

June				
Date:	Wednesday 17 June 2020			
Time:	Opened at 5.26pm, closed at 8.17pm.			
Location:	Boardroom			
Minutes				
5.15 – 5.20pm	1. Meeting opening			
1.1. Karakia			Jason Whaitiri	
1.2. Present	Jordan Mou, Hannah Portas, Anna Vignolini, Emma Jensen, Jason Whaitiri, Jacqui Davis, Catherine Bentley, Sonya Lyndor		Hannah Portas	
1.3. Apologies	Grant Russell		Hannah Portas	
1.4. Declaration of interests	None		Hannah Portas	
5.20 – 5.40pm	2. For Noting			
2.1. Expert presentation - No presentation this month				
2.2. Student Report	Jordan explained that there was a new timetable, with three blocks and three bells, plus on Fridays they had Kahui Kaupapa, which is a 'work on my own stuff' [WOMS] day. Jordan she that herself and other students thought is was great having Fridays to be able to focus on specific areas of work requiring additional information. It has been an adjustment working for 90 minutes, but students are seeing the benefits. Students returning are generally happy given that there was a wide range COVID-19 experiences, from some students not being able to do any learning to having done all of it. Sports have started back this week. Jacqui and Jason both commented that as parents they were happy with the new timetable structure.		Jordan Mou	
Motion:	Move that the student report be accepted.			
Moved:	Hannah Portas			
Seconded:	Jason Whaitiri			
Carried:	Yes			
2.3. Staff Report	<p>Staff are tired as they didn't get a break during lock-down, as had to shift all their resources to distance learning.</p> <p>The coffee cart supplied by the BOT was appreciated.</p> <p>Teachers are doing PD on how to work with longer blocks, i.e. juniors are taught in core classes.</p> <p>There is a bit of frustration with not all students having a device. We originally had 62 students without devices, and only half the students received them. MOE gave the additional and now we have an other 70 girls without the correct device or are unable to bring them to school. The library has a supply of 14 laptops, which the students can book via an online system, to be collected in the morning and returned at the end of the same day. It is very popular. Catherine has written to the Prime Minister, via Mayor Hazlehurst requesting another 150 laptops, which would be included as part of the library resource to be issued daily. MOE have Chorus installing wireless internet in homes and they will be able to use wifi at school. Modems have at school. Emma is sorting out who they are intended for and issuing them out to students.</p> <p>Hannah asked what the BOT can do to support staff between now and the school holidays. Catherine is hoping that the Uniting Through Kindness day will raise spirits.</p> <p>Emma signaled that she may need to stand down now that she is a Deputy Principal. BOT told Emma that she is able to stay if she would like, however, if she wishes to stand down, given that her workload and responsibilities have increased they understood.</p> <p>Emma verbally gave her resignation from her position as staff rep on the HGHS BOT. A staff election will be need to be held.</p>	Hannah to double check the staff rep election process.	Hannah Portas	22/07/20
Motion:	Move that the Emma Jensens resignation as Staff Representative be accepted.			
Moved:	Hannah Portas			
Seconded:	Jacqui Davis			
Carried:	Yes			
Motion:	Move that Juliet be invited to be the returning officer. Catherine seconded.			
Moved:	Hannah Portas			
Seconded:	Jason Whaitiri			
Carried:	Yes			
Motion:	Move that the staff report be accepted.			
Moved:	Hannah Portas			
Seconded:	Jason Whaitiri			
Carried:	Yes			

5.40 - 6.35pm	3. For Approval			
3.1. Finance Report	<p>April Finance Report: The committee discussed that we are under budget, which was to be expected given COVID-19. There was general discussion regarding bank staffing, and that the staff member who was responsible for the bank staffing did not hand over any information or training prior to leaving HGHS. As a result a bank staffing team has been put together to meet regularly with Catherine Bentley.</p> <p>The FTTE for next year will be 1.8 less than we have this year, but that is already being managed with the fixed term appointments we have in place.</p> <p>Juliet has coded all COVID-19 related cost to 3374.</p> <p>The Finance Sub-committee will be review the revised budget 2020 budget at the next finance sub-committee meeting. They will not be approving it, just monitoring to ensure that we will safely get to the end of the year, without any surprises.</p> <p>Hannah requested that the money budgeted for the BOT conference to be carried forward to next year</p>	Hannah requested that the money budgeted for the BOT conference to be carried forward to next year.	Sonya Lyndon	21/07/20
Motion:	Move that the April 2020 Finance report be accepted.			
Moved:	Hannah Portas			
Seconded:	Jacqui Davis and Anna Vignolini			
Carried:	Yes			
Motion:	Move that the March 2020 Finance report be accepted.			
Moved:	Hannah Portas			
Seconded:	Anna Vignolini			
Carried:	Yes			
3.2. Principals Report	<p>Catherine gave her update to the BOT, and expressed that she felt like we had stumbled across an amazing way of working, through Kahui Kaupapa. Unfortunately, we could not maintain it on the current timetable. However, As a compromise we have timetabled it for the Seniors one day a week; whereby the student drives the day, and plans what they need to do to achieve their goals, with the teachers being available as resources to the students. Teachers are doing PD now to help them, help the girls during their Kahui Kaupapa time. As a result the Science/Maths HODs have decided they are having a junior Kahui Kaupapa next year. The most popular Kahui Kauapaps were The Arts and Science/Maths. Teaching Leaders, have said that this style of learning is the future of learning.</p> <p>Catherine congratulated Emma on her new position as Deputy Principal - Pastoral.</p> <p>We have been luck to be selected for free lunches in school.</p> <p>Catherine is having a Zoom meeting with the MOE on Thursday 18 June. They will talk about the number of free lunches available to us. We will need to consider what this means for the future of Te Rourou. Jordan thought it would be well received by the students if it was available to everyone. Jacqui raised that we need to consider recycling, etc. We are looking at this beginning in Term One 2021. We would need to outsource this as we do not have the facilities. Catherine will update the BOT after the Zoom meeting.</p> <p>The BOT discussed their concerns for our Brazilian students returning to Brazil right now. We unfortunately, are not in control of when and how they return.</p>		Catherine Bentley	
Motion:	Move that the Principals report be accepted.			
Moved:	Hannah Portas			
Seconded:	Emma Jensen			
Carried:	Yes			
3.3 Security camera proposal	Carry this forward to the next board meeting. Catherine to request that Christian get quotes so that this can be submitted to the Board and be budgeted for next year.	BT to ask Christian to do this.	Catherine Bentley	22/07/20

3.4 10 year property plan	Catherine explained the original concept/plans to the new Board members. Heating and cooling, the hall / hall entrance and staff room kitchen/bathroom all included in the plan. Jacqui asked about drinking fountains, as Phil was going to look into this, however it was not done. Catherine suggested that we budget for water fountains outside of the 10YPP. Hannah asked about the asbestos plan. Catherine confirmed that we did have this and it is up to date. Anna asked what the SIP money would be spent on which we have been allocated for 2021. Catherine explained that as we have a couple of years to spend the money, and so we are waiting to see what happens with our Kahui Kaupapa and what we will need to support this.	Page 159 of the Board Report, needs to be signed by Hannah.	Hannah Portas	22/07/20
Motion:	Move that the 10YPP be accepted.			
Moved:	Hannah Portas			
Seconded:	Emma Jensen			
Carried:	Yes			
3.5 Health Safety and Wellbeing Committee minutes and lessons learnt from COVID-19	Hannah explained to the BOT members what the general discussion was at the HSW committee meeting and shared/showed the Smartsheet/minutes of the meeting. There was a good representation of staff at the meeting, both for staff and students. In general they were excited about where we were heading. They discussed the HGHS COVID-19 response and agreed that we had done a great job as a school, that the school was responsive and were prepared to change direction when necessary. Christian Pera is going to take over as Chair at the next meeting. Hannah will be working with him to help shape a management plan.		Hannah Portas	
Motion:	Move that the HS&W minutes be accepted.			
Moved:	Hannah Portas			
Seconded:	Emma Jensen			
Carried:	Yes			
3.6 Confirmation of minutes			Hannah Portas	
Motion:	Move that the September 2019 minutes be accepted.			
Moved:	Hannah Portas			
Seconded:	Jason Whaitiri			
Carried:	Yes			
Motion:	Move that the March 2020 minutes be accepted, with Jacqui's changes			
Moved:	Hannah Portas			
Seconded:	Catherine Bentley			
Carried:	Yes			
Motion:	Move that the April 2020 minutes be accepted.			
Moved:	Hannah Portas			
Seconded:	Jacqui Davis			
Carried:	Yes			
Motion:	Move that the May 2020 minutes be accepted.			
Moved:	Hannah Portas			
Seconded:	Jacqui Davis			
Carried:	Yes			
3.7 Correspondence			Hannah Portas	
General Business	BOT reviewed the HGHS BOT webpage.	Sonya to add recruitment information/links. Include staff and student rep photos.	Sonya Lyndon	21/07/20

6.35 - 7.00pm	4. For Discussion			
4.1. Board support for the Uniting Through Kindness Day - Saturday 27 June & Info Day	Catherine explained to the BOT what the reason was for the day, which was to be able to serve and supporting out whanau coming out of lock-down. Drop offs to the school and funding for school uniform jerseys to Juliet. Hannah asked what the BOT can to financially to support the day. Jacqui raised the idea of a banner. The Board agreed that the wording to use was Supporting our girls through supporting our school. Governance, Strategic Direction, Leadership, Community Voice. Have 'hand-out' brochures. Create a brochure with more information. Two BOT members will be free and two on their stand. Banner to be used again for Open Evening. Hannah asked that the BOT members committed to attending the open evening and host a stand in Te Rourou, on Wednesday 5 August 2020. Be familiar with the strategic direction of the school and the prospectus	Sonya to draft a brochure and send to Jacqui and Anna for development and approval. Action: Look at skills matrix at the next meeting. Add to agenda.	Sonya Lyndon	22/06/20
Motion:	Move that the BOT pay for staff/BOT tee-shirts to the value of \$1600.			
Moved:	Hannah Portas			
Seconded:	Jacqui Davis			
Carried:	Yes			
4.2. Board workplan	Hannah explained the purpose of the work-plan document. There is a need to revise this document and use it as a guide to how the BOT works. There is an urgent need update a number of policies. The Board discussed with Catherine what would be the best way to manage the process of keeping the nags/policies up-to-date. Catherine suggested that the BOT take the complaints policy.	At the next board we will table the complaint process policy. Bt and Hannah to review to make sure that it aligns with the school strategy. Catherine to review the trauma and Crises policy.	Hannah Portas	21/07/20
4.3. COVID-19/ERO evaluative approach	Iona has stated that ERO will not be up and running before the end of Term Three. They will instead be doing a 'how schools responded to COVID-19' which we are well prepared for. We need to show evidence that we are reflective of COVID-19 when updating policies. Hannah asked the BOT what we learned. Hannah said using Zoom, 1-2-1 catch ups between the Chair and Principal. Jacqui said as a parent, the communications were fantastic, in particular on the website. Catherine felt that the Board support at staff meetings was fantastic. Hannah expressed that she was concerned that the staff were putting in a lot of work, however, she could see that SLT were managing that well, for both staff and students. Hannah asked about the relationship with the PPTA. Catherine said its was challenging at times working with a 'team' of PPTA reps as opposed a single rep and suggested that as a staff we should re-look at the executive committee structure.		Grant Russell	
General Business	Jacqui asked what has lead to the decision that we are now using a restorative model. The stand-down suspension process. Jacqui asked if the Board could be shown the process so they better understand the systems behind the suspension.	Add to agenda for next meeting.	Sonya Lyndon	21/07/20
	Hannah thanked the school for all their efforts of the COVID-19 period. The school has lead an example, evident in the fact that other schools are now starting to visit us to better understand how we did it. Catherine thanks the BoT for the gift of dinner out.	Christian to attend the beginning of the next meeting to meet the BoT	Catherine Bentley	21/07/20