

## HGHS BOARD OF TRUSTESS MEETING – OCTOBER 2020

**Date:** 16 October 2020

**Location:** Principal's Office HGHS

**1. Meeting Opened** 5.15pm

**1.1. Karakia**

**1.2. Present** Anna Vigonlini, Jason Whaitiri, Jacqui Davis, Catherine Bentley, Jordan Mou, Mercy Ili, Monique Goodson, Hannah Portas, Amataga Iuli, Grant Russell Apologies -

**1.3. Declaration of interests** None

**2. For Approval**

**2.1. Minutes of the previous meeting**

Motion: Hannah moved that the minutes of the September meeting be approved.

Seconded: Grant Russell

**2.2. Correspondence**

Letter from Cassidy Drummond and Georgia Treneman re: Nourishing HB presentation

Action: Hannah to invite Cassidy to present at the next BOT Meeting and invite Christian to also attend as Chair of the HSW Committee.

**2.3. Finance Report – Verbal**

Tracking well as expected. The Governance Report shows a few of items of note, these are:

An amount relating to COVID-19 expenses, which although unplanned are justified.

An amount relating to the computers that were purchased by us prior to lockdown. This has since been reimbursement by MOE but is showing under another cost code.

We are over in our bank staffing, however, by the end of the year we are predicting to be under what we had forecast at the beginning of the year. Catherine and Anna explained to the BOT what 'bank staffing' is.

**Motion:** Hannah moved that the August Finance Report is approved.

**Seconded:** Jacqui Davis

The Finance Committee feel that ASB provide better support to our team and make it easier to transfer money. We will still have term deposits across multiple banks.

**Motion:** Anna motioned that we move from ANZ to ASB.

**Seconded:** Catherine Bentley

The Finance Committee reported that a risk was highlighted in the audit report that we don't have a gifting and bribery policy. They felt that because there is a policy within School docs, that this risk will be removed as a result of the work Catherine is currently doing.

The BOT agreed that the majority of our policies need to be discontinued, therefore start fresh with School Docs, with the exception of a few new policies, i.e. timetabling.

**Action:** Catherine is to continue working on this project with Christian until the task is complete.

**Motion:** Hannah motioned that we hold any work on a Gifting and Bribery policy, while Catherine and Christian, with the help of Grant and Jacqui, work on the School Doc project, as this will remove this risk.

**Seconded:** Jason Whaitiri

**2.4. Principals Report**

**Motion:** Hannah moved that the Principals Report be accepted.

**Seconded:** Amataga Iuli

**Overview / Vision**

As we head into the final term for the year, focus is split between supporting our girls, so they can finish the school year well, and ensuring planning and preparation is underway for the the 2021 school year. It is difficult as yet, for us to predict the impact of the disrupted school year on our schoolwide targets, our priority remains centred on ensuring our school leavers are equipped for their transition beyond school. Since we last met, there are number of staffing updates. To support our Lunch in Schools programme we have appointed a 2IC, Danica MacDonald and a Kitchen Hand, Kim Waite. Marion Iosefo has been appointed a permanent

Teacher of Samoan and History, Evelyn Leef, permanent Teacher of Te Reo Māori, Jesse Gabel fixed term Teacher of Science, Anna Byson fixed term Teacher of Health and Physical Education. All of these teaching positions have a start date of 2021. We have also received a resignation from Rosheen Fitzgerald, arts Administrator, and long serving staff member Sue Phillips, Careers Advisor, Year 13 Academic Dean and Teacher of Science. Sue has made the decision to retire at the end of the 2020 school year. She will be a huge loss to the school.

#### **PLD**

Bill Hamilton joined us for a second session on unpacking the Treaty of Waitangi. Staff across all aspects of the school have found his sessions invaluable. With Bill's approval, we have applied for PLD funding from the MOE to support us further with this mahi. Our applications is for 50hours, some of which will be used for the BOT in support of the review and development of our new strategic plan.

Rose Tuhiwai-Baker completed a session on the Vulnerable Children's Act and our associated school policy, moving forward, this will be included annually as part of our return to school, staff only day training.

Our Term 4 PLD plan has been completed, with much of the focus targeted on planning and preparation of Junior Courses for 2021.

**Motion:** Catherine to explore Bill coming in to do session with the BOT.

**Seconded:** Catherine Bentley

#### **Transition**

We are very pleased with the number of enrolments we have at the moment. Our goal is to have 150 Year 9s before the Big Day Out, on 12 November, which we are on track to achieve as we currently have 145.

The Big Day Out is a fun day arranged by the Deans for incoming Year 9's. This year the Leaders and Aspiring Leaders, ably assisted by a team of staff, will be preparing and serving a hangi. This will be a legacy event which we plan to repeat each year.

We are very pleased with the assistance we have been receiving from contributing schools, particularly in regards to encouraging girls to fill out enrolment forms

#### **Snapshot**

Good progress has been made on the body of work related to the National Administrative Guideline #5 (Health and Safety). Emergency response procedures have now been reviewed and passed by SLT and staff for feedback. Staff and student training, as well as practice events will take place this term.

Lunches in Schools is underway, with staged trials taking place during week 1 and week 2 of the term, before our full first lunch service, tentatively scheduled for week 3.

The end of year "Remedial Programme" is in the sorting stage, as we compare student achievement and prediction data with their voice, in terms of how they will be categorized for the period formerly set aside for study leave. Most students will remain at school until the end of the year, participating in organized support programs. Catherine explained to the BOT in more detail what the "remedial programme" is. The groups that stay at school will work in Kāhui Kaupapa style day. This is a model they would like to continue in future years.

A selection of other projects remain 'on the boil', including grounds and facilities' scope of work audits and planning; refining academic progress reporting; standard operating procedures for various operations around the school; and EOTC monitoring and refining of systems.

#### **Student Engagement**

##### **Hauora Team**

We have made contact with Des Ratima inviting him to a SLT meeting, where we hope to be able to hear from him about how we as a team can continue to build our cultural competence. We intend to invite a member of the Family Harm Unit, from the NZ Police, to a Hauora team meeting this year, as they have recently altered their ways of working to be more culturally responsive. It would be good to hear from them, what trends they are noticing out in our community.

##### **Curriculum Development**

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

The Learning Hub application process for students is now underway. With three hubs on offer

for the start of 2021, we will hope to have all spots filled before the end of November when timetabling is well underway.

### 2.5. Bylaws

Monique had some minor editing amendments to spelling, etc. There was some conversation with about if we can drug test children. By signing the bylaws the parents are giving permission, there for we should keep it in the Bylaws, to protect the school, should there ever actually be a need to do this. Changes to the Bylaws is to include a blanket EOTC permission, dietary requirements and no more lunches to be dropped at school.

Action: The provision of food, should be added to the critical risk list through the HSW committee. Monique to take to the HSW Committee.

**Motion:** Hannah motioned that we approve the bylaws, including Monique amendments.

**Seconded:** Jacqui Davis

### 3. For Discussion

- 3.1. Catherine presented to the BOT the school Restorative Practice, outlining to the Board exactly what our procedure is when there is an incident and it is required that the School, Principal and/or BOT are required to meet and a student their family. Catherine requested that the BOT contact the family who requested this process be reviewed, to let them know that we have completed this work.

**Action:** Hannah to contact the family and let them know that we have completed the review of our processes

**Motion:** Hannah moved that the BOT reviewed the Restorative Practice and are very happy with it.

**Seconded:** Jacqui Davis

*Grant left the meeting at 6.56pm.*

- 3.2. NZSTA - Special AGM 7 Nov - Registering a delegate

We will not be send a delegate to attend.

- 3.3. Verbal update from combined Kāhui Ako (Jacqui & Catherine)

The general feeling was that HGHS are doing well. There is a lot of information on the NZSTA website to guide us on our journey. There was general conversation around how we can change what/how we do things when work with a Ngāti Kahungunu, to ensure that we are working with Ngāti Kahungunu from the beginning, and building a collaborative relationship with local iwi.

- 3.4. Agenda items for November meeting

Hannah called for agenda it's for the next meeting.

Update on the Principals

Performance Plan

Update from the HSW Committee

- 3.5. Board Honorarium

Bring forward to the next meeting

- 3.6. Action items carried forward to October for Catherine to update the Board on phones and

security cameras. 2021 Budget. Board chair for 2021. 2021 BOT Dates

Bring forward to the next meeting

- 3.7. Homework for the BOT members

Hannah asked that the BOT members all do the NZSTA Educational Training and modules update from the website.

**Action:** Jacqui to provide the link for the rest of the BOT members.

- 3.8. Dates to remember

Senior Prize-giving 8 December 6pm - 9.30pm

**Action:** All BOT to attend

Junior Prize-giving 7 December am

**Action:** Jacqui and Anna to attend

BOT Dinner 16 December

**Action:** Sonya to book a table

HGHS Staff Xmas party 10 December lunch time

All BOT to attend

Jordan's farewell

**Action:** Hannah and the BOT thanked Jordan for a fantastic year as BOT Student Rep. Catherine also thanked Jordan for her stunning work on the BOT.

**Action:** Hannah will draft a reference letter for Jordan.

**4. Meeting closure**

**4.1.** In-Committee

H Portas moved that the meeting go In Committee at 7.03pm 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 H Portas moved that the meeting go out of Committee at 7.39pm.

**4.2.** There being no further business, the meeting closed at 7.40pm. The next meeting of the Board of Trustees will be held on 18 November 2020 at 5.15pm.