Catherine Bentley			Jacqui Davis	
	1.3. Apologies	None			Jacqui Davis	
	1.4. Declaration of interests	None			Jacqui Davis	
<b>2. For Discussion</b>						
	2.1 Staff Culture	Robyn Fargher has been with the school for 40 years, so the staff presented her with flowers at today's staff meeting.			Jacqui Davis	
	2.2 Strategic Plan Project	Shelley Brown is meeting with Jacqui to discuss the strategic plan project. Shelley will let Jacqui know if she will work on the project.				
<b>3. For Approval</b>						
	3.1 Minutes of the previous meeting (May 2021) - See below	Waipawa buses update: Let's continue to support those students who were here for the price increases, however, for those that have joined the school or plan to join the school, they are doing so knowing the cost of transport.	Bt to review the numbers and stats, and bring to the next board meeting for discussion.	Move that the minutes from the May meeting be accepted.	Jo MacDonald	Jason Whaitiri
	3.2 Correspondence	Kapa Haka went to Show Quest, and did our school proud. The feedback from our wider community has been one of admiration.		Move that the correspondence be accepted.	Mercy Ili	Monique Goodson
	3.3 Finance Report - Verbal update	The Board Finance subcommittee were happy that all is well. They looked at banking staffing, as this was over. The forecast for the year is tracking as a \$3k over use. End of year budget, was received. The money sitting spare came down to 1.3M after planned spending, therefore we are sitting in a safe place financially.		Move that the finance report be accepted for April. Move that we accept the audited report for the 2020 year.	Catherine Bentley	Jacqui Davis

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	First Aid Training: Request from the HS&W committee to do further training at a higher level to cover the additional training required for EOTC. The additional cost is \$3k. Juliet will budget for this in the future.		Move that the Board provide additional First Aid training of \$3K.	Grant Russell	Jacqui Davis
3.4 Principal's Report - See below, taken as read ATTACHMENTS WITHIN THE REPORT BELOW	<p>Anna Lorck visited the school to promote free period products in schools.</p> <p>School Trustees Association have asked for permission to publish a photo of their visit to HGHS.</p> <p>Netball NZ are promoting our training techniques.</p> <p>Samoan Independence week.</p> <p>Daniel Muffet came and met with some Pasifika students.</p> <p>The BOT are to mark Fiafia Night in their calendars - 29 July.</p> <p>School visits are going well.</p> <p>Open night is 11 August.</p> <p>Prime Minister Excellence Awards is a massive honour. A team will come and do a video documentary, which will be shown at the gala dinner. Check out the website as there is a lot of great information. We are excited to share our journey and what has happened since our application. The Board celebrated their part in the journey.</p>	Jacqui to share the link to the website.	Move that the Principal's report be accepted.	Amataga luli	Jacqui Davis
Overview / Vision	Samoan Language week and Independence Day were celebrated last week. HGHS worked closely with HGHS to plan a week of festivities and opportunity focused specifically on our senior Samoan students. Daniel Murifitt the Director of HB MOE, met with a group of our students to hear directly from them how they felt the week went and to offer some advice for further improvement. Friday night, was an opportunity for the students to share their learning with aiga. The Prime Minister visited HB last week, and we received a last minute request for student support at her Pōwhiri. With only 30 minutes warning, Year 11 student Jerusha Tuavera ably stepped up, doing HGHS and HB proud. Please find attached a copy of the final audit for the year ended 2020.				
Student Learning					
PLD	Our PLD on Growth Coaching and Literacy has been postponed to late June due to our provider being stuck in Melbourne. In June we have another visit from Margaret Ross for PCT PD and Deans team PD. Bill Hamilton is returning to do a community hui with Te Tiriti O Waitangi PD. Kimbali Harding has shared her presentation from UoA with the Curriculum Leaders.				
Transition	This week we have started our school visits. Catherine Bentley and Amanda Greville have been delivering the prospectus and encouraging girls to enrol online and apply for Scholarships for our 2022 intake. Our waiting list for Year 9s this year continues to grow. We have made contact and people are willing to remain on the list. We have also had our first Open Evening Committee meeting and are planning significant changes with a serious focus being our point of difference - the learning hubs. We will combine subjects so that tours will stop earlier and Year 8s will participate in activities.				
Snapshot	<p>Following our previous Board meeting, further investigation into site security is underway as the installation of cameras offers an opportunity to consolidate a number of security systems and processes and, after initial inquiries, this may require the changing of providers to establish the best system. To this end, three providers are being asked to present quotes incorporating the following:</p> <ul style="list-style-type: none"> <li>- School alarm system - installation and/or maintenance;</li> <li>- School alarm system - activation monitoring and investigation (callouts);</li> <li>- CCTV cameras - installation;</li> <li>- CCTV cameras - ongoing monitoring and visual data retrieval and analysis;</li> <li>- CCTV cameras - pre-emptive and/or immediate response (callouts);</li> <li>- Site-wide fire detection and alarms.</li> </ul> <p>I hope to include these proposals in time for the July meeting.</p>				

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Student Engagement					
Snapshot	<p>Severe behaviour research - As part of our Kāhui Ako we have entered into a research around severe behaviour patterns which is gathering data from schools across HB. The research aims to see if there are patterns across HB and then from there to work out what is working. We are hoping to gain some valuable information. Through this process it has already allowed us to see our own patterns and what is working and what might need tweaking, etc.</p> <p>Kamar entries - We have added a Notes section to the Pastoral entries. The purpose of this is a safe space to put other students' names or teachers that may be involved with the incident, etc. We are trying to re-teach the staff to get into this habit.</p> <p>The girl in the centre conferences are proving to be valuable for all of our Deans so that we can discuss different students and patterns that we can see emerging for us at the moment.</p> <p>Ordering of period products - This is something new for our school. To be able to give out free period products in the near future is exciting. This will hopefully help with girls not wanting to come to school due to not being able to afford the products. It will be interesting to see once we launch this what the uptake will be.</p> <p>Monitoring and Tracking students via the Deans for Year 11 and 12 students - This will be ongoing for the rest of the year.</p>				
Curriculum Development					
Learning Hubs / Kahui Kaupapa	Following the development of the Hub Information, a sub-committee of HODs and Teachers have met to develop the electives curriculum for our Junior School. These are now on the website. This elective programme will ensure that all Junior students continue to have experience of a breadth of subject areas and that all have the opportunity to study Te Reo Māori. This month we are doing a Timetable Health check with our Juniors around 100 minutes, blocks and kāhui time. The findings will feed into any tweaks we may need to make around the timetable to ensure optimum learning time. Please see attached information on electives and the Health check survey.				
EOTC	As we move toward offering students an increasing number of opportunities beyond the classroom, it is essential that our systems and processes are robust. We are currently refining the application process and timing of documentation received prior to events.				
Snapshot	The weaving together of Mātauranga Māori and the Curriculum Design Tool mahi is becoming very visible now in conversations and planning. We met with Waikato University earlier in the month exploring opportunities for collaboration around Mātauranga Māori. This will continue to be a very deliberate focus of our curriculum leaders in order to ensure that we are always teaching to the 'North East.' A project for 2021 is the review of curriculum structures to best support the new Hub structures and growth area subjects. This will consist of a triangular collection of data. First, data collection of numbers of students and staff and current responsibilities, a survey through Grow HR of department structures and interviews with the HOD and Assistant HOD of each subject area. These have started.				
3.5 HSW Sub-Committee - Verbal update					Amataga Iuli
3.6 Policies for review:	Jacqui called for a Board member to oversee what policies are due to review or action. To coordinate the deadlines and ensure work is in process. Jo-ell and Grant to co-lead this role.				Jacqui Davis
3.6.1 Protected Disclosure - Board and staff	To be distributed for discussion/agreement prior to next Board meeting.				Jacqui Davis
3.6.2 Reporting to Parents on Student Achievement - Board, staff and parents	To be distributed for discussion/agreement prior to next Board meeting.				Jacqui Davis
3.6.3 Visitors - Board and staff	To be distributed for discussion/agreement prior to next Board meeting.				Jacqui Davis

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<b>4. General Business</b>					
4.1 2021 HGHS Board Elections: Student Trustees	<p>Mercy has indicated that she would like to stay on the Board. There is an option for Mercy to return as a co-opted Board member after her predecessor is selected.</p> <p>Jacqui has spoken to the other parent interested in joining the board. That person has chosen not to join at the moment, however, they may relook at this opportunity next year. We need to look at Board recruitment through a cultural lens, and for many, membership opportunities present themselves when they are shoulder tapped. Consider reaching out to our parents through our students and educating students on how much value their parents can add.</p> <p>Would like to profile board members for school Pānui.</p>				
4.2 Treaty of Waitangi Training for Board and new staff	<p>Bill has offered to come back and do another session for whānau and our wider community.</p> <p>Bill can not be paid for his time spent with HGHS, however, has volunteered his time as he fully supports our journey.</p> <p>The board were so appreciative of Bill's time and are excited to pass that knowledge on to our students through our staff.</p>				
<b>5. Meeting closure</b>					
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 4 August 2021 at 5.30pm.				