

HASTINGS GIRLS' HIGH SCHOOL BOARD OF TRUSTEES MEETING				
Date:	22 June 2023			
Time:	5.30pm			
Location:	HGHS Principals Office			
<b>AGENDA</b>				
<b>1. Meeting opening</b>	<b>Minutes</b>			
1.1. Karakia	<p>E te kaihangā  Arahia mātou ki te whai i ngā huarahi  o te tika, o te whakapono,  o te tumanako me te aroha  Ākina i a mātou kia whai i te mātauranga  Ākina i a mātou ki te whai i te māramatanga  Kia rere tika ngā Huia ki te panekiretanga  Ko te poutokomanawa, ko te tuakiri  Ko te whenua, te tūrangawaewae  Aroha atu, aroha mai, tātou i a tātou katoa, Ākina, tukua!</p>			
1.2. Present	Catherine Bentley, Bianca Ching, Evelyn Leef, Anna Vigolini, Amy O'Connor, Jo Husband, Amataga Iuli, Lilly Bartlett			
1.3. Apologies	Jesamine Te Huia, Monique Goodson			
1.4. Declaration of interests	None			
<b>2. For Discussion</b>	<b>Minutes</b>	<b>Motion</b>	<b>Person Responsible</b>	<b>Seconded by</b>
Recruitment	None			
2.1 Strategic Plan Project	<p>Kanohi kitea  Community engagement we feel is our opportunity to gather and prioritise whanau voice. As a school considerable mahi has been completed to establish our HGHS 'why' but inside the 'why' lies our 'who'. By taking time to collaborate with our families we lay the foundations for our strategic plan refresh. Ensuring as a kura our direction is community consulted, fit for purpose and future proof.  BOT to attend NZSTA training. While this information is being gathered the project sits in hiatus.</p>	Jo Husband moved the Strategic Plan Project be accepted	Jo Husband	Evelyn Leef
	<p>Wananga  We are taking an Indigenous approach to gathering whanau voice through craft-based wananga. We are in the planning stage of facilitating separate wananga for staff, BOT and students in preparation for our ERO/NKII wananga with whanau</p>			


JHA

	Training for the Ministry of Education NZSTA training is being rolled out in July around the strategic planning			
2.2 Health & Safety	Staff Training We have identified a number of areas in which we would like to pursue training opportunities offered by other providers. The quotations attached will be discussed by SLT and if approved, will be scheduled for the second half of the year. Physical restraints training has begun with the Sports department, Youth workers, Teacher Aides, and school staff as required. Amataga luli to follow up with Monique Goodson regarding Health & Safety in the Science department	Amataga luli motioned the Health & Safety be accepted	Amataga luli	Jo MacDonald
	Emergency Evacuations We have amended our evacuation procedures slightly to better organise our mustering area in view of having junior hubs that are not associated with a house. We recently had a legitimate activation caused by crafting in the technology classroom. This same procedure (melting wax) has not caused an activation before, but technology staff have agreed to do this outside in the courtyard in future. The evacuation ran smoothly.			
	Incidents/Near-misses Register (link attached)			
	CCTV Update The two new cameras in the library have been very positively received and we extend our thanks for this outlay. A further two high-priority cameras are to be installed in the corridor linking the 1s and 10s blocks as this has been a hotbed of negative behaviour.			
	EOTC Multiple trips are underway each month for which we are greatly appreciative. Our Level 1 PE camp will return to the Guthrie Smith Arboretum early in Term 3, now that the road has been opened. Our intention is for our students to assist with post-cyclone landscaping work at the centre amongst other activities. Recent events and			
<b>3. For Approval</b>	<b>Minutes</b>	<b>Motion</b>	<b>Person Responsible</b>	<b>Seconded by</b>
3.1 Minutes of the previous meeting [May 2023] - See below		Jo Husband moves the previous minutes be accepted.	Jo Husband	Amataga luli
3.2 Correspondence				
3.2.1 Inwards				
3.2.2 Outwards				

3.3 Finance Report - April and May Report attached	42% of the year has passed and we have received 52% of our budgeted income to date. Reason it is up income in for school for lunches without a budget. This will be sorted. Netsurplus is \$239K. Expenditure is at 43% of budget with 41% of salaries budget used. April and the May report are attached though the May report being current will be discussed. Staff banking: 59K overused at current pay. Items of significance: Finance Manager is going to allocate items that are unnecessarily reappearing on the report. BOT expenses are up due to HR admin requirements from 2022. Graphs on 2nd page represent capital purchases that meet the budget for the full year. As well as spending that is accounted for in our new sound system. Early spending with regards to staff capital budgets are both reassuring and accounted for.	Anna Vigs moved that the April and May financial reports be accepted	Anna Vignolini	Jo MacDonald
3.4 Principals Report - See below, taken as read				
Te Kanorautanga (Learners are achieving excellent and equitable educational Outcomes) - Shaping Teacher Capacity - Curriculum enrichment - Strengthening structures and Systems	Our Pasifika lead has Pasifika holiday programme to support our senior Pasifika students towards their learning goals. Our funding works towards strengthening three strands - academic, costumes/cultural activities and resources. During this terms holiday program students will be supported with licencing, obtaining their birth certificates and employment skills, Another strand of support for our learners recently announced is Takitini. Takitini is a program put together by Kauwaka and is focused on supporting our Māori students in Years 10 -13 towards attaining NCEA. We have enrolled 55 senior students and are hopeful this additional support will ensure they meet their individual learning goals. Our newly formed Sports department is continuing to go from strength to strength, the current focus remains on ensuring our systems and processes build student engagement through sport in a way that is fit for purpose. The ongoing PPTA industrial action is impacting all aspects of school life. Our main concern is the wellbeing of our students, who are becoming increasingly anxious about the disruption this is having on their individual learning and goals for next year. We have leave requests from Jesse Gabel and Jess Cross who both hope to return home at the end of the year and have requested to finish a couple of days early. Carl Gibbons is requesting support from the Board with is application for full time study leave next year.	Move that we accept the three requests from Jesse Gabel, Jess Cross and Carl Gibbons for their various leave.	Catherine Bentley	Amataga Iuli

<p>Te Tuakiritanga (Learners and whānau tell us they see and feel their identity, language and culture on a daily basis) - collaborative community partnerships - enhancing Ākina coach capacity - Strengthening Relationships with Whānau</p>	<p>Last week, Te Rōpū Manu Huia held a performance and awards evening for whānau. This was a fabulous evening and well supported by our wider community. Feedback has been overwhelmingly positive. A big thanks to Katie and her team in Te Rourou for putting together the kai. Next week is our performing arts Festival. The ongoing industrial action has meant this is a somewhat moveable feast with performance days, times and performance groups evolving on an almost daily basis. The Performing Arts committee are working tirelessly to ensure this event is a huge success. HGHS continues our mahi as part of the ERO Pilot. It was wonderful to reconnect with the other contributing kura recently and to hear from them the incredible mahi that is going on in across the community. It is clear we are like-minded with increasing excitement about the future. Our next steps are, a one day visit next term, where ERO and NKKI will connect with whānau in the hope of shaping an inquiry question that will form the focus of the review.,</p>			
<p>Kaitiakitanga (Learners as guardians of our past, present and future) - Building Leadership Capacity, Establishing a Hub based Junior Curriculum</p>	<p>As time goes on, I have picked up more and more of my regular work schedule with the hope that from the start of term 3, I will be fully on board. For the remainder of the year, Evelyn is going to work on a couple of schoolwide projects which compliment and strengthen our strategic direction. Our professional learning focus remains focused on building capacity within the Hubs and supporting staff in building robust, relevant curriculum for our ākonga. We have mapped out the PLD plan for the remainder of the year with targeted support in areas of Mātauranga Māori, literacy, numeracy and collaborative planning. Ahead of planning for 2024, are currently reviewing the timetable, including length of blocks, junior electives and number of subjects on offer for students in Level 1.</p>			
<p>3.5 Policies for review</p>	<p>Key Review Topics for Term 2  * Education Outside the Classroom (EOTC)(board)  * EOTC Planning &amp; Review  * EOTC Risk Management  * EOTC Coordinator  * EOTC External Providers  * EOTC Staff Competence  * EOTC Event Categories  * EOTC Communicating with Parents</p>			

4. General Business	Minutes	Motion	Person Responsible	Seconded by
New Code of Conduct	A new board code of conduct comes into force 21st June 2023. Board to review the document.	Move that Catherine Bentley, Bianca Ching, Evelyn Leef, Anna Vigolini, Amy O'Connor, Jo Husband, Amataga Iuli, Lilly Bartlett accept the Code of Conduct as attached.	Jo Husband	
In-Committee	J Husband moved that the meeting go In Committee at 6.19pm 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.			
In-Committee	J Husband moved that the meeting go out of Committee at 6.30pm.			
<b>Closing karakia</b>	Kia tau Kia tātou katoa Te atawhai o tō tātou Ariki o Ihu Karaiti Me te aroha o te Atua Me te whiwhinga tahitanga ki te wairua tapu Ake, ake, ake Āmine			
<b>5. Meeting closure</b>	There being no further business, the meeting closed at 6:34pm. The next meeting of the Board of Trustees will be Thursday 20th July.			

  
24-08-23