

HGHS BOARD OF TRUSTEES MINUTES AUGUST 2020

Date: Wednesday 22 July 2020

Location: Principals Office HGHS

1. Meeting opened: 5.15pm

1.1. Karakia

1.2. Present: Jordan Mou, Hannah Portas, Anna Vignolini, Emma Jensen, Jason Whitiri, Jacqui Davis, Catherine Bentley, Grant Russell, Dan Jones MOE, Christian Pera, Monique Goodson, Amataga Iuli

1.3. Apologies Sonya Lyndon

1.4. Declaration of interests Grant declared a conflict of interest regarding item: 4.4

3.2.1 Principals Report - Lunch in Schools Proposal

Dan Jones and Christian Pera presented options to consider if the school were to fund a purpose build kitchen as part of our Lunch in Schools plan. Dan spent some time explaining the various funding options which should the school pursue, would involve large scale changes to be made to our new 10ypp. The school cannot use MOE funds to extend Te Rourou as this a school owned building. The suggestion was made by BSM for the school to use the side of the hall, thus also providing a dining space. This would involve a sizable proportion of our funding and other proposed projects would need to be taken off the table. General discussion around priority needing to be given to the boiler project. Given the MOE Lunch in Schools project is only guaranteed until the end of next year, there was a general discussion around the financial risk this may pose. The school is to continue to explore their options with aim to have lunch in schools starting in Term 4 2020.

Motion: Recommend we have options and costs drawn up and tabled at the next meeting for the Board to make a decision as to how we proceed.

Moved: Hannah Portas

Seconded: Anna Vignolini

Carried: Yes

2. For Noting

2.1. Expert presentation No presentation this month

2.2. Student Report

All happy to be back at school. Girls had a great holiday, although there was a general feeling that students didn't get much school work done over the holidays. Leaders are currently out and about visiting schools, which is great fun.

2.3. Staff Report

Staff were really looking forward to their holiday and had a great break. It is going to take a lot of work to get the girls over the line with their academic goals. Open Evening is coming up, and staff are looking forward to it. School visits are underway. Sports department will be putting a

proposal together in regards to replacing the school vans. Jacqui suggested adding information in the transition pack to explain that accounts can be opened by parents to allow payments to be made throughout the year. Hannah formally thanked Emma for her work as staff rep, in particular her support at Board pastoral meetings.

2.4 Audit for year ended 31 December 2019

Audit for year end. Financial committee have discussed the three recommendations made to the school. Thank you to the auditors.

Motion: That the Board has considered the Audit Management Letter and approved considerations from the Finance Sub Committee.

Moved: Hannah Portas

Seconded: Grant Russell

Carried: Yes

3. For Approval

3.1 Finance Report

Motion: That the financial reports from June and May be accepted.

Moved: Hannah Portas

Seconded: Jason Whitiri

Carried: Yes

3.1.1. Asset Replacement Register (includes School Van) Finance Committee tabled a depreciation review of our fixed asset policy. An asset register is currently being established.

Motion: To explore options to replace our 2008 van and to increase our fleet by one. The cost of lease, purchase or second-hand to be considered.

Moved: Hannah Portas

Seconded: Grant Russell

Carried: Yes

3.2 Principals Report

Principal shared her report with two highlights; the introduction of the Lava lava as an additional item of uniform for Pasifika students and the addition of Kapa Haka into the school curriculum. Catherine Kelsey has asked the Board to support her in allowing her to use HGHS for her research. Catherine Bentley requested the Board endorse HGHS joining the Auckland University Knowledge Project.

Motion: That the Principals report be accepted along with approval for Catherine Kelsey and HGHS joining the Knowledge Project.

Moved: Hannah Portas

Seconded: Emma Jensen

Carried: Yes

3.3. Work-plan: Policy

- 3.3.1. Concerns and Complaints Policy Hannah invited some discussion around this policy. Jacqui shared her feedback from STA conference which highlighted the need for us to have a robust process. Hannah made amendments to the policy. Catherine to update the flow chart.

Motion: That the amendments be accepted.

Moved: Hannah Portas

Seconded: Emma Jensen

Carried: Yes

3.3.2. School Requirements Policy

The BoT reviewed the School Requirements Policy

Motion: That this policy be retired.

Moved: Hannah Portas

Seconded: Grant Russell

Carried:Yes

3.3.3. School Requirements Policy (Retiring)

Stress Policy

Motion: That this policy be retired.

Moved: Hannah Portas

Seconded: Emma Jensen

Carried:Yes

3.3.4. Critical Response Policy

The BoT reviewed the Critical Response Policy.

Motion: That the amendments be accepted.

Moved: Hannah Portas

Seconded: Anna Vignolini

Carried:Yes

3.3.5. Drug and Alcohol Policy.

The BoT reviewed the Drug and Alcohol Policy. Some discussion over whether we should include the right to request a drug test for staff or students. No change to the proposed amendments.

3.4. Confirmation of minutes

Motion: That the June meeting minutes be accepted with the amendments made.

Moved: Hannah Portas

Seconded: Emma Jensen

Carried: Yes

3.9. Correspondence

Motion: That inwards correspondence be accepted.

Moved: Hannah Portas

Seconded: Grant Russell

Carried: Yes

Motion: To accept maternity leave application.

Moved: Hannah Portas

Seconded: Anna Vignolini

Carried: Yes

Motion: To accept maternity leave application.

Moved: Hannah Portas

Seconded: Emma Jensen

Carried: Yes

4. For Discussion

4.1. Governance vs Management session

Hannah mentioned a number of opportunities for members to train locally over the coming months. Hannah, Jacqui and Catherine expressed interest in attending a Strategic Planning session

4.2. Board involvement and talking points for Open Night

Some discussion around the Boards involvement on Open Evening. The importance for Board members to take away a prospectus and get up to speed with our school vision. Further discussion around the importance of recruiting new people for the Board.

4.3. General Business

Hannah flagged that she intends to stand down from the Board from the end of the 2020 school year.

4.4. Proposed water storage and treatment plant at Frimley Park - school security (no supporting docs)

Jacqui outlined the size of the project and the risk that it poses for tagging to occur on the tanks. Do we need to consider putting additional fencing around the school? Suggestion for the Board to explore whether or not a fence is included as part of this project.

4.5. Uniform hardship fund (no supporting docs)

General discussion around the fact that some schools have a hardship fund. Suggestion that the Board put aside a few thousand dollars each year to support keeping students warm and in correct uniform. The fund would be distributed to students in needs via the Deputy Principal Pastoral.

Motion: That we start a uniform hardship fund of \$5000 per year.

Moved: Hannah Portas

Seconded: Grant Russell

Carried: Yes