

**HASTINGS GIRLS' HIGH SCHOOL BOARD OF TRUSTEES MEETING**

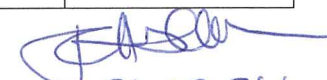
Date:	Wednesday 29 November 2023
Time:	5:15pm
Location:	HGHS Principals Office

**AGENDA**

<b>1. Meeting opening</b>	<b>Minutes</b>	<b>Motion</b>	<b>Person Responsible</b>	<b>Seconded By</b>
1.1. Karakia	E te kaihanga 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!			
1.2. Present	Jo Husband (Chair), Catherine Bentley (Principal), Anna Vigolini Andi de la Porte (Secretary), Jesamine Te Huia, Monique Goodson, Amataga Iuli			
1.3. Apologies	Amy O'Connor, Tahatera Apatu			
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>
2.1 Health & Safety	Please find attached a copy of the most recent Health and Safety report as requested at our last meeting. Jo brought it to the Boards attention that quarterly H&S Meetings are to be held, as this is a MOE requirement. Catherine to ensure Christian is aware of the MOE requirements around quarterly meetings.	Jo moved that the Health and Safety Report be accepted.	Catherine Bentley	Amataga Iuli
2.2 Draft 2024 Budget	The Board discuss the draft 2024 budget and will approve in February 2024			
<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 [October 2023] - See below		Move that the minutes from the October meeting are accepted.	Jo Husband	Catherine Bentley

3.2 Correspondence				
3.2.1 Inwards				Anna Vignolini
	Attached is a leave request from Emma Jensen. Emma will be the Assistant Coach for the Hurricanes Pauo, which requires time off school for 6 weeks. Catherine sought advice from NZSTA who have confirm that this is paid leave. Catherine has informed the Board that she will need to cover pastoral in Emmas absence, which will add significant workload, how this is unavoidable as the knowledge required is not easily found, and no other staff have the necessary skills to be able to cover.	The Board approved the leave and Catherine is to let Emma know.	Catherine Bentley	Jo Husband
	Renata Lander (21-6-24 to 05-7-2024) 11 days to travel home to UK. Leave without pay.	The Board approved the leave and Catherine is to let Renata know.	Catherine Bentley	Jo Husband
3.2.2 Outwards				
3.3 Finance Report	Please find attached a copy of the September Governance report. Anna's last meeting, Amy O'Connor to take over Finance as from next year. Furniture and equipment grant is granted every 5 years. Possibly happening 2024. Catherine thanked Anna for her services and fantastic effort she has put into Finance.	Move that the Finance Report for September meeting are accepted.	Anna Vignolini	Jo Husband
3.4 Principals Report - See below, taken as read	This meeting is intended to focus on the draft budget for 2024, therefore the report is a very brief update.	Move that the Principals Report for September meeting are accepted.	Catherine Bentley	Amataga Iuli
Te Kanorautanga (Learners are achieving excellent and equitable educational Outcomes) - Shaping Teacher Capacity - Curriculum enrichment - Strengthening structures and Systems	School to complete a comm's audit during the January period ahead of the start of the year. MOE are proposing the school decommission the Music Block and build a performing arts space in the 20's block. Draft proposed plans attached. This is via Cyclone funding.			
Te Tuakiritanga (Learners and whānau tell us they see and feel their identity, language and culture on a daily basis) - collaborative community partnerships -	Our Junior Hub whānau hui was a great success. We are currently shaping out a new reporting framework for 2024.			

enhancing Ākina coach capacity - Strengthening Relationships with Whānau				
Kaitiakitanga (Learners as guardians of our past, present and future) - Building Leadership Capacity, Establishing a Hub based Junior Curriculum	Gabriela Isolabella has resigned as HOD Mathematics and will take up HOD at Sacred Heart. Vicky Peffer has accepted the role, starting 2024. Kelly Helm has resigned from her 0.35 position to take up a 0.6 position at Taradale.			
3.5 Policies for review	None.			
3.6 Market Research Project	A copy of a proposed market research proposal for approval. Quest Marketing - new strategic vision to fill in the gaps in marketing. ie what makes HGHS unique. The first part to take place early January and 2nd part - How do we plan to go forward? Cost of budget \$10K and Brand Guide \$6K - this has not yet been budgeted for but all agreed that this should be added to the 2024 Budget. The \$16k for Quest marketing needs to be added to the 2024 budget.	The Board approach the proposal and asked that the cost be included in the 2024 Budget.	Catherine Bentley	Jo Husband
3.7 Strategic Plan Project	General discuss to confirm that the wording was changed as requested at the last Board meeting. The Board were all happy to approved the Strategic Plan.	Move that the 2024 - 2027 Strategic Plan is approved.	Catherine Bentley	Jo Husband
<b>4. General Business</b>	None			
<b>5. Meeting closure</b>	There being no further business, the meeting closed at 18.07. The next Board meeting date to be emailed to all. The next Board meeting to be held Wednesday 14th February 2024 @ 5.15pm Andi to send meeting date to BOT members in January, follow Jo and Catherine catchup			
<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			

  
21.02.24