

March		
Date:	Wednesday 18 March	
Time:	5.19pm	
Location:	Boardroom	
Agenda		
Minutes		
1. Meeting opening		
1.1. Karakia		Jason Whitiri
1.2. Present	Jordan Mou, Hannah Portas, Anna Vignolini, Emma Jensen, Jason Whitiri, Grant Russell, Jacqui Davis, Catherine Bentley, Sonya Lyndon	Hannah Portas
1.3. Apologies	None	Hannah Portas
1.4. Declaration of interests	None	Hannah Portas
2. For Noting		
2.1. Expert presentation	No presentation this month	
2.2. Student Report	Beginning of March the year 13 Geo/PE, there was a trip to Rotorua. Student Leaders Assembly. Gumboot day on 3 April, donations to 'I am hope' charity.	Jordan Mou
2.3. Staff Report	The staff feel like their wellbeing is being looked after and feel like the comms. are good, specifically in relation to Covid-19. Half of the Marae and beach trip, however, the second day was cancelled because of the weather. Its very well put together, and the students loved it, and got a lot out of it. Special thanks to Karina Watts, Stephanie Clifton, and the PE team, for all the work that's been done. Good to see the staff working together and were excited about the up coming Senior Learning Hui.	Emma Jensen
3. For Approval		
3.1. Finance Report	General discussion around authorities on the ANZ account. Te Rourou last year made a loss of \$9,000. This may be due to a change of management, making healthier options and internal catering within the school. The plan is for Juliet to support the Manager in doing a cost review. Then in August the school will review Te Rourou with the possible option of outsourcing the management.	Hannah Portas
Motion:	Motion for the Board to add the authorities. Hannah Bentley, Catherine Kelsey and Jacqui Davis to be signatories on the ANZ account.	
Moved:	Hannah Portas	
Seconded:	Grant Russell	
Carried:	Yes	
Motion:	Motion to add to the Finance Committee Terms of Reference to allow for them to make decisions around the adding and deletion of signatories, from all bank accounts.	
Moved:	Grant Russell	
Seconded:	Jason Whitiri	
Carried:	Yes	
Motion:	Motion for the Board to add signing authorities for Hannah Portas, Catherine Bentley and Emma Jensen on the Kiwi Bank account.	
Moved:	Hannah Portas	

Seconded:	Anna Vignolini	
Carried:	Yes	
3.2. Principals Report	<p>Feedback from other Principal is that our staff look more engaged and happy to be at the combined kahui Ako teachers only day. We have a bronze, silver, gold rating for visiting international agents. A recent visit from a Gold Brazilian Agent, Catherine and Jen took them to Elephant Hill from lunch. They loved that our school is multicultural, and believes that we will have a long relationship with their agencies. The girls that we have are fantastic, and come from a government funded programme that gives girls from a low social economic area a chance to travel and experience new cultures/educations. To receive a detailed analysis of variance and then reports like HGHS Student Progress and Achievement Review NCEA 2019, shows how come we have come and see the cross section of subjects being acknowledge. Special thanks to Catherine Kelsey for all her hard work.</p> <p>Recruited and appointed Richard Fenwick from Zimbabwe, who taught at NGHS, Heather Williams returning from Australia. Interviewing for Sports Lead position on Friday. The potential is fantastic. The role will be full time and the department will run much better. New staff from oversea arriving, self Isolate, over the school holidays and start in term 2. We need to look after those new staff and make sure that they are remunerated, should they have to take sick leave.</p> <p>The stand-down and suspension process has been updated and is being trialled.</p>	Catherine Bentley
Motion:	Motion to accept the Principals Report.	
Moved:	Jacqui Davis	
Seconded:	Hannah Portas	
Carried:	Yes	
Motion:	Motion to that the recruitment panel for the Deputy Principal be Catherine Kelsey, Catherine Bentley and Jacqui Davis. The BOT delegations this responsible for the recruitment and appointment.	
Moved:	Hannah Portas	
Seconded:	Grant Russell	
Carried:	Yes	
3.2.1. Update on Coronavirus – Business Continuity Planning	<p>Catherine predicts that school will be closed, as soon as the end of next week. We have surveyed our students and 60-70% of the girls would be access to devices at home and 90% have internet. We have 170 devices available to loan out. Just upgrading the devices and checking the insurance.</p> <p>Teachers are working on getting the google classrooms ready and starting to use them in classrooms, and that all staff and students have the correct access from home. Our IT guy is going to run training sessions with teachers. Catherine has reassured non teaching staff that their jobs are secure.</p> <p>Catherine has instructed staff that all international elective travel is to be cancelled. Any queries around student wellbeing is to be directed to SLT. We have been sending out school communications. Have had meetings with students around being kind and careful and looking after each other.</p>	Catherine Bentley

<p>3.2.1. Update on Coronavirus – Business Continuity Planning...continued</p>	<p>International students host families have been communicated with. Have started to collect confidential database, around students wellbeing around if they go into isolation and their environment, so that we can better support other outside agencies. We are mindful of staff wellness and are monitoring the situation. Catherine to be mindful of communication with whanau, and work with staff to keep families informed. Communications in other languages. Need to trust the MOE and be lead by them. Its important that we stay calm and carry on. Be mindful in case of a fire emergency of spreading people out. There will be no assemblies where the school all come together, however, Catherine will do live or pre recorded assemblies so that students can still receive the necessary messages. The Board agreed that Jacqui as Deputy Chair will fill in for Hannah, and make any necessary decisions, as Hannah has an important role at EIT. We have the nurse on site to help should we identify that there is a person on site who may have Covid-19. If staff are sick they need to stay home. If we need to convene a skype for business off-site board meeting, created by Hannah. Jacqui to set up a closed Facebook messenger group. We need to be prepared for the situation to rapidly escalate. As a school we need to be kind to one another. Hand sanitiser is available in the computer labs. The cleaning companies have changed to hospital grade cleaning products. We have ordered wipes for the cleaning of keyboards etc. The Board recognises that our response to Covid-19, is a management issues and the Board will support Catherine and the senior leadership team. Hannah can co-sign with Catherine.</p>	
<p>3.2.2. Health Safety and Wellbeing Committee minutes</p>	<p>Insurance query regarding private use of the vehicle when doing school related activities. Jacqui updated the BOT that the insurance does not cover people if there is an accident. Emma to check with Juliet if staff insurance with their personal car, can claim if the staff members personal insurance cover them if they are using their car for work purposes, does the schools insurance cover it. Records of licences are included in the review of EOTC. Motion that taken as read by the Board, Hannah, Catherine.</p>	<p>Emma Jensen</p>
<p>3.3. Confirmation of minutes</p>		<p>Hannah Portas</p>
<p>Motion:</p>	<p>Move that the minutes of the previous meeting be accepted.</p>	
<p>Moved:</p>	<p>Hannah Portas</p>	
<p>Seconded:</p>	<p>Grant Russell</p>	
<p>Carried:</p>	<p>Yes</p>	
<p>3.4. Correspondence</p>		<p>Hannah Portas</p>
<p>Motion:</p>	<p>Motion that Hannah action correspondence on behalf of the Board on Monday.</p>	
	<p>Inwards</p>	
	<p>Outwards</p>	

General Business:	Exit interviews are done by the Personnel Sub-Committee. This was done via a survey and the Board were given a trend report annually. Staff have not been responding to the surveys. When a member of SLT leaves we offer an interview with GrowHR. Motion move the survey to the induction/exit process when it is reviewed. Hannah will still provide an annual report to the Board. Seconded Grant. Personnel Sub-committee. to develop guidelines around the exit process.	Hannah Portas
	Feedback from some parents regarding Akina. The brand was reviewed by an external provider, which the BOT approved a couple of years ago. The Akina has not been dropped, just tidied up and modernized. An example of the modernised brand, was the Leaders Page. There was also a rumor that we are going co-ed - this is not at all true. Catherine told the Board about an article in the Bay Buzz, that's a positive marketing opportunity. Thanks to our relationship with Jess Soutar-Baron. Jess could come to the next BOT meeting to give us some training/tools.	
4. For Discussion		
4.1. Analysis of Variance Data summary		Catherine Bentley
4.2. Principal performance plan	<p>Jacqui updated the Board, regarding Catherine's appraisal and acknowledge her hard work.</p> <p>Anne Milne is an independent appraiser of Principals. There were recommendations for the Board.</p> <ol style="list-style-type: none"> 1. Approve Catherine to attend the Daring to Lead Conference. The Sub-committee supported this. 2. Anne Milne continued as mentor and appraiser of Catherine. Catherine will also start an unofficial mentor-ship with the Principal at XX school. Once a term Catherine will drive to meet with Anne and then stop at plain college, with NgaXX. This would involve Catherine using the school car and would stay the night with her daughter in Auckland. This will give Catherine a peer support. Anna was concerned that Anne is both mentor and auditor. Hannah assured Anna, that they believed that Anne is highly skilled at drawing the line between mentor and auditor. Hannah said that they believe that they have received a comprehensive audit. Jacqui and Grant supported this, as they questioned this at the time, they have seen the professionalism and quality of what Anne has delivered. <p>The appraisal is to remain closed to the sub-committee. Should BOT members, have any questions, they can approach Hannah, however, it was previously agreed that the appraisal remains confidential.</p> 	Hannah Portas
Motion:	Moved that Catherine is to attend the Daring to Lead Conference in Auckland, and travels to Auckland once a term to meet with Anne and Ngari??	
Moved:	Hannah Portas	
Seconded:	Emma Jensen	
Carried:	Yes	
4.3. Critical Response Plan	Catherine has ensured that the plan is up-to-date and will upload to the files to the shared BOT drive.	Catherine Bentley

5. Meeting closure		
5.1. Preparation for next meeting	<p>Grant, Hannah and Catherine to complete last months homework.</p> <p>All to do this months homework.</p> <p>If school is shut down there is no need to meet as a Board, as per the Critical Response Plan. We may defer the next meeting, if there are no urgent matters.</p>	Hannah Portas
	<p>There being no further business, the meeting closed at 7.30pm. The next meeting of the Board of Trustees will be held on 8 April 2020 at 5.15pm.</p>	
Motion:	<p>H Smith moved that the meeting go In Committee at 7.35pm and that that the public be excluded under Section 48 of the Local Government Official Information and Meetings Act 1987 because the Board wishes to discuss personnel or financially sensitive matters and for reasons that discussion of these matters in public would infringe the privacy of a natural person under Section 9(2)(a) of the Official Information Act 1982.</p>	
Motion:	<p>H Smith moved that the meeting go out of Committee at 7.55pm.</p>	