

Meeting	Details	Action	Motion	Seconded	Person Responsible
Hastings Girls' High School Board of Trustees Meeting 2021					
September					
Date:	15 September 2021				
Time:	5.30pm				
Location:	At school - we will physically distance perhaps in the staffroom - meet in reception				
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				Jacqui Davis
3. For Approval					
	3.1 Minutes of the previous meeting (August 2021) - See below				Jacqui Davis
	3.2 Correspondence				Jacqui Davis
	3.3 Finance Report - Verbal update				Jacqui Davis
	3.4 Principal's Report - See below, taken as read ATTACHMENTS WITHIN THE REPORT BELOW				Catherine Bentley
	3.5 HSW Sub-Committee				Amataga luli
	3.6 Policies for review:				Jacqui Davis
4. General Business					
5. Meeting closure					
Minutes					
1. Meeting opening					
	1.1. Karakia				
	1.2. Present	Jacqui Davis, Grant Russell, Anna Vignolini, Jason Whaitiri, Catherine Bentley, Mercy Ili, Monique Goodson, Sonya Lyndon, Jo MacDonald, Amataga luli, Catherine Bentley			
	1.3. Apologies	None			
	1.4. Declaration of interests	Grant Russell has been elected to the Hawke's Bay Community Fitness Centre Trust Committee as an independent member			
2. For Discussion					
	2.1 Staff Culture	The Board will provide drinks and nibbles on the last day of term, to thank staff for all their hard work during lockdown.			
	2.2 Strategic Plan Project	Sally was unable to attend tonight's meeting. Jacqui will invite Sally to special strategic planning meeting on Tuesday 2 November.			Jacqui Davis
3. For Approval					
	3.1 Minutes of the previous meeting (August 2021) - See below		Move that the minutes of the previous meeting be approved as true and correct.	Anna Vignolini	Grant Russell
	Further to the discussion at the meeting in August, Catherine asked the Board to change the pass rates in the strategic plan.	Move the motion to change the pass rates in our current strategic plan to have equity across all ethnic groups.		Monique Goodson	Catherine Bentley
	3.2 Correspondence	N/A			

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3.3 Finance Report - Verbal update	Items of significance all reasonable, explained and understood by the Finance Committee. The Finance Committee agreed that there was nothing of concern. We appear to be on target with the budget. Staff banking, happy to say that we are forecast to be where we agreed we should be. The school purchased reusable masks to give out to students. We have been advised that during lockdown 'Lunches in Schools' will pay for staffing but not food supplies, as there should have been none ordered. The BOT have agreed to put on a thank you afternoon tea for staff for all their mahi during lockdown.		Move to accept the Finance Report for July.	Anna Vignolini	Jason Whaitiri
3.4 Principal's Report - See below, taken as read ATTACHMENTS WITHIN THE REPORT BELOW	<p>Student elections were put on hold during lockdown. Just before this meeting we received instructions from NZSTA with new timelines. Voting now closes on 27 October.</p> <p>Amataga asked how many students have laptops and if we knew what the ethnic breakdown of those students without devices would be. Catherine speculated that approx. 80% don't have devices that they can bring to school. That we provide approx. 500 devices for our students to use.</p> <p>Catherine showed the BOT our COVID planning, including our student concerns smartsheet and the Level 2 return to school staff plan.</p> <p>Jacqui asked Catherine to explain the stats from the severe behavior report. Jackie asked for an update on the assistance for Rose, which the BOT agreed to earlier in the year. Catherine said that Karamu also had a need for the same part time position, so we have combined to offered a full time position to work across both schools. The role has been advertised in Seek and the Education Gazette. Rose is researching the possibility of youth mentors coming in to work with students in a triage system, elevating issues to Rose. Jo suggested we could offer a placement of someone in training.</p> <p>Amataga asked what was happening with our Benchmarks. Catherine explained that we decided that once students are back into the swing of things, then we will do them in class. Anna asked if students were back on normal timetables. Catherine explained that the first three days were great for students to catch up on practical subjects that they couldn't do in lockdown at home.</p> <p>Catherine thanked the BOT and the staff for the rose bushes she received to plant in her garden in memory of her sister.</p> <p>Catherine received an invitation from NKII and ERO to work in partnership with ERO to develop an evaluation framework using the NKII Mātauranga Māori.</p> <p>Education Strategy aspirations and goals. This is the only pilot in the country and involves a total of 5 local Kura; HGHS being the only secondary school. This is a huge opportunity for us to gauge the success of our Te o Māori shaped curriculum through a Māori lens.</p>		Move that the Principal's report be accepted.	Catherine Bentley	Amataga luli
Overview / Vision	<p>Once again we have all been put to the test through our most recent Lockdown. The greatest challenge of course was staying connected with our students, with many without devices, or internet, or busy holding the fort at home while whānau worked. Our Return to School Level 2 plan: put Hauora front and centre for our students and staff. The most interesting observation is the number of students choosing to wear masks - 80-90%, and not at all like most other secondary schools. We believe this is in response to the decision we made for staff to wear them. Based on this, we have made the decision to purchase 400 reusable masks, so students can upgrade or use them if they would like to wear one.</p> <p>Going into lockdown, we had a recommendation from BSM group that we reshuffle our building projects. This is due to increased costs and the need for us to prioritise and reduce the number of projects.</p> <p>Please find attached the options for discussion and a decision. Our recommendation is the final option of the Gymnasium and staffroom. Sadly, I have received Shelley Allan's resignation. Shelley has been both a Dean and Assistant HOD Science at Hastings Girls'. Shelley has made the decision to spend more time with her daughter Genevieve.</p>		Move that the Gym and Staff-room option included in the tender document attached be accepted, including a contingency plan.	Catherine Bentley	Mercy Ili

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Student Learning					
PLD	<p>PLD this term is focussed on supporting staff with curriculum design for Hubs and NCEA tracking of students. Rose will also do some work on student referrals and time will be given to staff for their own Professional Growth Cycle which they are doing in groups, pairs or alone. With a small amount of money still in the budget we have been able to approve PD to support the growth of our Pasifika leadership in the school and subject specific planning days for the new NCEA Level 1 assessments. A highlight is seeing our staff as leaders in NZ and the community. Recently Jan Garbutt and Phil Hewes presented workshops at the NZ Technology Teachers Conference. A focus for our Social Science Department is the roll out of the NZ Histories Curriculum. Our English and Maths Departments are also looking closely at the new Literacy and Numeracy standards coming in.</p>				
Transition	<p>Transition is progressing. We currently have a waiting list for out of zone students. This is the highest number of out of zone enrolments received for 10 years. Given the timing of Lockdown, we now have some work to do capturing in zone enrolments. Hastings Intermediate has been very proactive getting that message out to students. We are confident that we will have between 160-180 Year 9s. Students and whānau were very grateful for the teams assistance in completing the online process. We endeavored to remove all barriers with teams going out to schools to complete enrolments and the admin staff working with whānau who dropped in to enrol. We are constantly fine tuning our processes.</p>				
Snapshot	<p>ICT Our changeover to a new ICT provider has been confirmed. Both the incoming provider's proposal and updated timeline are attached. Lack of devices in the junior school during Lockdown was a huge challenge for student engagement. This is certainly an area we will need to look at strategically given COVID is likely to raise it's head again. At this point we would need a further 200 devices to meet the needs of students. Our new provider has put together a quote for this (attached) and suggested we would need to order now for next year, given the global shortage. Ordering would not lock us in to purchase, I would like the Board to approve this. We have also requested a further 150 from the MOE.</p> <p>Health, Safety & Wellbeing The reoccurrence of COVID-19 has pushed us to review and refine our Health, Safety and Wellbeing plan at all Alert Levels. Once again, Hauora remained central to our decision making, including the expectation that all staff are to wear masks at Level 2. We will review this as part of our day 4 return to school plan.</p> <p>Site Security With the approval of Impact Alarms as the provider of choice, I will host Mike as soon as possible to confirm camera locations and consequent final pricing. We will be mapping out both interior and exterior cameras. This plan and quote will be presented to the Principal prior to actioning.</p> <p>NCEA At this stage, the major change in response to the latest Covid-19 outbreak is the postponement of major academic deadlines by two weeks. We are well placed to take advantage of this postponement by holding students (as opposed to sending them on study leave) at school until they meet set criteria so that they are well-placed to meet their earlier goals relating to both internal and external Achievement Standards. Our students now qualify for the pack of learning recognition credits released last week; this will make a considerable difference for many of our students.</p>				

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Student Engagement					
Hauora Team	<p>Our last Hauora meeting was around the review of a large body of work completed by the DHB around Pacifica Youth. We were honoured to have both Dr Diane Māra and Amatanga luli come and present to us. The Q and A conversation that followed was informative for all. The purpose was to raise awareness of the work that had been done and was ongoing in regard to gathering the voice of Pacifica Youth, listening to and enabling this voice to feed directly into Policy and changes needed. Dr Diane Māra MNZOM - Teacher, Educator, Researcher for more than 35 years. Her passion is raising the achievement for both Pacifica and Māori. She has also been a member of the Pacific Women's Think Tank into Economic Development Plan. She is the national president of PACIFICA and a member of the Pacific Women's Economic Development Advisory Board. Thank you Amataga for arranging this. Our next Hauora meeting will be someone from Police, A&D Services, Ministry Rep from HCN and Parent/Grandparent to discuss addiction and the affects on children/young people.</p>				
Snapshot	<p>Severe behavior research - We have now got our results back from this research that was carried out on our Kura. We were one of 24 schools in Hawke's Bay to contribute to the data snapshot. (see attached sheet)</p> <p>Period products are now underway in school and girls have free access to them anytime they need them. We were in the process of putting together posters and a little video so that girls knew about them before we went into lockdown. We will get this done once we go back to school.</p> <p>Pak n Save also kindly donated 2 pallets worth of period products which we were hugely appreciative of.</p> <p>Tracking of students is still ongoing. Our pastoral team have been busy throughout Lockdown including tracking students that have not been engaging with their Ākina Coaches. A smartsheet was designed to track students and gather important information on things such as devices and contact made. Ākina Coaches filled in the sheet and from there the Deans team would pick up on students that had not been in touch and try all avenues to gain contact. We were able to still have our Girl in the Centre meeting just via Zoom. This was important to gain the information as to where the Deans were at but also students of concern who maybe need a welfare check, etc.</p>				
Curriculum					
Learning Hubs / Kahui Kaupapa	<p>We are really excited to see the students from Year 8 and Year 9 choosing their hubs and electives. Over 130 student choices are in and all Hubs have some students choosing them as their first choice. Visual Art, Te Ao Haka and Succeeding in Business are leading the way. The most valuable information is coming through the student's rationale for choosing their Hub. These are some examples of the powerful student voice: 'because i enjoy doing PĀ and learning more about the pasifika culture and for business i dream of making and opening my own busniess', 'I love my culture and I want to have more opportunities to perfect my Samoan dance and singing. I don't get much opportunity at the moment to do this, and I would like to study it properly. It will make me more connected with my heritage and allow me to take pathways into performing arts in senior NCEA', 'I am passionate about learning about the environment. I grew up on a farm and like being outdoors', 'I have chosen Te Whai as my first option because I want to explore more about my identity and my Māori culture. I have chosen Te Ao Haka as my second option because I want to learn more about my Whakapapa'.</p> <p>The next step is building this list and developing staffing and timetables to support the Hub structure.</p>				

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EOTC	We have reviewed our calendar in response to COVID-19 alert levels, and many of the planned activities have either been cancelled or new dates proposed.				
Snapshot	<p>Teaching staff and senior students have worked really hard this term with a focus on goals for NCEA achievement, benchmark exams, completion of boards and scholarship teaching. It is a busy term with events and camps and the focus for staff is supporting each student - a names and needs focus. Part of this is our Level 1 Literacy and Numeracy Catch Ups/Reassessment programme which has started this term. The Deans, DP Curriculum and Teachers are identifying students who have missed credits and providing teaching space on a Friday during Kāhui to catch them up.</p> <p>The development of our Literacy Plan is in place with literacy workshops happening for staff on a regular basis, and a focus on a full implementation of literacy leadership in 2022. The goal is that all subject teachers are confident literacy teachers, that visual space reflects literacy for students and that students can talk about their literacy learning.</p> <p>The Curriculum Review is in its final stages. In 2021 we have been working on the structures needed to support the development of hubs and staff pedagogy and PD needs. The survey of staff around department leadership was overwhelmingly positive in nearly all areas, and that report will come through to the board as part of the final Curriculum Policy and Effective Teacher Guidelines to be completed in 2021.</p>				
3.5 HSW Sub-Committee	N/A				
3.6 Policies for review:	N/A				
4. General Business					
	N/A				
5. Meeting closure					
	There being no further business, the meeting closed at 6.38pm. The next meeting of the Board of Trustees will be held on Tuesday 19 October 2021 at 5.30pm.				