

HGHS BOARD OF TRUSTEES MINUTES AUGUST 2020

Date: 19 August 2020

Location: Zoom

- 1. Meeting opened:** 5.20pm
- 1.1 Present:** Jordan Mou, Hannah Portas, Anna Vignolini, Jason Whitiri, Jacqui Davis, Catherine Bentley, Grant Russell, Monique Goodson, Amataga Iuli
- In Attendance:** S Lyndon
- 1.2 Apologies:** None
- 1.3 Declaration of Conflict of Interest(s):** None

2. For Discussion

- 2.1. Governance vs Management**
Postponed until next meeting - Bring forward at the next meeting
- 2.2 Co-opted new member.**
Amataga Iuli, was formally welcomed/co-opted on the HGHS Board of Trustees by Hannah Portas. Due to the meeting being held via Zoom, Amataga will officially sign the necessary paperwork before the next BOT meeting.
- 2.3. Staff Update**
Monique updated the BoT, saying staff are busy as a result of COVID-19. Monique flagged to the Board that although the school has been tolerant of sick leave, as a result of the expectations around leave when staff and their families are unwell, there is a financial impact on the school to be mindful of. Catherine gave an update on the current situation, and said she will bring more information to the next board meeting. Hannah asked Catherine to let her know if there is anything the BoT can do to help with the situation.
- 2.3. Student Update**
Jordan said that the Year 11 Business Studies students have been working on their businesses, unfortunately, a lot of them had to be cancelled due to COVID-19 Level 2. However, the work they had done establishing the business will still allow them to gain the necessary credits.
- This week is pride week, with a mufti day on Friday.
- Since the last meeting the school has been busy with our Open Evening and Progress Hui, which all went well.
- Tournament week has been affected by COVID-19 as well.
- Students were nervous/worried about possibly going into Level 3 or 4.
- Amataga asked how Jordan collected her student voice. Jordan said that she was available for students to speak to her, and she often asks students in her classes, Akina group and

when moving around the school. She is also the School Council Chair, however, they have not been able to meet."

2.4. Principals Report

Staff were great going into potential second lock-down. HOD's and Teachers were amazing pushing through practical's as quickly as possible. We are confident in our plan.

Progress Huis were successful. Really high attendance, due to a change in booking system, making appointments much more flexible for our girls and their families.

Whanganui Girls are coming to visit us, as they have heard in the wider community that our curriculum is fantastic.

Waikato University are also coming to visit us.

Attendance has been challenging post lock-down. Some students are struggling to come to terms with COVID life, there seems to be a higher use of marijuana outside of school. General agreement that the school should look at getting a speaker in to give the girls tools to help them manage life.

Some students have indicated that they might like to come back and do some form of a Year 14.

Anna asked if there were more girls than usual signing out of school. Catherine said not more than usual at this time of year.

Catherine updated the Board regarding Lunches in Schools. Jen Fugle is the Project Manager. We are aiming to do lunches on site. Catherine has spoken to Tim White at Frimley School, suggesting a partnership with them, to share our left over lunches with them the following day. Southern hospitality are putting together a quote to upgrade our appliances. We have advertised for a permanent chef, Paulo from Hereworth has been working with us in a guidance role. Current Te Rourou staff have been contracted on until the end of the year in a fixed term position. Catherine and Christian will put together a proposal for further development of Te Rourou. They will bring the proposal to the September BOT Meeting. Jacqui asked if the MOE were happy to help us with the cost of the fit out of appliances in the cafe, because we own the building. Catherine said yes they are, but improvements to the building itself, would have to be done by us. Monique asked if the concept of the kitchen being in the hall was off the table. Catherine said yes, for two reasons, the first being the cost, given it is a pilot scheme as previously mentioned by Anna and because of the concerns Monique had raised around the etiquette of eating in the place we meet.

We have our pathway hui in a few weeks.

Enrolment numbers are promising.

Regarding the 10YPP, we may need to re-prioritise. Christian and Catherine to put together options and bring to the next BOT meeting. The BOT can still sign-off the 10YPP, and then we can decide the order of projects."

2.5. Student Centre Signage

Anna has been approached by past and present staff and parents, concerned about the disrespect shown by removing her name from above the door of the Student Centre.

Catherine explained that more than a year ago, the then Senior Leadership Team, identified a need to have a student centre that was a wrap around service, with our girls needs at the heart of it. The Student Centre, was to hold the DP Pastoral, Deans, Guidance, SENCO, Nurse, etc. The Travers Centre Building was identified as the most practical space for this. Over the last year, we have moved staff and services fitting to the Student Centre to that building. One step in the project has been to update signage in line with the signage around the rest of the school. i.e. the Miller building is called our 1's Block, Kenwright in the 10's, etc. The signage around the rest of the school, is destination rather than the formal building name. In all areas of the school where there is a formal name, there is a plaque on the wall in acknowledgement of those people for which the building is named. Catherine did not see any issue with updating the signage at the Student Centre, as the precedent had been set in the past by previous Principals. The original plaque, which was unveiled at the Student Centre acknowledging Geraldine Travers remains in its place. The only sign that was change was the cheap speedy signs vinyl above the entrance to the Centre. Anna felt that this signage change would be negative marketing within the community. The Board held general conversation with most agreeing that it would not be received as negative marketing by the wider community, and that it wasn't disrespectful to Geraldine as her original plaque remains in its place. The Board voted to change the signage to the Travers Student Centre with one for, one abstained and seven against, with the rationale that the updated signage is more consistent with signage around the rest of the school and clearer for students.

2.6. School Docs <https://www.schooldocs.co.nz/>

The Board supported Jacqui in exploring this option.

Grant has been using this system at another school, and would be happy to do a live demo at the next Board meeting, if there is time.

2.7. Action log

Water project Hannah has drafted a letter to the Mayor.

2.8. 1 year on – Board self-review

Jacqui gave an update, which the Board were all pleased to hear. Amataga, commented that as a new member, she was very impressed with what they had done and was excited to be involved going forward.

General Business

Jacqui volunteered to be Amataga's 'Board Buddy'. Should Amataga need any information or support Jacqui will help her.

Jason asked why HGHS were not represented at a recent COL event? Catherine explained, that there are many dates available to attend, and that although it is optional, she did acknowledge that the HGHS in School COL Representative for this event had failed to correctly promote the event, and that this is something she will work to resolve.

Amataga does not have a membership for NZSTA yet. Sonya to ensure that Amataga has a login to NZSTA and is registered as a member.

Hannah has had a request from the MOE for a copy of our timetable policy. Catherine has already sent this on the schools behalf.

Update to the dates for future 2020 Board meetings. Sonya to cancel the 16 December meeting and arrange an end of year dinner/farewell for Jordan on this date instead.

3. Meeting closure

- 3.1. There being no further business, the meeting closed at 7.20pm. The next meeting of the Board of Trustees will be held on 16 September 2020 at 5.15pm.