

Meeting	Details	Action	Motion	Seconded	Person Responsible
<b>Hastings Girls' High School Board of Trustees Meeting 2021</b>					
<b>November</b>					
Date:	17 November 2021				
Time:	5.30pm				
Location:	Staffroom				
<b>Minutes</b>					
<b>1. Meeting opening</b>					
1.1. Karakia					Zygy Russell
1.2. Present	Jacqui Davis, Grant Russell, Anna Vignolini, Jason Whaitiri, Catherine Bentley, Mercy Ili, Monique Goodson, Sonya Lyndon, Amataga Iuli, Catherine Bentley, Zygy Russell, Jo MacDonald, Jason Whaitiri				Jacqui Davis
1.3. Apologies	-				Jacqui Davis
1.4. Declaration of interests	Catherine's daughter has been employed as a Teacher Aide as of 16 November, and her daughter's partner has been employed as an administrator. Both finish on 13 December 2022.				Jacqui Davis
<b>2. For Discussion</b>					
2.1 Staff Culture	N/A				Catherine Bentley
2.2 Strategic Plan Project	Reminder meeting on 1 December. Sally will have reading materials circulated this week.				Jacqui Davis
2.3 Board elections	The Board elections have been moved to online in September 2022.				
2.4 Tree removal	The Board went out to see the Tōtara tree that the MOE have instructed us to remove. Unfortunately the tree is damaging the building below it, and must be removed.				
<b>3. For Approval</b>					
3.1 Minutes of the previous meeting (October 2021) - See below			Move that the minutes of the previous meeting be accepted.	Catherine Bentley	Amataga Iuli
3.2 Correspondence	None				Jacqui Davis
3.3 Finance Report - Verbal update - Governance Report attached	Oversown the fields so, the laaga holiday programme, and lunches in school appeared as items of interest.		Move that the September Finance report is accepted.	Jacqui Davis	Anna Vignolini
	Cash deficit of \$168,000. In 2022 there is a bit of a change to the cost of education at HGHS as we move into a different style of learning with our learning hubs. HGHS has signed a contract with the MOE to become a supplier. Catherine and the team have met with Mahora School to become a provider for their lunches in school. As that is not confirmed the surplus from providing the lunches to Mahora School has not been included in the 2022 budget.		Move that the Board accept the draft 2022 Budget, and review it again in February.	Monique Goodson	Anna Vignolini
3.4 Principal's Report - See below, taken as read	Catherine showed the Board the 5 minute video that was created from the Prime Minister's Excellence Awards team. Catherine showed the Board the Curriculum Design tool that she has built for the school to use when designing the junior hub curriculum. We have rolled out a vaccination.		Move that the Principal's record be accepted.	Mercy Ili	Catherine Bentley
Overview / Vision	Our Junior Curriculum planning is well underway. The new curriculum planning tool is an exceptional resource and will be further developed and refined over the coming months. Next week, we have a planned visit from MOE Curriculum Planning Hub, they are coming to hear our views of curriculum and how it needs to be developed further nationally. We have also attended our second hui with ERO and Ngati Kahungunu where we shared our curriculum. From this, we have been invited to present at the Equity Forum for Education later this month. In response to the NewsHub Nation story on de-streaming, Onslow College are flying up for a visit next week. They will meet with a number of staff and students to hear from us about the process of change. We are currently working with Thompson Hukianga, an arborist and a milling company as part of the removal plans of the Tōtara tree outside the Music room. We hope to be able to have the tree removed mid December when the tides are best.				

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Student Learning	Our current focus is on supporting our senior students through the last few weeks of school, giving them the best possible chance of achieving their learning goal before the end of year. Staff continue to do an incredible job juggling reporting, creating new courses, supporting seniors and adjusting to the COVID mandate. We are sad to have received Adrian Leake's resignation. Adrian has been with us for a very long time and will be sadly missed. Evelyn Leef has been appointed Deputy Principal, Curriculum and Pedagogy starting 2022; this appointment has been very well received by staff and students alike.				
PLD					
Transition	At present we have 148 Year 9 enrolments. Due to Covid we have cancelled our Big Day Out and the Deans and I begin visiting schools and having conversations around gathering information about each student. The quality of information gathered greatly influences the successful transition to Hastings Girls' High School. We are also meeting with teachers from our contributing schools who are LSC, Senco or in charge of EL. This allows us to meet with students' whānau and ensures that we able to plan to best meet students needs prior to their first day.				
Snapshot	<p>ICT The changeover has been bumpy, to say the least, but to a large extent the issues that we have had to deal with are a result of the ICT legacy. I have fed back to our new provider our disappointment at not having enough on-the-ground support over the first week which would have accelerated the bedding-in period.</p> <p>Health, Safety &amp; Well-being We are watching the situation closely, as at the time of writing, Covid has been detected in HB wastewater samples. This may have an impact on the way in which examinations are run in a practical sense. See attached guidelines.</p> <p>Site Security All cameras are installed and running well. Sadly, our first malicious alarm activation was in one of the few spaces that a camera was not installed. If this becomes a repeated issue, it may be worth investigating the addition of more cameras.</p> <p>School Lunches We have returned our signed contract to the MOE for us to be the Head School in providing lunches to another Kura. Over the next few weeks, we will be ensuring we have a full team on board ready to hit the ground running mid January.</p>				
Student Engagement					
Hauora Team	We met with a panel of four at our latest Hauora meeting and asked questions from the panel around addiction and how best to help our community. They all felt that educating students early and messaging often was the best way forward. We were all keen to work together to form a programme that could be delivered to students. Our next Hauora meeting will be working on this planning for 2022. We will also discuss how staff protect themselves when caring deeply. This has created concerns for some staff. As we build better stronger relationships with students and know more of their stories this at times can overwhelm staff. Rose as Guidance Counsellor, Diona as School based Health Nurse and Amanda will share some good practice ideas with the committee.				

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Snapshot	<p>Student leader process is nearly complete with the interviews all held. It is wonderful to know that we have such good growth in this area of the school with some outstanding student leaders, which will hold the school in a good position for next year. The announcement of this is to happen on 8 November.</p> <p>Tracking students - Grouping of students is now complete and we are having conversations with the students if we see any differences in groupings from their original picks. This determines which girls will have study leave and which girls will be staying to get extra help.</p> <p>Big Day Out had to be cancelled due to Covid levels. So this will be a gap that we are working on with Ge to make sure that the new Year 8 students feel connected to the school when they arrive next year.</p> <p>Leah Marumaru-Flynn has put in her resignation and will be leaving at the end of the year. She is off to teach at Tauranga Girls' High School. This was a sad decision for Leah but it is to be closer to her family. We are really gutted to be losing a valued member of our team. This will mean that Rob and Vicky will remain as Deans for next year.</p>				
3.5 HSW Sub-Committee	No update				Amataga luli
3.6 Policies for review:	Harassment Policy for BOT and staff to review. Māori Educational Success, which is for BOT Staff and parents and caregivers.	Grant to send Sonya a link for the pānui.			Grant Russell
3.7 Proposal for multi purpose space	Catherine has requested that we create a multi purpose outdoor space for students to get together and eat, as well as hold assemblies, etc.				
<b>4. General Business</b>					
4.1 Meetings dates for 2022.	Jacqui thanked the Board for their work this year. There are no more meetings this year, with the expectation of the strategic meeting with Sally on 1 December. In 2022 we will continue to meet on the third Wednesday of each month, starting in February. There will be an additional meeting in February on the fourth Wednesday to split the agenda, as there will be a lot to get through at the start of the year.				
4.2 Bank account details	Ensure that Juliet has your account bank account details.				
<b>5. Meeting closure</b>					
	There being no further business, the meeting closed at 6.38pm. The next meeting of the Board of Trustees will be held on Wednesday 16 February 2022 at 6.55pm.				