



Hastings Girls' High School

**Minutes of the Hastings Girls' High School Board of Trustees held at
5.15 pm at Hastings Girls' High School on Wednesday 20 February 2019**

Present C Dent (Chair), C Bentley (Principal), H Smith, A Uelese, B Grapes,
G Hunt (Parent Representatives), Jasmeen Nijjar (Student Representative),
M Duncan (Staff Representative), J Davis, G Russell (Co-opted Member)

In Attendance R FitzGerald

Apologies None

Declaration of Conflict of Interest(s) None

Instruments of Delegation

- G Hunt, the Deputy Chairperson took the Chair and called for nominations for Board Chairperson.
Moved by G Hunt/G Russell that C Dent be re-elected as Board Chair. Carried.
- C Dent, the Board Chair called for nominations for the position of Deputy Chairperson.
Moved by C Dent/M Duncan that G Hunt be re-elected as Deputy Board Chair. Carried.
- **Moved by C Bentley/B Grapes that the disciplinary committee which must consist of at least four Board of Trustees members including either the Staff or Student Representative be empowered to make disciplinary decisions on behalf of the Board. Carried.**
- **Moved by C Bentley/C Dent that in the absence of the Principal, the Deputy Principal will become Acting Principal and in the absence of the Principal and the Deputy Principal an Assistant Principal will be Acting Principal, and in the absence of the Principal, Deputy Principal and aforementioned Assistant Principal, the remaining Assistant Principal will become Acting Principal. Furthermore, it was moved that the wording of the existing Election of Officers be amended to reflect the lack of hierarchy between Assistant Principals. Carried.**

- **Moved by C Dent/H Smith that the Board of Trustees give permission for the disposal of any Enrolment Records E19/22a, enrolment forms, daily attendance registers and student files containing school reports and testimonials which date seven years since a student has left this school. Carried.**
- **Moved by G Russell/B Grapes that, as per request of Mr R Morgan, Head of Sport, the Resolution for Delegations of Authority to Principals be amended to allow application for funds, sponsorship or other monies up to a value of \$10,000 excluding GST – an increase of 100% from the previously authorised value of \$5,000.**

Moved by C Dent/G Hunt that Delegations of authority to the Principal be as follows:

The Board resolves to delegate to the Principal the following powers and responsibilities:

- Employment of:
 - Non teaching staff
 - Teaching staff up to and including the level of HOD.
 - Staff required for long term relieving and fixed term positions
- Engagement of contractors to a value of \$10,000 per project.
- The instruction of:
 - the authority to design or amend job descriptions of any staff member as required.
 - the authority to prioritise and to instruct staff to complete tasks in an order that the Principal sees as being in the best interests of the smooth operation of the school.
- Performance Management, disciplinary action (including dismissal) of non-teaching staff.
- Competency procedures in relation to teaching staff in accordance with the Secondary Teachers' Collective Employment Agreement ("STCEA") through to the completion of the evaluation report as set out in clause 3.3.2(d) of the STCEA. The report and any recommendation will then be provided to the Board for any decision as set out in clause 3.3.2(e) of the STCEA.
- Undertaking any inquiry into a possible breach of discipline. In the event the issues under investigation are not resolved informally by discussion or the Principal is of the view that the matter should proceed to the Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose.
- Suspending any employee during any inquiry or following receipt of a complaint if satisfied that the welfare and interests of any student attending the school or of any employee at the school so requires.
- The Board of Trustees of Hastings Girls' High School delegates the Principal, Catherine Bentley, to act on its behalf in the reduction/reassignment of hours or termination of staff taking into consideration the obligations of any

collective agreements.

- i. The Board of Trustees of Hastings Girls' High School delegates the Principal, Catherine Bentley, to act on its behalf to pay a teacher from operational grant funds should the need arise.
 - j. Grant and/or require the following in relation to leave:
 - Medical certificate for an absence on sick leave in excess of five days
 - Discretionary leave not exceeding 5 days
 - k. Authorising expenditure / payments up to a value of \$10,000 excluding GST.
 - l. Applying for funds, sponsorship or other monies up to a value of \$10,000 excluding GST.
 - m. Signing of declarations on behalf of the Board in relation to information required by the Ministry of Education, overseas students, etc.
 - n. Mandatory reports to the Teachers' Council.
- The Boards Secretary was instructed to amend both the 'Election of Officers and Delegations' document and the 'Resolutions for Delegations of Authority to Principals' document to reflect the above carried motions.

Finance Report

- The Finance Report for the period ended 31 December 2018 was presented to the Board. The financial statements for the year to date show a deficit of \$7,804.00.

Income

- Four out of four Operation Grant deposits have been received.
- The next Operating Grant instalment is due in January.
- As at 31 December 2018 Grant Income is 105% of what was budgeted for.
- Local Funds and Interest are 98% of what was budgeted for.

Expenditure

- As at 31 December 2018, 88% of what was budgeted for the year was spent.
- 85% of Salaries Budget for the year to date was used.
- This compares with 100% of the calendar year gone.

Financial Position

- Actual Available Funds as at 31 December 2017 were \$2,292,749.
- Budgeted Available Funds as at 31 December 2018 were \$1,874,894.

- Actual Available Funds as at 31 December 2018 are \$1,640,835.
- Budgeted Available Funds as at 31 December 2018 were \$1,874,894.

*Note: Available Funds are calculated as Working Capital /ess Term Cyclical Maintenance

Balance Sheet 31 December 2018

Current Assets

ANZ Current Account	77,913
ASB Current Account	54,695
ANZ Call Account	27,504

ANZ Serious Saver			2,289
ANZ Term Investment #001	Maturity: 11/03/19		232,494
ANZ Term Investment #003	Maturity: 26/07/19	Term: 270	425,388
ANZ Term Investment #005	Maturity: 18/03/19		201,909
ANZ Term Investment #72	Maturity: 10/05/19	Term: 181	109,502
ANZ Term Investment #73			0
ANZ Term Investment #74	Maturity: 10/11/19	Term: 365	5,100
ANZ Term Investment #75	Maturity: 14/02/19	Term: 150	101,635
ANZ Term Investment #76	Maturity: 21/03/19		150,000
Westpac Deposit	Maturity: 18/02/19	Term: 367	200,000
ANZ (National Bank) Deposit	Maturity: 28/01/19		263,628
KiwiBank Term Deposit	Maturity: 12/02/19	Term: 180	363,189
Petty Cash			200
Accrued Interest			37,125
Accounts Receivable			0
Prepayments			9,518
Future Finance Changes			2,664
Work in Progress			0
Stock on Hand			78,742
Goods and Services Tax			31,192

- \$2,374,687 has been spent on assets to date.

Current Liabilities

Leave Accrual			28,644
Accrued Audit Fee			8,280
G Travers Support Fund			(2,598)
Parents Trust			20,061
Sports Fundraising			0
Music Fees in Advance			0
R Kenwright Award 2019-2021			3,000
International Student Fees in Advance			131,015
Contra Purchases (No GST)			(504)
Cyclical Maintenance Provision			20,118
Eclipx Lease			13,968
TRL Leases			20,120
Accounts Payable			52,504
MOE Funded Projects			12,975
International Students – Board Balances			115,671
International Students – Incidental Balances			3,556

- \$426,810 in liabilities have been accrued to date.
- Working Capital is \$1,947,877.
- Non-Current Assets are \$2,029,437.
- Non-Current Liabilities are \$340,388.
- Net Assets are \$3,636,926.
- Public Equity is \$3,636,926.

- **Moved C Dent/J Davis that the Finance Report be accepted. Carried.**

- **Moved G Russell/B Grapes that in future a list of purchases over \$1,000 will be provided to the board in advance and will be discussed only by exception. Carried.**

Matters Arising

- The report provided by Education Services is a summary of a 50 page report provided to C Bentley with personal information omitted for the purposes of the Board. This is a draft report as there is still some information pending but is reasonably accurate.
- Stephen from Education Services has gone through the full report in detail with C Bentley and Financial Technician, Juliet Price. He is satisfied that the school is on track with our budgets and the 2017 actuals.
- Approximately \$150,000 was spent on stock for the Uniform Shop which is being sold in the first weeks of term.
- The Financial Position fluctuates depending on receipt of Operation Grants.
- Approximately \$5,000 has been programmed from the previous year.
- Expenditure is mostly Gymnasium expenses, some of which will be recovered from the Ministry of Education, as will approximately \$50,000 each from drainage and the driveway.
- The current new reporting system from Education Services is under review. At the moment we are paying for each individual report but have not yet signed a permanent contract. Stephen from Education Services will prepare the end of year financials at 31 March, then attend a Board Meeting in April or June at which time a decision can be made as to whether to retain Education Services on a more permanent basis.
- There was a general feeling that the new reporting was positive, with less explanation but clearer visual tracking. Juliet Price will need to change her coding to align with Education Services' method of reporting. M Duncan drew attention to the differences in scale between graphs. H Smith asked if it was possible to have graphs in colour and to see a comparison with other schools.

Minutes of Previous Meeting

- **Two amendments to the minutes of the meeting held on Wednesday 19 December 2018 were required before they could be accepted.**
 - Catherine Bentley, Celia Dent, Jacqui Davis and Hannah Smith are to meet together to formulate discussion points for exit interviews.
 - The Board is to upskill around communications to learn what the school could do differently.
- Amended minutes to be emailed to the board for ratification.

Correspondence

Inward Correspondence

22 November 2018	B-Safe (testing, tagging & compliance) – Test report
26 November 2018	NZ Education Gazette – Vol 97 No 21
27 November 2018	Mrs J Winsley – Letter of resignation
6 December 2018	NZSTA – STA News Issue 288
10 December 2018	Mrs S Eaton – Leave request
10 December 2018	NZ Education Gazette – Vol 97 No 22
18 January 2019	Mrs L Hughes – Letter of resignation
28 January 2019	NZ Education Gazette – Vol 98 No 1
29 January 2019	The Mind Lab
11 February 2019	NZ Education Gazette – Vol 98 No 2
13 February 2019	NZESTA – AGM 14 July 2019
19 February 2019	Kapahaka Group – Uniform request

Outward Correspondence

21 November 2018	Miss D Jones – Resignation acceptance
21 November 2018	Mrs L Francois – Resignation acceptance
21 November 2018	Miss A Rose – Maternity Leave acceptance
21 November 2018	Mrs M Sutherland – Resignation acceptance
21 November 2018	Mr P Roberts – Resignation acceptance
21 November 2018	Mrs P England – Resignation acceptance
21 November 2018	Mrs A Mirams – Resignation acceptance
22 November 2018	Mrs A Jarden re Leave request
22 November 2018	Mr D Homan-Smith – Resignation acceptance
22 November 2018	Mr R Smith – Resignation acceptance

- **Moved C Dent/J Davis that the resignation of Mrs J Winsley and Mrs L Hughes be accepted. Carried.**
- **Moved C Dent/H Smith that the Leave request of Mrs S Eaton be accepted. Carried.**
- **Moved C Dent/A Uelese that approval be given to purchase Kapahaka Uniforms from the Capital Fund for the sum of \$4,347.00. Carried**
- **Moved C Dent/G Russell that the inwards correspondence be accepted and the outward correspondence be approved. Carried.**

Matters Arising

- The new Kapahaka collaboration with Hastings Boys' High School is going well. The collaboration was decided upon after the budget was signed off, hence the need to purchase uniforms from the capital fund. The new uniforms represent whanaungatanga between the two schools and incorporate the school colours. The old uniforms are more than 20 years old. H Smith proposed they be donated to Heretaunga Intermediate. C Bentley to follow up with them.

Staff Representative's Report

M Duncan presented his report.

- In order to increase staff engagement, staff will be reminded of the upcoming meeting and encouraged to contribute items to the Staff Representative's Report that might be of interest to the Board.
- The Staff Representative will speak to the Staff Forum Report as a way of strengthening ties between the Board and the Staff.
- In a bid for transparency, Staff will have access to Board Meeting Minutes. These will be sent out by the Board Secretary after they are approved by the Board in the following meeting.
- The Staff Representative will continue to foster a good relationship and communication between governance and staff by relaying positive as well as negative stories and feedback between the Board and Staff.
- The Health and Wellbeing Committee held a morning tea and moneyless raffle in the Staff Room on Valentine's Day. This was a success with a notable lift in staff spirits.
- The general mood is positive and optimistic at the start of the year.

Student Representative's Report

J Nijjar presented her report.

- A positive start to the year was reported with girls happy to be back at school.
- Girls are pleased with the new uniform, particularly Years 12 and 13.
- Swimming sports was a success. Green House came up from behind to win the day in an exciting final race.
- Girls have fed back that the water fountains in the 30's block are not working. Custodial items should be reported to M Duncan or P Carmine who will notify the caretaker.
- Girls are keen to be allowed visible cultural tattoos at school.

Principal's Report

The Principal presented her report

- As at 13 February 2019, the school roll stood at 679 students, including 11 foreign fee paying students. We have two girls from Germany this year as well as from Japan. The 2019 GMFS is 704.
- The Principal gave an overview of the enrollment process. There is naturally a lot of change at this time of year with new enrollments and leavers daily. There are no patterns to the leavers. Many students are going to employment or overseas. Most do not notify us that they are leaving. Sue Eaton has been following up but there is only so far she can take this.
- Care is being taken to improve relationships with contributing schools. A Year 9 Transition Meeting has already occurred and a solid plan is in place to boost enrollment.
 - Te Rourou will be providing and delivering lunches to Heretaunga Intermediate on a Friday. This will provide revenue to the school as well as fostering relationships.
 - We are hosting restorative training which is being provided at a discounted rate to Heretaunga Intermediate.
 - Kimi Ora Community School sent a delegation of students and staff to witness ex-student, Pelerose Vaima'a, take her Leader's Oath as Head Girl. They were hosted at morning tea. We have received overwhelmingly positive feedback from Kimi Ora regarding this and the transition process.

NAG One: Curriculum

- The Principal is very pleased with our NCEA results, and has used these findings to help shape school wide targets and key improvement strategies for our 2019 Strategic and Annual Plans.
- Scholarships in French, Classical Studies and Biology were achieved. The first Enrichment Pathway Meeting for gifted students on an accelerated learning path was well attended by a diverse group of students and whanau. This Year 9-13 program offers students support in the journey towards Excellence and Scholarship.
- Tuesday morning PLD sessions have started, with feedback from staff being extremely positive. The Principal noted the range of staff stepping up and leading various workshops.
- The start of year powhiri was extremely well attended, with over 120 whanau members in attendance. In comparison, last year there were around 9. The Principal commended the whanaungatanga of staff at the shared morning tea for which many new whanau attended.
- Towards the end of 2018, our school results from PISA were received. The data analysis reinforces the strategic focus taken for 2019, particularly with regards to literacy.
- From our next meeting, as a part of our regular cycle of reporting to the Board, the International Department will give a regular report.
- One of our strategic actions this year is to continue to strengthen whanaungatanga (relationships) both within and beyond the school. Over the last couple of weeks, we have provided opportunity for whanau to come and discuss two of our current academic programs – Gateway and Trades; and Enrichment. The Principal, alongside Catherine Kelsey, Sue Phillips, Leah Setford and Maxine

Gilmore have used this opportunity to share our school vision and discuss ways school and home can work together to ensure the best learning outcomes.

NAG Two: Operations

- Two of our cleaners have resigned, these roles will now be covered as part of our cleaning contract with Contract Services.
- Amanda Greville chaired our final staff forum for the year. See **appendix F** for the minutes. Staff forum is timetabled once per term in the Staff Meeting slot.
- Late last year we were notified that our applications for Literacy and Numeracy funding were successful. We have had Lara Meyer working in the school over the past few days. Lara is our provider for the 150 hrs Literacy PLD funding. She will be starting with a focus on helping HOD's make sense of the data and set some priorities for building literacy in their departments. Jim Hogan, will continue to lead the PLD Numeracy PLD with the maths department.

NAG Three: Personnel

- We have welcomed a number of new staff into the HGHS family, attending the powhiri as manuhiri and more recently, during assembly where they were each presented with a lolly lei, made by our staff as part of teacher only day.

Carl Gibbons - teacher of PE

Marlene Wilksinson - teacher of Te Reo Maori (new position)

Marion Iosefo - teacher of English and Social Science, growing Pasifika

Stephen Gardener - teacher of Business Studies

Katherine Winitana - teacher aide of Performing Arts (new position)

Jo Gibson - teacher of Digital Technology (maternity leave position)

Rosheen FitzGerald - Arts Administrator (new position)

Kerry Campion - Library Manager

Yanxia Zhao - teacher of senior Mathematics, term 1

Glen Perry - ICT Technician (Glen Cook Technology)

Until we recruit a new HOD Mathematics, Gabriella Isolabella will be Acting HOD Mathematics, term 1, Adrian Leake - Assistant HOD Mathematics, term 1 and Rob Orr - Teacher in Charge of Spanish.

- Lisa Hughes has accepted a job as classroom teacher at Westmount. Being back in the classroom ensures she will be able to retain her teacher registration which comes up for renewal in later this year. We have sent Lisa flowers on her first day of work, and she will be invited back at the end of term for morning tea and an official farewell, as per our new guidelines. Rosheen FitzGerald has taken on the role of PA until we have completed our appointment process. We are delighted to have appointed Sonya Lyndon in to the permanent position of PA. She will start in this role February 25th.

Staff Absent from Normal Timetable

Fortnight ending 15 February 2019

Leave Booking	Days
Bereavement	9
Discretionary	2
Family Event	1
Family Illness	1.5

Jury Service	0
LWOP	4
Sick	2
Professional Development	6

NAG Four: Finance/Property

- The Gymnasium project is still not signed off. The floor finish, including the markings, are not up to standard and will need to be redone. BSM have met with Simkin and communicated very clearly what needs to be done before the final payment is made. Any further repairs/upgrades will be completed outside of the school term. In the meantime, Simkin will work to complete a few minor jobs to have the gym fully functioning for teaching and learning.
- The Sitewide Fire Upgrade has had two tenders logged. BSM are currently working through the tender attributes process.

NAG Five: Health & Safety

- The MOE have been forwarding information to help us manage the recent heatwave. We are fortunate to have many of our classes air conditioned, and where air flow is poor, portable fans have been made available. One of the hottest rooms in the school is the staff room; where possible afternoon meetings are held elsewhere.

NAG Six: Legislative

- Copies of both the Analysis of Variance and Strategic Plan are attached for ratification.

General

- Last week marks the anniversary of the 1931 earthquake. Pelerose Vaima'a our Head Girl and Gracy Singh, Deputy Head Girl represented Hastings Girls' High School at the Hastings District Council Commemoration Ceremony. Pelerose was one of four school leaders selected to share a reading.
- Our student leaders spent a couple of days at Lake Tutira. Through providing them with this time to connect, they were able to shape team and personal goals which will help frame their leadership journey in 2019.
- As part of our continued focus on further strengthening our commitment to increasing cultural responsiveness, the staff enjoyed a Te Matau a Maui Waka experience on Teacher Only Day.

Matters Arising

Tracking of Leavers

- H Smith raised the question of how we are following up with departing students. Sue Eaton has been doing her best but often students have moved on from known addresses. A Uelese suggested connecting with them through the Old Girls' Facebook Page.

Method of Reporting

- Staff Representative, M Duncan, expressed concern in narrowing our field of comparison to include only girls' schools in Hawke's Bay. He worries that by comparing ourselves to high decile girls' schools in the area staff may be given the message that they are failing and that morale may suffer. The academic standard at entry is currently 2/3 below national averages so to bring that up to the 50th centile should be seen as an achievement.
- Academic records should be viewed in the context of philosophical changes, for example, not encouraging less able students to leave school without sitting exams, or pushing them through 'easy' credits to which they have no connection. There is a shift in focus towards providing a true and meaningful education for our girls. While this may result in a temporary statistical dip in results, in time this will be reflected in the standard of education we offer.
- H Smith suggested that we work with the Kahui Ako schools to raise the academic standards of incoming students.
- C Bentley commended C Kelsey's work in analysis through E-ASTTLE. The Board were all impressed by the quality of data produced. There was a desire to upskill staff in data analysis and an external audit by an outside provider recommended.
- Analysis of Variance is to be done throughout the year so that there will be no end of year surprises. ERO were satisfied with this.
- The Annual Plan and School Charter was sighted and accepted subject to a correction of the date change on the second page. The three main curriculum-based goals are as last year. These will remain consistent as part of a three-year plan. There is a focus on bringing Year 12's university level literacy from 30% to 75%.
- The student engagement or whanaungatanga focus remains but there has been a change in how this is measured. It was found that attendance was not a good measure of engagement because of the complex constellation of issues and circumstances our girls face that may constitute a barrier to attendance. Instead we are making the student part of the target – we are aiming for 100% of our girls to set a personal learning goal with their Akina coach. These could be as diverse as a progression in writing or joining a sports team.
- The Staff were presented with the Improvement Plan. This is a flexible document with space for staff input and commentary to be shaped in conjunction with the staff. Some positive feedback was received noting the plan's clear achievable goals. Others felt it needed to be pared back to a few key areas. H Smith asked that page numbers be added.

Board Actions

- **The Boards Secretary was instructed to send letters of thanks to the Teaching Staff and Catherine Kelsey.**
- **The Boards Secretary was instructed to amend the Strategic Plan to correct the dates and email out for ratification.**

Health & Safety Report

There was no Health & Safety Report for this period.

General Business

- M Duncan requested that board minutes and documentation be shared with staff. It was decided that this would occur after minutes have been accepted by the board at the following meeting and would be distributed to staff by the Boards Secretary.
- **Moved G Russell/H Smith that Board Meeting Minutes be made available to staff by the Boards Secretary following their acceptance at the next meeting. Carried.**
- M Duncan noted that both Sue Phillips and Stephanie Clifton had an outstanding record in having students achieve scholarship.
- **The Boards Secretary was instructed to send letters of appreciation to Sue Phillips and Stephanie Clifton.**
- There has been a request by the Pastoral Team to change the school bylaws from forbidding visible tattoos to forbidding offensive tattoos, to allow for visible cultural tattoos. The board felt that some clearer guidelines should be drawn up around what constituted an 'offensive' tattoo. There was a feeling that the definition should centre around whether the image or text caused harm to another student, teacher or culture. While the bylaws will be changed this will not be advertised.
- **Moved C Bentley/H Smith that the school bylaws be amended to read 'offensive tattoos will not be permitted'. Carried.**
- The new Board will convene in July. Gaps in the skill set should be evaluated with a view to succession planning. New members will be solicited at the beginning of Term 2. J Davis to coordinate.
- J Davis circulated an agenda for a proposed extraordinary Board Meeting to discuss the Strategic Plan.
- **Moved J Davis/C Hunt that an extraordinary Board Meeting be called on March 7 at 5.15pm. Carried.**
- *Moved C Dent/H Smith that this meeting go into committee at 7.08 pm and 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.*
- *Moved C Dent/J Davis that the meeting go out of committee at 7.26 pm. Carried.*

There being no further business, the meeting closed at 7.30 pm. The next meeting of the Board of Trustees will be held on Wednesday 7 March 2019 at 5.15pm, while the next regular meeting will be held on Wednesday 20 March 2019 at 5.15 pm.

Chairperson

Date