

HASTINGS GIRLS HIGH SCHOOL BOARD OF TRUSTEES MEETING MINUTES

Date:	Wednesday 27 November 2019	
Time:	5.17 pm	
Location:	HGHS Board Room	
Agenda		Person Responsible
5.15 – 5.25pm	1. Meeting opening	Celia Dent
	1.1. Karakia	
	1.2. Present	
	1.3. Apologies	
	1.4. Declaration of interests	
5.25 – 6.05pm	2. Monitoring	
	2.1. Expert presentation: Not presentation at this meeting	n/a
	2.2. Finance report	Anna Vignolini
	2.3. Student	Jordan Mou
	2.4. Staff: No report at this meeting as Staff Rep not present	Emma Jenson
	2.5. Principals Report	Catherine Bentley
	2.6 Health Safety & Wellbeing	Hannah Smith
6.00 – 6.30pm	3. Strategic discussions	Celia Dent
	3.1. Strategic Board Review	
6.30 – 6.45pm	4. Administration	Celia Dent
	4.1. General business	
	4.2. Confirmation of minutes	
	4.3. Correspondence	
6.45 – 6.50pm	5. Meeting closure	Celia Dent
	5.1. Preparation for next meeting	
Minutes:	DRAFT	
1	Meeting Opening	
1.1	Karakia	
1.2	Present: C Dent (Chair), H Smith, C Bentley (Principal), G Russell, J Davis, A Vignolini, J Whaitiri, J Mou (Student Rep), In Attendance: S Lyndon	
1.3	Apologies: E Jensen (Staff Rep)	
1.4	Declaration of Conflict of Interest(s): None	
2	Monitoring	
2.1	Expert Presentation	N/A
2.1.1	No presentation this month	
2.2	Finance Report	Anna Vignolini
2.2.1	Staff banking was up but it looks like we will be in credit and not end up using the Ops grant that was requested.	
2.2.2	Budget for 2020 looking a deficit. The schools accountant is happy as we are spending on assets. This is a conservative budget, as had always budgeted a large deficit. The new accounting system is great and Juliet Price is fantastic at what she's doing. Next years staff banking is based on under staffing by one person, so we can use that to cover the cost of relief.	

<i>Motion 1:</i>	<i>Move that September the Finance Report be approved</i>	
Moved:	Celia Dent	
Seconded:	Grant Russell	
	Carried	
<i>Motion 2:</i>	<i>Move that October the Finance Report be approved</i>	
Moved:	Jason Whaitiri	
Seconded:	Celia Dent	
	Carried	
<i>Motion 3:</i>	<i>Move that the draft budget for 2020 is approved.</i>	
Moved:	Anna Vignolini	
Seconded:	Hannah Smith	
	Carried	
2.3	Student Report	Jordan Mou
2.3.1	This term we had long lunch. Students and staff participated. Food not eaten was donated to nourish for nil. School Leaders were announced. Some of the Leaders and students didn't like the change of format, as felt like they didn't get the limelight that previous girls would have received. General BOT discussion was that it was a good change, as in previous years only the Head Girl and Deputy Head Girl would of been acknowledge and Senior Prize-giving. 2020 Leaders helped serve at Senior Prize-giving. Exam stress is good.	
<i>Motion 4:</i>	<i>Move that the Student Report is approved.</i>	
Moved:	Jordan Mou	
Seconded:	Celia Dent	
	Carried	
2.4	Staff Report	N/A
2.4.1	No report at this meeting as Staff Rep not present	
2.5	Principals Report	Catherine Bentley
2.5.1	Feedback on new enrolment interviews for Year 9s, has been good. Deans, HODs, Guidance and SENCO have been doing the interviews. Jacqui said she had a great experience as a parent, as the interview felt like it was really about the girls.	
2.5.2	Junior prize-giving is coming up. Have made the decision to combine the Achievers and Junior prize-giving, in to the one assembly, on the morning of 6th December.	
2.5.3	The 10 day timetable next year, has occurred alongside the review the reporting and curriculum.	
2.5.4	Pasifika Education Plan final version will come to the next meeting. There will be a Pasifika Dean next year. Anna asked if we have a Maori Dean, Catherine answered that our current Deans, as are all the teachers, resourced to support our Maori students. The need for a Pasifika Dean is because we need to be mindful of how we support and communicate our Pasifika students, as 24% of our students are Pasifika.	

2.5.5	Catherine explained that the predicted results are ever changing. The BOT requested that Appendix A is removed from public record as students were named in the document. General feedback was that its great to see the progress the girls are making. Hannah asked if Amanda's new role will be involved in this. Catherine explained that it will be a team of people including Amanda.	
2.5.6	Library report is thorough. The Board thanked Kerry for her hard work and the preparation of the report. Catherine said that since Kerry has been in the library there has been no need to have a duty teacher stationed there as Kerry has everything handled.	
2.5.7	Catherine let the BOTs know that Kelly Manning, a new member of staff has also been appointed Level 1 Academic Dean next year, and that we are recruiting a few roles at the moment. We have made an offer to a lady in Australia, for the HOD Performing Arts position and are waiting for a salary assessment to come through. Hannah asked if there is anything we can do to help with relocation. Alana has agreed to stay on for the first couple of weeks to help with a handover. The staff were prepared to wait for the current offer to be accepted.	
2.5.8	Appendix E Hannah raised the point that the heating and boilers is included in the report. Hannah asked if there was a recommendation to have more drinking fountains. No not included. Girls bring water bottles which are filled at the fountains. Grant suggested talking the council when they put in their water reservoir. Is there is anything in poor condition at the school that is not in this report? Catherine to ask Phil and Jason to check.	Catherine Bentley
<i>Motion 5:</i>	Take the Academic Results (Appendix A) out and remove due to the students names been included and not appropriate for a public record.	
Moved:	Catherine Bentley	
Seconded:	Celia Dent	
	Carried	
<i>Motion 6:</i>	<i>Approve Shelley Allans maternity leave</i>	
Moved:	Grant Russell	
Seconded:	Hannah Smith	
	Carried	
<i>Motion 7:</i>	<i>Approve Heather Jones study leave</i>	
Moved:	Hannah Smith	
Seconded:	Jacqui Davis	
	Carried	
<i>Motion 8:</i>	<i>Principals Report is accepted</i>	
Moved:	Catherine Bentley	
Seconded:	Jacqui Davis	
	Carried	

2.6	Health, Safety & Wellbeing Committee	Hannah Smith
2.6.1	A review of the strategic priorities, one of which is to look at the policies and monitor the well-being of staff, which is reflected in the name change of the committee.	
2.6.2	We have an asbestos plan in place now, and are going to do a review of our reporting process to the BOT. Priorities for 2020 identify the critical risks. Develop a training plan and matrix for staff and if necessary for students. Targeting well-being of staff, in response of the staff well-being survey. Emergency management procedures. The committee has been successful. Grant asked about the Matrix. Hannah explained what that might look like. Budget comes under PD. Catherine and Amanda have been asked to come up with a budget for staff well-being and then ask the HS&W Committee. How do you measure the success. Hannah said via surveys and attendance, asking people, EAP data, i.e. to track what type of issues people are facing. Hannah will talk to Catherine outside the meeting to explain how to access the information from EAP. Anna asked how long HGHS had been with EAP. Hannah said about 5 years. Anna asked if the staff are using it. Catherine said yes they are, for a range of reason. There are a number of free sessions, Catherine can approve additional sessions if requested.	
2.6.3	Amanda Greville feedback student information to Jordan, Jordan can bring concerns to the BOT meetings.	Sonya Lyndon
2.6.4	Hannah, has told the committee that she will be stepping down from chairing committee, so that she can focus on Chairing the BOT. Celia thanked Hannah for her work on the HS&W Committee. Hannah thanked the committee for their hard work over the year. The BoT to provide afternoon at the next meeting.	Sonya Lyndon
<i>Motion 8:</i>	<i>The Health, Safety and Wellbeing Report</i>	
Moved:	Hannah Smith	
Seconded:	Celia Dent	
	Carried	
3	Strategic Discussions	
3.1	Strategic Board Review	
4	Administration	
4.1	General Business	
4.1.1	Planning for next year	Celia Dent
4.1.2	HGHS Pastoral Care Committee - TOR - Updated. Stand downs and Suspensions to be included in the Principals Report. Annual Report to be prepared by the Principal. Next report to be submitted at the next BOT meeting. Celia and Jacqui raised concerns that there has not been an update regarding suspensions. Catherine to follow up with Phil Carmine, to ask him to reach out to the Board and establish a recurring meeting with the PCC.	Catherine Bentley

<i>Motion 1:</i>	<i>Jacqui Davis to be Chair of The Pastoral Committee</i>	
Moved:	Grant Russell	
Seconded:	Hannah Smith	
	Carried	
<i>Motion 2:</i>	<i>HGHS Pastoral Care Committee - TOR approved.</i>	
Moved:	Celia Dent	
Seconded:	Hannah Smith	
	Carried	
4.1.3	HGHS Financial Guidelines - Updated	Sonya Lyndon
<i>Motion 3:</i>	<i>HGHS Financial Guidelines' Approved</i>	
Moved:	Catherine Bentley	
Seconded:	Celia Dent	
	Carried	
4.1.4	School Improvement Management Guidelines - Updated	Sonya Lyndon
<i>Motion 4:</i>	<i>School Improvement Management Guidelines approved.</i>	
Moved:	Catherine Bentley	
Seconded:	Hannah Smith	
	Carried	
4.1.5	Touring Choir Proposal Revised	Catherine Bentley
<i>Motion 5:</i>	<i>Touring Choir Proposal Revised and approved by the Board</i>	
Moved:	Catherine Bentley	
Seconded:	Hannah Smith	
	Carried	
4.1.6	External groups use of the school facilities and resources.	Catherine Bentley
4.1.7	Jacqui made the BOT aware that she has learnt from a member of the community that a former BOT member and former parent, has been speaking poorly about the school and the Principal. Celia made the BOT aware that there are other families in the community promoting our school as the place to send your girl. The BOT thanked Catherine for her leadership.	
4.1.8	Anna asked when and who approves the Principals Appraisal. Catherine explained that she is working with Anne Milne. This will then go to the PCC. Anna raised the concern that Anne is the Appraiser and Mentor. Hannah said that the PCC were satisfied with Anne Milnes earlier response to that point, that one goes hand and hand. The Board will decide how to proceed in coming years, following the appraisal completion at the end of Term One. Part of the appraisal process is staff exit interviews.	

4.1.9	Anna raised the Prize-giving and had some feedback. The Prayers may have made non-Christian students and families uncomfortable. Catherine clarified that that was a management decision not governance. Hannah thought Femmina Cappella signing was fantastic. Anna loved that the families received flowers, but was concerned that it would make them uncomfortable. Catherine explained that the families knew that they were getting flowers, it wasn't a surprise. Catherine has had no negative feedback from staff, except that the staff didn't recession out with the guests, which was an oversight in planning communication and will be rectified next year.	
4.1.10	Jason and Catherine meet with Nimons, and had no luck minimising the cost to our students.	
4.2	Confirmation of Minutes	
	C Dent moved that the meeting go In Committee at 6.30pm 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.	
	C Dent moved that the meeting go out of Committee at 7.50pm.	
4.3	Confirmation of In-Committee Minutes	
4.4	Correspondence	
	Inwards	
	Letter from Meredith Robert	
	Letter from Shirin White	
	Letter from Heather Jones	
	Letter from Celia Dent. Celia has resigned from her position as Chair.	
	School Donations Letter from the MOE	
	Tukutuku Korero NZ Education Gazette - Volume 98 Number 17	
	Tukutuku Korero NZ Education Gazette - Volume 98 Number 18	
	Tukutuku Korero NZ Education Gazette - Volume 98 Number 19	
	Tukutuku Korero NZ Education Gazette - Volume 98 Number 20	
	NZSTA News - September 2019 Issue: 296	
	NZSTA News - October 2019 Issue: 297	
<i>Motion 6:</i>	<i>Moved that the inwards correspondence be accepted</i>	
Moved:	Hannah Smith	
Seconded:	Grant Russell	
	Carried	
	Outwards	
	Letter to Alana Frankum	
	Letter to Amanda Greville	
	Letter to Nicola Lewis	
	Letter to Marian Stronach	
	Letter to Niwa Brightwell	

	Letter to Regina Carroll	
	Letter to Shirin White	
	Letter to Katherine Winitana	
	Letter to Karamu High School	
<i>Motion 7:</i>	<i>Moved that the outwards correspondence be accepted</i>	
Moved:	Hannah smith	
Seconded:	Jacqui Davis	
	Carried	
<i>Motion 8:</i>	<i>Celia's resignation is accepted.</i>	
Moved:	Celia Dent	
Seconded:	Catherine Bentley	
<i>Motion 9:</i>	<i>Hannah nominated as Chair</i>	
Moved:	Anna Vignolini	
Seconded:	Jason Whaitiri	
<i>Motion 10:</i>	<i>Nominated Jacqui as Deputy Chair and Acting Chair in the Chairs absence</i>	
Moved:	Hannah Smith	
Seconded:	Grant Russell	
5	Meeting closure	
5.1	There being no further business, the meeting closed at 7.07pm. The next meeting of the Board of Trustees will be held on 19 February 2020 at 5.15pm. To review the analysis of variance from the Principal and the strategic plan. Hannah to attend the Finance Sub-committee. The committee thanked Celia for her time as Chair of the BOT. Celia wished Hannah luck in her new role.	
Signed:		Chairperson
Date:		