



Hastings Girls' High School

Be Respectful Show Resilience Strive to Succeed Be Honest

MINUTES OF THE HASTINGS GIRLS' HIGH SCHOOL BOARD OF TRUSTEES HELD AT 5.20 PM AT HASTINGS GIRLS' HIGH SCHOOL ON WEDNESDAY 18 AUGUST 2019

1. Meeting Opening

1.1 Present: H Smith (Acting Chair), C Bentley (Principal), G Russell, J Davis, A Vignolini, J Whaitiri, J Nijjar (Student Rep)

In Attendance: S Lyndon

1.2 Apologies: C Dent , Emma Jenson (Staff Rep)

1.3 Declaration of Conflict of Interest(s): None

2. Monitoring

2.1 Expert Presentation

2.1.1 Katie Geary presented to the Board as HOD of Physical Education. Katie told the Board how proud of her team she was, because of the lack of gym last year and needing to use alternative classroom space. A lot of changes in the team, but the new team have a great bond with each other and the students. Katie showed an example of a students work, and explained how they can applied their individual strengths when submitting work. The students work used in the example received an excellence. EOTC opportunities give girls a chance to try things they never have done before. PE staff are already collaborating with other subjects and are looking forward to trialling the learning hubs next year. PE have started to work more closely with the International department to include the international students. General discussion about the PE department running Duke of Edinburgh and how we can encourage more students to participate and take a fresh look at how we run it. Long term goal is to grow the EOTC. There would need to be an investment in PD to gain accreditations. If we start next year we could be running in 2-3 years' time. Jason said that he can help, as he is accredited. Katie's grateful for the use of iPhones in her classrooms and for the iPads, and hopes to have a protector in the gym in the near future. Katie thanked the board for the PD that they have provided her and her team. Hannah suggested looking into the "forget me not" programme and asked what the pornography programme at the school look like? Kate responded that we have started teaching students from Year 10 onwards, about expectations vs reality and healthy relationships. Katie will update the board further on down the track, because it's a new programme. Having the established relationships helps. Parents can opt out their girls. Hannah thanked Katie for her presentation. Then the BOTs all introduced themselves to Katie, as Hannah realised that Katie might not know them all.

2.2 Finance Report

2.2.1 Over use of staffing in June Report. The sub-committee are happy with progress, following discussions with Catherine Bentley, Gail Reid and Juliet Price. Catherine and Anna are going to meet and discuss bank staffing. Steven Hensman is coming in to train SLT and Robyn Farger on timetabling. Finance committee to meet and discuss the issue of asking for donations. Sub-committee discussed parent's donations and are happy with how it is tracking. Need to be transparent about what the money is spent on. Anna suggested that we include the information in the letter to parents when their enrolment is confirmed. Grant said that that it is a management issue, rather than a Board issue. Jacqui asked how we can charge if we opt in to MOE funded donations. Catherine explained that we wouldn't be able to charge for anything relating to curriculum. We need information to be able to decide. Hannah asked when the information can be ready for the board. Finance committee to discuss, and keep the Board up-to-date with progress at the monthly Board meetings.

Motion: Finance Report accepted for May

Moved: Hannah Smith

Seconded: Anna Vignolini

Carried

Motion: Finance Report accepted for June

Moved: Hannah Smith

Seconded: Grant Russell

Carried

Sonya Lyndon left the meeting at 6.00pm. Catherine Bentley took over the minutes of the meeting.

2.3 Student Report

2.3.1 Feedback from open evening, students questioning how we could create a more authentic classroom experience for the Year 8's. Some discussion around the importance of marketing and branding and the plan for Big Day Out in November, to include a real life taster of a day in the life of a HGHS student. Diwali festival of lights next month, Board invited to attend.

2.4 Staff report

2.4.1

2.5 Principals report

2.5.1 Some discussion around the analysis of variance and the international visitors over the last couple of weeks. Principal gave the board a heads up about an opportunity to collaborate with a Japanese university around curriculum innovation. The Board congratulated the staff on a successful open evening, with particular mention of the Principal's address and the branding and marketing completed by Sonya.

Motion: Accept the Principals Report

Moved: Hannah Smith

Seconded: Jacqui Davis

Carried

Jason Whaitiri left the meeting at 6.25pm

3. Strategic Discussions

3.1 Strategic Board Review

- 3.1.1 Trustee Code of Behaviour: Some discussion and an agreement that once adopted the code of behaviour would be signed by individual board members and stored with our other board documents. Particular mention was made of the way the codes were personalised for the HGHS context, aligning with our strategic vision.

Motion: The Trustees Code of Behaviour be adopted.

Moved: Catherine Bentley

Seconded: Jacqui Davis

Carried

- 3.1.2 School Management Improvement Guidelines: Some discussion around the importance of having this as a set of guidelines instead of policy. The Board felt it was important that they did not put a document in place that is going to inhibit the HGHS growing culture of continuous self improvement. The Board agreed that the word policy needs to be changed to guidelines throughout the document.

Motion: Once the agreed amendments were made, the guidelines be adopted, to be reviewed annually.

Moved: Jacqui Davis

Seconded: Jasmeen Nijjar

Carried

4. General Business

- 4.1 Application for funding for another school van: General discussion The ethics in having sponsors from gambling and the impact this would have should we be required to carry their brand. The question was raised as to whether or not we should have a funding policy. The Principal to research and bring to the next meeting if found. If no policy Board to discuss further. Some discussion around current school vehicles and the inconsistency in branding. Should the funds be available to purchase a new van this creates an opportunity to rebrand the fleet. Discussion over the use of the current school car, and how activities are not always positive, for example use by a truancy officer, is a negative image within our community. The Board requested a proposal for the Principals full use of school car. Education Services to talk to this at the next Board meeting.

Motion: Moved to apply for funding as per the request from Bob Morgan be accepted.

Moved: Hannah Smith

Seconded: Grant Russell

Carried

- 4.2 STA Conference verbal feedback given by Hannah and Jacqui. Both were highly appreciative to attend the conference, found it informative and helpful to their role as Boarc members. They recommend that the current board work towards full attendance at the July 2020 conferenc in Rotorua. A written report is to be presented to the board in the near future.

- 4.3 Key dates: Diwali Festival, Prizegiving, Kahoui Ako Hui.

- 4.4 Invitation to be extended to Education Service to attend the next Board meeting

- 4.5 Discussion around the Wellbeing Survey. Currently circulated amongst teaching staff, the board has requested that this be extended to non-teaching staff.

4.6 Brief discussion about the student elections set for 27th September. The Board agreed Sonya Lyndon is to be the Returning Officer.

Motion: Moved to appoint Sonya Lyndon as the Returning Officer for the 2019 Student Elections.

Moved: Hannah Smith

Seconded: All

Carried

5. Administration

4.1 Confirmation of Minutes

Motion: Moved that the minutes of the previous meet be accepted.

Moved: Hannah Smith

Seconded: Anna Vignolini

Carried

Motion: Moved that the minutes meeting dated 15 May 2019, 19 December 2018, 20 November 2018, 18 September 2018 to be scanned and shared with current member who were in attendance at those meetings. Once circulated to be approved by email and signed by Celia Dent.

Moved: Hannah Smith

Seconded: Grant Russell

Carried

4.2 Correspondence

Jasmeen Nijjar left the meeting at 7.35pm

Motion: Hannah 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.

Moved: Catherine Bentley

Seconded: Jacqui Davis

Carried

Motion: Hannah Smith moved that the meeting go out of Committee at 8.05pm.

Moved: Catherine Bentley

Seconded: Jacqui Davis

Carried

5.1 Preparation for next meeting

5.1.1 There being no further business, the meeting closed at 8.10pm. The next meeting of the Board of Trustees will be held on Wednesday 18 September 2019 at 5.15pm.

Chairperson _____

Date _____