



# Hastings Girls' High School

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## MINUTES OF THE HASTINGS GIRLS' HIGH SCHOOL BOARD OF TRUSTEES HELD AT 5.15 PM AT HASTINGS GIRLS' HIGH SCHOOL ON WEDNESDAY 20 MARCH 2019

<b>Present</b>	C Dent (Chair), C Bentley (Principal), H Smith, B Grapes, G Hunt (Parent Representatives), Jasmeen Nijjar (Student Representative), M Duncan (Staff Representative), J Davis, G Russell (Co-opted Member)
<b>In Attendance</b>	S Lyndon
<b>Apologies</b>	A Uelese
<b>Declaration of Conflict of Interest(s)</b>	None

### 1. PRESENTATION FROM THE INTERNATIONAL DEPARTMENT

- 1.1 Phil Carmine and Jen Fugle presented their synopsis of their draft strategic plan, previously sent out with the Principals report.
- 1.2 General discussion around the need to further develop out International capacity. All present were in agreement that this would be a positive next step.
- 1.3 The International Department to present progress report as part of the Principals regular report to the Board.
- 1.4 The draft strategic plan is to remain in draft form, as Research and Development is undertaken, over the next 12-18 months. In the meantime, a request was made for the Board to preapprove a 5% increase in international fees for the next 2 years.

**Motion:** To preapprove an increase of 5% on the International fees to the end of 2020.  
**Moved:** Hannah Smith  
**Seconded:** Graeme Russell  
**Carried**

### 2. PRESENTATION FROM THE VISUAL ARTS DEPARTMENT

- 2.1 Cate Godwin supported by Catherine Kelsey presented a summary of her 2018 results. Her thorough analysis was included as part of the principals report. Cates presentation focused around the highlights for the past year, the learns as a department and some clear next steps, which form the departmental action plan.
- 2.2 Particular mention was made of Heather Jones and Jenny Dickerson, and the extraordinary commitment they continue to make for our girls and their learning.
- 2.3 Celia thanked Cate for her work over the years, wishing her well and encouraged her to stay in contact.

### 3. FINANCE REPORT

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3.1 The Finance Report for the period ended 31 January 2019 was presented to the Board, included in these minutes.

3.2 Celia went over the list of transactions over \$2,000.

**Motion:** The financial report be accepted.

**Moved:** Celia Dent

**Seconded:** Catherine Bentley

**Carried**

### 4. MINUTES OF PREVIOUS MEETING

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4.1 Michael Duncan asked that the minutes of the previous meeting be amended as follows: Method of reporting bullet point 4. Change from “data produced” to “the report”

**Motion:** Board delegated Celia Dent to accept the amended minutes on their behalf.

**Moved:** Celia Dent

**Seconded:** Grant Russell

**Carried**

### 5. CORRESPONDENCE

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5.1 Inward Correspondence

5.1.1 25 February 2019 – NZ Education Gazette – Vol 98 No 3

5.1.2 7 March 2019 - Letter of resignation from Catherine Godwin

5.1.3 26 February 2019 - NZSTA 2019 Triennial School Trustee Elections

5.1.4 March 2019 - NZSTA – STA News Issue 270

5.1.5 March 2019 - Tukutuku Korero Volume 98 No 4

5.2 Outward Correspondence

5.2.1 25/02/2019 Sue Phillips letter of appreciation

5.2.2 21/02/2019 Stephanie Clifton letter of appreciation

5.2.3 20/03/2019 Lisa Hughes acceptance of resignation

5.2.4 25/02/2019 Deb Ormsby appointment as Returning Officer

**Motion:** Board to accept Mrs C Godwins resignation.

**Moved:** Celia Dent

**Seconded:** Hannah Smith

**Carried**

**Motion:** Moved that the inwards correspondence be accepted and the outwards correspondence be approved.

**Moved:** Celia Dent

**Seconded:** Hannah Smith

**Carried**

## **6. STUDENT REPRESENTATIVE'S REPORT**

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- 6.1 J Nijjar presented her report.
- 6.2 Raised concern from students about the temperature in the classrooms. Catherine B communicated that this will be discussed as part of the Health and Safety report later in the meeting.
- 6.3 Jasmeen also raised a question around the purpose of the line and why it needs to remain. General discussion was had around the line, where it originated from, its current purpose and whether it is still relevant.
- 6.4 It was decided that this was a management decision and the correct forum is the Staff Forum. Michael D agreed to raise this at the next Staff Forum.

## **7. STAFF REPRESENTATIVE'S REPORT**

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- 7.1 M Duncan presented his report. A brief general discussion was had regarding staff wellbeing.

## **8. PRINCIPALS REPORT**

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- 8.1 The Principal presented her report, which included the two presentations earlier in the meeting.
- 8.2 The board asked about the wellbeing of our girls, particularly our Muslim girls in relation to the terrorist attack in Christchurch. Catherine has met with the Muslim girls and made home contact and offered support. The school as a whole have been reminded of ways to look after each other. Students are wanting to offer practical support.
- 8.3 The Cross-curricular job has been advertise, hoping to interview next week, with the new class starting by the end of the term.
- 8.4 With the development of the curriculum, there will be numerous opportunities for students to engage in activit4es beyond the classroom. Discussion included a group of 60 year 13s who attended the Civic Service earlier in the week.
- 8.5 Staff Forum minutes tabled as they were not include in the Board Report. Discussion around heating to be had during Health & Safety.
- 8.6 Some discussion over the development of our HGHS brand, as a way of streamline process and ensuring our brand is managed correctly. Catherine shared some resent examples of how our communication links have been streamlined to reflect our new brand, including the app, website and newsletter. Catherine suggested that Sonya and her develop a set of guidelines for staff and Board use.
- 8.7 Some discussion around Emma Jensens new appointment in a termed term position on the SLT.

## **9. HEALTH AND SAFETY REPORT**

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- 9.1 Hannah reported that the Health & Safety was now called the Health, Safety and Wellbeing committee.
- 9.2 Hannah reported that the Health & Safety committee would start with a strategic section at each meeting, the purpose of which is to increase ownership of Health, Safety and Wellbeing across the school.

9.3 Hannah informed the Board that staff had found the temperature in some of the classrooms to be an ongoing challenge. Impacting upon student behavior and staff health. There was a lengthy conversations, during which the following suggestions were made:

9.3.1 Flexible timetabling of classrooms to ensure that staff have the opportunity to work in air conditioned classrooms at some point during the day.

9.3.2 The use of water bottles in classrooms. Michael Duncan asked the Board to approve this as there was a possible risk in science labs. This was approved by all present.

9.3.3 Staff have had fans made available for classroom use, including the purchasing of extra fans.

9.3.4 Classes could be taken outside in the shade, where appropriate.

9.3.5 The MoE had sent out information to schools during the first few weeks when the temperature was at its peak, this advice had been taken.

9.3.6 To ensure that air conditioning was included as part of any further building projects and a question as to whether the Hall building plans would still be the next priority.

**Motion:** It was agreed that air conditioning be included as part of the Technology relocation/development project.

**Moved:** Celia Dent

**Seconded:** Hannah Smith

**Carried**

## 10. GENERAL BUSINESS

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10.1 Brian Grapes raised a question over whether the Netball girls are doing any preseason training, as he was under the understand that this was not the case, and other schools, namely Napier Girls High School, had began this some time ago. Catherine Bentley agreed to follow this up with Phil Carmine / Bob Morgan Head of Sports line manager, as soon Bob returned to work as he was currently unwell.

**Motion:** Moved that this meeting go into committee at 7.38 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:** Celia Dent

**Seconded:** Hannah Smith

**Carried**

**Motion:** Moved that this meeting go out of committee at 7.52pm.

**Moved:** Celia Dent

**Seconded:** Hannah Smith

**Carried**

There being no further business, the meeting closed at 7.53 pm. The next meeting of the Board of Trustees will be held on Wednesday 17 April 2019 at 5.15pm. Following a Strategic meeting, to be Chaired by Jacqui Davis, on Tuesday 26 March 2019.

Chairperson \_\_\_\_\_ Date \_\_\_\_\_