

## HGHS BOARD OF TRUSTESS MINUTES NOVEMBER 2020

**Date:** 18 November 2020

**Location:** Principal's Office HGHS

- 1. Meeting Opened** 5.15pm
- 1.1. Karakia**

He hōnore, he korōria ki te Atua  
He maungārongo ki te whenua  
He whakaaro pai ki ngā tāngata katoa  
Amine
- 1.2. Present** Anna Vigonlini, Jason Whaitiri, Jacqui Davis, Catherine Bentley, Mercy li, Monique Goodson, Hannah Portas, Amataga Iuli, Grant Russell, Sonya Lyndon
- 1.3. Apologies** -
- 1.4. Declaration of interests** None
- 2. For Discussion**
- 2.1.** Presentation from Cassidy Drummond and Georgia Treneman regarding Nourishing HB Deferred till 2021  
**Action:** Jacqui to arrange new time for the presentation, in 2021.
- 2.2.** Board Honorarium  
The Finance Sub-Committee has discussed this matter, and decided that there will be no change. Instead will invest into PD for the Board in 2021.  
**Motion:** Hannah motioned the Board does not accept the proposal to update the honorarium.  
**Seconded:** Monique Goodson
- 2.3.** Action item carried forward: Catherine to update the Board on phones. Most phones have been returned to the school and the plan is on track for them all to be back at the end of this year. We will review this in the new year and make a plan for 2021. This can be of benefit to our student regardless to COVID-19.
- 3. For Approval**
- 3.1.** Minutes of the previous meeting (October) - See below  
**Motion:** Hannah moved that the minutes for the October 2020 minutes be accepted.  
**Seconded:** Amataga Iuli
- 3.2.** Correspondence. The Board has received communications for NZSTA regarding the Teacher Aide pay equity. Catherine updated the BOT, as today she received verbal resignations from Kirsty Taylor and Chris Atkinson.
- 3.3.** Finance Report. Finance committee are happy with the way things are tracking. Anna briefly updated the BOT on the prediction for staff banking, and that we are tracking to be where we thought we would be by the end of the year. The Finance Committee are happy that any matters of interest, as these were actually due to coding issues between our accounts department and Education Services.  
**Motion:** Hannah moved that the Finance report be approved.  
**Seconded:** Anna Vignolini
- 3.3.1.** 2021 Draft Budget: After a lot of discussion at the finance committee they have agreed to the increase the EOTC, and PD for staff, included school docs into admin fees, plus someone to come and facilitate the preparation of the strategic plan.  
Action: To bring the final budget to the BOT meeting in February. Lunch in school's financial management plan be shared at the next finance subcommittee meeting.  
Motion: Hannah moved that the draft budget for 2021 is approved.  
Seconded: Jacqui Davis
- 3.4.** Principals Report  
**Motion:** Hannah moved that the Principals report is accepted.  
**Seconded:** Jason Whaitiri  
**Motion:** Hannah moved that the Board approve the use of the 'what about me' survey.  
**Seconded:** Grant Russell

**Overview / Vision:**

As we enter the final stretch of the year, the challenge is ensuring we finish well. That senior students have every opportunity to obtain their learning goal and that for our leavers they have the qualifications they need to equip them for the next part of their journey. We also shift our focus ahead to next year, building timetables, finalising courses and of course staffing. This has become somewhat of a movable feast with the growth in the predicted Year 9 numbers and the drop in FTTE for 2021. It will of course right itself after the March 1st roll return. Our transition plan for our new girls is stronger than ever. Our LSC Amanda Greville has shaped this keeping our vision of 'knowing her story and supporting her in her learning' in the forefront of every decision made. The December 7 issue of the Education Gazette will feature Hastings Girls'. The article will feature our COVID plan and the innovative changes we have made to our curriculum and school structures as a direct result of this. Our inclusion was requested from the Ministry of Education. I understand this is the first time Hastings Girls' has featured in the Gazette and is a huge accomplishment for the school.

HGHS has been selected to be part of an article looking at 3 HB school, along with HBHS and one other.

Otago University have been in and are using us as part of a case study for non-streaming. Catherine meet with Ngāti Kahungunu who are doing similar mahi. They are proposing light-house schools with Camberley being one and us being the other. We need to be mindful of the work that will come with the interest in what we are doing, and how that will affect our staff. The important thing is that we keep the girls our main priority.

**Student Learning****PLD:**

The bulk of the PD for Term 4 is focussed on time for groups of teachers to collaborate on curriculum design for 2021.

On the 17th November Colleen Douglas is joining the SLT and then the Middle Leaders to do some PD work on having courageous conversations. Looking to 2021, we will have a focus on Learning Behaviours through continued work with Margaret Ross and Te Tiriti O Waitangi through work with Bill Hamilton. We have applied for 50 hours of PLD funding in order that Bill can work with various groups in the school (BoT, SLT, Middle leaders, Staff) on the lens of the Treaty for their area of leadership. In a recent staff survey both the presenters above were rated as the best PD staff have had and so a focussed 2021 PD with these two would align with our strategic vision (Pastoral and Cultural Responsive teaching)

Transition: November 12 was our Big Day Out - orientation for our incoming Year 9's.

Communication has been the key. At the moment we have 154 enrolments and we are confident that we will be starting 2021 with over 160. Our Aspiring Leaders have worked with a small group of staff to prepare a hangi for the girls. Christian assisted by leading a team to put the hangi down early on the morning of the 12th, it was wonderful to have whānau working alongside staff. We begin visiting schools and interviewing students, whanau and staff ensuring that we know as much of the girls stories as possible. After gathering information, we will then be in a better position to build individual plans. We continue to build on and strengthen the wrap around service we provide for "our girl".

**Snapshot:**

In terms of systems and processes, the focus has now shifted to the Academic Quality Management System (see Smartsheet link in comments) as the main source of work for our Principal's Nominee. We have another cycle of reporting to stakeholders, including NZQA, Whānau, middle and senior managers, and so on.

Our Exam Centre Manager (Vic Curruthers) is now a semi-permanent fixture at school as she prepares us for NCEA examinations. She meet frequently with Christian and at the time of writing, all is on track for the extended venue rollout (due to Covid).

We now have our full complement of catering staff with the arrival of Danika, our 2 IC. She has made an impact immediately by fitting in seamlessly and approaching her work with a quiet, efficient confidence. Along with Jimmy, Jen Fugle and the rest of the team, trials have been successfully conducted and our first week of full service is well underway with no glitches - it is a real credit to these good people running the project. Feedback from the girls so far is very positive on the whole.

We will be hosting both the MOE and MPI on Monday 9/11 to show our systems off - our goal is to become the template from which this national project is rolled out to bigger schools with limited catering facilities.

We are tracking and actioning workflow related to Health & Safety via the live, digital NAG 5 working document (see comments). Christian will be reporting on this in more detail at the upcoming HSW meeting, but progress includes newly revised emergency procedures.

Sione has been invaluable in sport. His focus has now shifted from "do now" tasks to more strategic projects ahead of next year. We cannot overstate the value of his contribution to our school.

Likewise, Kath is doing a fabulous job of leading the facilities team and she is picking up more and more complex management tasks as she settles into HGHS. Current priorities are the annual tasks related to the season for our grounds and ongoing maintenance and general beautification around the school.

### **Student Engagement**

#### **Hauora Team:**

Craig Vinning (NZPolice) came to speak to the Hauora Team. He shared with us his work with the Child Protection and Family Harm Team. It was pleasing to know that they are endeavouring to work differently around solving and reducing violence in homes. The Police will partner with Ngāti Kahungunu to work on strategies. Listening and working alongside and often behind the scenes rather than out in front. This was wonderful to hear. He admits there is much to work on but they are very willing. As a result of our discussions around a student, she has now been placed at Akina and we are hoping that the smaller class and school size will assist her transitioning to high school. Before lockdown we were approached about taking part in a National Study of Youth. This is very important work and was discussed at SLT. We ask that you consider our students taking part. Attached is the Information and Board consent form.

### **Curriculum Development**

#### **Learning Hubs / Kahui Kaupapa:**

There is focused work on both Senior and Junior Curriculum for 2021. Curriculum leaders are developing subject specific knowledge and capability. We will be strengthening the design of conceptual knowledge, capabilities and skills of subject areas and then spending time designing rich curriculum for Hubs and Junior classes in which cross curricular strands can interweave for students to deepen their learning experiences. We will be looking to deepen staff capabilities in designing curriculum. This is aligned with the KERU Knowledge Rich Schools Project. Our HoD Performing Arts and HoD Science joined the DP Curriculum in Auckland for a day's workshop at the University with 6 other schools. Early next year, Professor Rata and Dr McPhail will come down to Hawke's Bay to take all our HoDs through a workshop on designing knowledge propositions and curriculum.

Our Kāhui Kaupapa model has been so successful with the students that we are taking this into our timetable for 2021. We will continue to have 3 blocks a day and only 3 bells - giving time for richer learning. One small review will be around this length of time for our supported learning students and we may consider smaller chunks for them.

#### **EOTC:**

Feedback and observation have highlighted the need for some refinements to the new system and the production of more training materials; however these are not priorities and will be addressed in preparation for 2021.

#### **Snapshot:**

We are at a really exciting stage with curriculum development as richer conversations are happening between staff within departments and across classes. As you walk around the school girls can be heard discussing credits and internals and they are taking responsibility for their learning progress.

We have completed all our subject choices for 2021 for yr 10-13 2021 and timetabling has started. Visual Arts courses, especially Photography, Psychology and History, Sciences and Physical Education courses continue to be popular. Two exciting developments are first, the growth of senior Music to two senior classes at Level 2 and 3 (the impact already of the new HoD Performing Arts), and secondly, the uptake of cross subject courses at Level 2 (English/Psychology, English/Health, Pasifika Health at Level 3).

There have been two new appointments for 2021: Jessica Lowe joins us to teach History, English and Social Sciences and Emma Neale, a second year teacher, joins us for a year to teach Photography. Both will be fabulous additions to the staff.

**3.5. HSW Sub-Committee**

Amataga explained to the BOT that there was nothing to update them on at this time.

**3.6. Personnel Sub-Committee - Principals Performance Plan Update**

Hannah updated the BOT on the activities of the subcommittee since the last meeting.

There was a halfway review of Catherine performance plan. The sub-committee were happy with progress, and are supportive of the SLT and Catherine's leadership. Of particular mention they were very pleased with how the SLT managed the COVID-19 crisis. The sub-committee believe that with Hannah stepping down, leaving two members, that it is not necessary to replace her with a third member, however, the sub-committee will review this next year, and should it be required, will request an additional member from the BOT. Catherine needs to find a different appraiser to replace Anne Milne.

The sub-committee have not received any exit interview feedback via the survey.

Action: Hannah to hand over the survey logins to the personnel sub-committee so that they can set up a survey and include this in the exit process. Establish a new data collection method for exiting staff.

**Motion:** Hannah motioned that with Hannah stepping down as chair, that the sub-committee only requires two BOT members.

**Seconded:** Monique Goodson

**3.7. 2021 HGHS Board Chair**

Hannah thanked the BOT for her time on the Board and as the Chair. Hannah resigned from her position as Chairperson on the Board. The BOT thanked Hannah for all her mahi in her time on the Board.

**Motion:** Catherine moved that Hannah's resignation from BOT Chair effective 19 November 2020, be accepted.

**Seconded:** Grant Russell

Nominations called for BOT Chair. Hannah called for nominates to the positions of Chair.

Catherine nominated Jacqui.

Election of BOT Chair.

**Motion:** Hannah moved that with no further nominations, Jacqui be accepted as BOT Chair effective 19 November 2020.

**Seconded:** Catherine Bentley

Hannah resigned from her position as Chairperson on the Finance Sub-Committee.

**Motion:** Catherine moved that Hannah's resignation as BOT Finance Sub-Committee Chair, effective from 19 November 2020 be accepted.

**Seconded:** Monique Goodson

Nominations called for the BOT Finance Sub-Committee Chair

Hannah called for nominates to the positions of Chair of the Finance sub-committee. Hannah nominated Jacqui.

Election of BOT Finance Sub-Committee Chair

**Motion:** Hannah moved that with no further nominations, Jacqui be accepted as BOT Finance Sub-Committee Chair effective 19 November 2020.

**Seconded:** Jacqui Davis

Jacqui resigned from her position as Deputy Chair.

**Motion:** Catherine moved that Jacqui's resignation as BOT Deputy Chair, effective from 19 November 2020 be accepted.

**Seconded:** Monique Goodson

Nominations called for the Deputy Chair

**Motion:** Hannah called for nominates to the positions of Deputy Chair. Hannah nominated Grant.

**Seconded:** Catherine Bentley

Election of Deputy Chair

**Motion:** Hannah moved that with no further nominations, Grant be accepted as BOT Deputy Chair effective 19 November 2020.

**Seconded:** Jacqui Davis

**3.8. 2021 HGHS Board meeting dates**

End of year: Senior prize giving 8 December 6pm

Juniors prize giving 7 December 9.00am

10 December staff lunch at 1.30pm

16 December BOT dinner at Pipis at 5.30pm

**Action:** Reschedule the Finance meeting in February to start at 4pm.

**3.9. School Fence proposal from HDC (Grant)**

Grant asked the Counsel for a quote of a 1.2m high fence. HGHS cost (50%) \$26k for aluminium, \$38k for galvanized fence. Jacqui suggested that we ask the MOE for additional funding as they approved the scheme. The BOT agreed that we would proceed without contacting the MOE.

Motion: Hannah moved that the galvanized 1.2m fence, which will cost HGHS \$38,410 be approved.

Seconded: Monique Goodson

**3.10. General Business**

Jacqui updated the BOT on her PD at a recent meeting with NZSTA on the Te Tiriti o Waitangi.

Particular attention was paid to HGHS relating to our UTK Day, hangi's and that our girls can wear their Tonga. Jacqui updated the BOT on the new terminology relating to the names of the Board and Trustees.

**4. Meeting closure**

There being no further business, the meeting closed at 7.01pm. The next meeting of the Board of Trustees will be held on 17 February 2020 at 5.15pm.