

Meeting	Details	Action	Motion	Seconded	Person Responsible
Hasitngs Girls' High School Board of Trustees Meeting 2021					
March					
Date:	17 March 2021				
Time:	5.15pm				
Location:	Principals Office HGHS				
Agenda					
5.15 – 5.20pm	1. Meeting opening				
	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
5.20pm - 6.00pm	2. For Discussion				
	2.1 Staff Culture				Jacqui Davis
6.00pm - 6.45pm	3. For Approval				
	3.1 Pasifika Costume Proposal (see attached) presented by Makelesi Veikoso and April Vaima'a				Amataga luli
	3.2 Minutes of the previous meeting (February 2021) - See below				Jacqui Davis
	3.3 Correspondence				Jacqui Davis
	3.4 Finance Report - Verbal				Jacqui Davis
	3.5 Principals Report - See below, taken as read				Catherine Bentley
	3.6 HSW Sub-Committee - Update				Amataga luli
	3.7 Staff flu jabs proposal: The school request that the Board cover the cost of staff flu jabs @\$20 per person, max.50 people.				
6.45pm - 7.00pm	4. General Business				
	4.1 2021 HGHS Board Elections				
7.00pm - 7.10pm	5. Meeting closure				
Minutes					
1. Meeting opening					
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	Anna Vigonlini, Jason Whaitiri, Jacqui Davis, Catherine Bentley, Mercy Ili, Monique Goodson, Amataga luli, Grant Russell, Sonya Lyndon				Jacqui Davis
1.3. Apologies	None				Jacqui Davis
1.4. Declaration of interests	None				Jacqui Davis
2. For Discussion					
2.1 Staff Culture	N/A				Jacqui Davis
3. For Approval					
3.1 Pasifika Costume Proposal presented by	The Group are to prepare a 10 Year plan and have this built into the annual school budget, to cover repair replacement and new uniforms going forward.		Moved that the proposal to purchase the uniforms be	All	Jacqui Davis
3.2 Minutes of the previous meeting	February 2021 - See below		Moved that the minutes from February are a true record and are	Jason Whaitiri	Jacqui Davis
3.3 Correspondence	None received.		N/A		Jacqui Davis

3.4 Finance Report - Verbal			Moved that the Finance Report for January be accepted.	Mercy Ili	Anna Vignolini
Request from the Finance Committee for two new credit cards to be issued.			Moved that the request for the school to have a total credit limited of \$25,000, with cards issued to Juliet Price and Catherine Bentley, be accepted.	Grant Russell	Anna Vignolini
3.5 Principals Report - See below, taken as read	Our 2021 Strategic and Annual plan has been submitted to the MOE. We have had another two applications from the MOE Interim Response Fund approved. This funding is targeted at building engagement and barrier reduction, is a result of the impact of COVID-19. We will continue to utilize this opportunity as the impact of this resourcing is certainly paying dividends. We have appointed Stephanie Mills into the role of HOD Social Science. Stephanie is has extensive curriculum knowledge and comes to us from Iona College. She will start here term two. With the increased numbers, we have worked hard to manage classroom sizes, in some cases team teaching or splitting a class. Once our March 1st roll return is processed, this should be a lot easier to manage. Our local MOE office has invited teams leading the NZC refresh and Hauora national projects to Hawkes' Bay later this month. We are pleased to have secured 1-1 time with each group, with the intention of sharing our strategic vision and gaining important critical feedback. Next week, Auckland University will be visiting as part of the Knowledge Rich project, this has been postponed twice previously, so we are hopefully it will go ahead.		Moved that the Principals report be accepted.	Amataga Iuli	Catherine Bentley
Student Learning					
PLD	Friday PD Late starts: Staff have begun the Friday PD sessions with learning Waiata, karakia and Te Reo Māori to use in school. Evelyn Leef (new TIC Te Reo Māori) and Oriana Kershaw (new Music teacher) have been leading these and there is a sense of staff camaraderie in doing this as well as learning. Evelyn Leef now offers a Te Reo Māori session once a week after school and there were 15 staff there in the first week. Appraisal and Professional Learning: (All docs are attached) Staff have met to look at the vision for Appraisal and structures and workshops to support this process. The goal is for all staff to be professionally autonomous in setting goals, having effective growth coaching conversations and working individually or collaboratively on professional learning that is targeted to their needs. Our Appraisal process will now go January to December rather than March to March to suit the school year. PLD: We have hours in Numeracy PLD and Evidence based/Literacy PLD. These are planned out for the year and starting up. Whilst the ministry pays for the providers hours they do not pay for relief for staff and this is a cost the school covers.				
Transition	We have presently 180 year 9's. Working with the Deans Team and Emma Js DP Pastoral we are beginning a inculcation process that we will refine for 2022. This is ensuring that the Year 9's know what the expectations are and that we are able to connect them to our school in multiple ways. We want to strengthen the links with Ākina Coaches, Year 13 Leaders and year 13 as a year group. The idea of Tuakana Teina not just as mentoring system but looking at building our leaders for the future. Sonya and I have begun to fine tune the work that we started last year in regard to our contributing schools and enrolments. The date has been set for Open Evening Wednesday 11th August and Big Day out 12th November when those that are enrolled with us have their first experience of the fun that is High School.				

<p>Snapshot</p>	<p>CT - over 100 devices have been distributed to girls with the focus now falling on junior students who will benefit from having access to a device. Ms Kerry Campion has been instrumental in the efficient introduction of the library-based system. The focus will now shift towards confirming a handful of priorities for the remainder of the year with Glenn Cook Tech. These will include the decommissioning of redundant hardware; repairing faulty hardware (projectors in classrooms); and the continued scrutiny of day-to-day ICT management.</p> <p>SPORT - Swimming Sports was a great success and Sione and his team are owed a debt of gratitude for their efforts. Their focus is now on preparing for Athletics Day and oversight of the trial/selection process for winter (our largest) sports. A great deal of work is going into the ongoing development of robust standard operating procedures (SOP) for all sporting operations, including the development of Teacher in Charge (TiC); Coach; Manager etc. job descriptions and contracts.</p> <p>FACILITIES - with increasing demand for the use of our facilities, we are in the process of setting pricing for various school resources and drafting a hire contract, among other SOP related to this potential revenue stream</p> <p>LUNCHES - our focus at the moment is improving communication and messaging between all stakeholders as there have been a handful of cases where the facts have not been correctly communicated to parents/students/staff due to the lack of publicly available information on the 'hows' and 'whys' relating to school lunches. Along with the Kitchen Team, we are developing some succinct information resources to avoid future misconceptions. Otherwise, all is well and we have managed changing Covid alert levels with minimal disruption.</p> <p>HEALTH & SAFETY - I have submitted our emergency evacuation procedures to FENZ for approval this week and await their response. The next urgent body of work is the establishment of a fixed hazard register.</p> <p>Christian Pera (04/03/21 11:15 AM) ICT - over 100 devices have not been distributed to girls with the focus now falling on junior students who will benefit from having access to a device. Ms Kerry Campion has been instrumental in the</p>			
<p>Student Engagement</p>				
<p>Hauora Team</p>	<p>We met as a team and focused on three questions? What ideas did we have as a team to build connections with Year 9's. It was decided that we need to do that in a deliberate and planned way. Emma and the Dean's Team then began to plan Wednesday assemblies. Reviews of Year 9 classes and how we can meet the needs of all our students will be discussed and best practice shared. Development of the Ākina Kōtiro will be established for 2022. This will be our starting point. Emma and her Team along with Mrs Bentley realise that this is a large project which needs to involve all stakeholders, whānau, Board, students and Staff. What do we need to focus on this year as a group? We will be looking at learning around Addiction and will get someone into talk to this Team. The Deans Team and Emma and I have completed the first of two modules on FASD Foetal Alcohol Syndrome run by the HBDHB. We all found this incredibly valuable and hope to present some of this to the entire staff. We will also look at de-escalation of tricky situations Thirdly it was to look at Staff Well Being. As a result the Hauora Committee thought it would be invaluable to have a Hauora Check in similar to the Year 9 HEADSS assessment when a Nurse comes in and does a well being check of staff. Catherine Bentley shared that this had been very effective at Woodford and we have done this once before at HGHS as part of a PILOT scheme. We are also presently looking at the cost of Flu Injections. Juliet believes that she can access then cheaper than the 25.00 per staff member we have been quoted. We will also include Well Being workshops as part of our Friday PLD.</p>			

Snapshot	<p>The Pastoral team have been busy this month and we have been working on the following:</p> <p>Inculcation is a project that we have been working on for our Yr 9 students. We want them to feel more connected to our school and be thought it would be a good use of our Wednesday Ākina time. The aim is to involve out Yr 13 leaders as role models with a program that will involve celebrating the achievements to date (100% attendance for all of term 1 etc), but learning the School song, and Waiata so that they feel like they are part of the school community.</p> <p>House events - Swimming sports was another great success. Our aim was to increase student participation and raise school spirit. Both of these goals were achieved with high attendance and participation. This event keeps getting better and better.</p> <p>Timetable work: As the year progresses the Deans team have been doing a lot of work around the girls timetable and ensuring that they have the right fit for them. This has been time consuming but invaluable work in building relationships with students in their house.</p> <p>Moan bonding session has come about as a result of the PLD session that we did with Magaret Ross at the start of the year. This is an opportunity for staff to reflect on the core junior classes and contrary to the title they will share best practices and find solutions and agreed ways of working.</p>				
Curriculum Development					
Learning Hubs / Kahui Kaupapa	<p>Curriculum Leaders have met to start shaping 2022 Junior Learning Hubs. Discussion and data has been gathered from existing hubs and leaders are looking to have the whole Junior school in hubs for 2022.</p> <p>The pilot trips overnight for the 3 2021 Hubs was successful. The focus was building whakawhanaungatanga and trust. The students had a range of challenges and all the teachers of each Hub went with the group.</p>				
EOTC	A great deal of EOTC is already taking place, which is pleasing, though there is a need for further refinements to the systems as well as more training for staff to make the processes smoother.				
3.6 HSW Sub-Committee -	N/A				Amataga Iuli
4. General Business					
4.1 2021 HGHS Board Elections	<p>The Board needs to replace Hannah, as there is a time limit to fill the role.</p> <p>Grant has spoken to Joelle MacDonald who is one of the people interested in joining the Board. Grant believes that she would be an asset to the Board.</p> <p>Jacqui believes that if we look at the skills matrix, that we could look at encouraging people with the right criteria to join the Board.</p>	Jacqui to shape advertisement to be added to the staff Pānui. and send it to Juliet to be added to the Panui	Moved that we start the process to have the Joelle MacDonald selected to fill the vacant position.	Monique Goodson	Jacqui Davis
Fence Update	Monique requested an update on what is happening with the Frimley Park.	Grant to draft a letter from Catherine to the Council. Outlining what we agreed to do at the site visit.			Grant Russell
Air Conditioning Unit	Update from Catherine Bentley, that we are on track in our 10 year plan for the units to be working by next summer.				
The Prime Ministers Excellence Awards	This year Hastings Girls' High School are entering two categories, engagement and Leadership.				
Old Girls' Group	Amataga asked if we had a strong alumni. Catherine explained that we don't at this time, but we would love to have a connection with our Old Girls', but we don't have staff available to administrate it, therefore we would need a volunteer from our old girls community to run it.				
School Docs	Our policies are now live on our website. The next steps are to review the policies and ensure that the systems we use are aligned with our policies.				
Revolving Karakia	At future meetings there will be a rotating karakia roster. A karakia is a blessing on the decisions we make and the food we are eating.				
5. Meeting closure					
5.1	There being no further business, the meeting closed at 6.40pm. The next meeting of the Board of Trustees will be held on 14 April 2021 at 5.15pm.				