

Meeting	Details	Action	Motion	Seconded	Responsible
2021					
April					
Date:	14 April 2021				
Time:	5.17pm				
Location:	Principals Office HGHS				
Agenda					
5.15 – 5.20pm	1. Meeting opening				
	1.1. Karakia				Jacqui Davis
	1.2. Present				Jacqui Davis
	1.3. Apologies				Jacqui Davis
	1.4. Declaration of interests				Jacqui Davis
5.20pm - 6.00pm	2. For Discussion				
	2.1 Staff Culture				Jacqui Davis
	2.2 Strategic Plan Project				
6.00pm - 6.45pm	3. For Approval				
	3.1 Minutes of the previous meeting (March 2021) - See below				Jacqui Davis
	3.2 Correspondence (attached)				Jacqui Davis
	3.3 Finance Report - Verbal				Jacqui Davis
	3.4 Principals Report - See below, taken as read ATTACHMENTS WITHIN THE REPORT BELOW				Catherine Bentley
	3.5 HSW Sub-Committee - Update				Amataga luli
	3.6 Proposal for official Māori name for our school (attached)				
	3.7 Increase Guidance Support for Students (attached)				Catherine Bentley
	3.8 Finance and Property Management Policy - Taken as read, for feedback and approval at meeting. (attached)				
6.45pm - 7.00pm	4. General Business				
	4.1 2021 HGHS Board Elections				
	4.2 Treaty of Waitangi Training for Board and new staff				
7.00pm - 7.10pm	5. Meeting closure				
Minutes					
1. Meeting opening					
1.1. Karakia					Jacqui Davis
1.2. Present	Anna Vigonini, Jason Whaitiri, Jacqui Davis, Catherine Bentley, Mercy Ili, Monique Goodson, Amataga luli, Sonya Lyndon, Jo MacDonald				Jacqui Davis
1.3. Apologies	Grant Russell				Jacqui Davis
1.4. Declaration of interests	None				Jacqui Davis
2. For Discussion					
2.1 Staff Culture	Nothing to discuss right now.				Jacqui Davis
2.2 Strategic Plan Project	Jacqui discussed with the Board, the need for the Board to own the Strategic Plan and the need start fresh, looking through the lens of Te Tiriti o Waitangi. There is likely to be a need to use a consultant to lead the project, as it is a big task, will take a long time, and requires someone to manage the project with dedicate time. Catherine explained that we have been lucky to be the recipients of Bill Hamilton's time. Bill is a Te Tiriti o Waitangi expert.	26 May 5.30 - 7.30pm meeting with Board, new staff and Bill Hamilton. Jacqui to arrange			Jacqui Davis
2.3 Introduction of board members	The BOT members introduced themselves to Jo MacDonald, who is attending the meeting as a member of the public, until potentially joining the BOT as a member, at the next meeting.				Jacqui Davis
3. For Approval					
3.1 Minutes of the previous meeting (March 2021) - See below			Move that the minutes from the March meeting are approved	Jason Whaitiri	Jacqui Davis
3.2 Correspondence			Move that the inwards and outwards correspondence be approved.	Monique Goodson	Jacqui Davis

3.3 Finance Report - Verbal	<p>Note: A payment regarding international students, was a carry over from last year. Payment last year for additional support in the sports department is being used this year. Due to Covid we have the additional cost of Seesaw. Their was a copyright error that needed recoding. Term Four 2020 there was an underspend of \$1,000. In 2021 the school is putting aside \$1,000 a day to repay all the assets that we have purchased to set up the lunch in schools kitchen. The finance community discussed the delegations. The Finance Committee received a proposal regarding school security cameras. They have asked for two quotes to be included with the proposal and require a visit to another school who are already using the preferred system, before bringing the final proposal to the full BOT.</p>		Moved that the 2021 February finance report is accepted by the BOT	Monique Goodson	Anna Vignolini
			Move that we alter the delegations as outlined. \$10,000 for Bt, \$10-25 Bt and Jacqui, above is the board, all is minuted at the next BOT meeting.	Catherine Bentley	Jacqui Davis
3.4 Principals Report - See below, taken as read	<p>Since the Principals Report was prepared, the Ending Streaming Report has been sent out. HGHS was one of four schools used as a case study. Please go to the schools Facebook page and read the document. There is a petition you can sign to end streaming in schools. We will also be sending in our Prime Ministers Excellence in Educations Awards. We had a phone call this morning, asking us to send through tomorrow, information regarding community engagement, which needs to be sent to Iona Holsted, Secretary of Education. The Finance Committee have decided to ask for more information regarding the security camera proposal, rather than discuss it at this meeting, it will be raised again at a future meeting. The Bylaws have been reviewed and proposed changes made. The Board thanked the Kitchen team for the successful roll out of the Lunches in Schools.</p>	Sonya to prepare a letter on behalf of the Board to thank Jimmy and his wider team.	Moved that the new Bylaws are approved	Mercy Ili	Catherine Bentley
Overview / Vision	<p>As we near the end of term one, much of our focus now shifts towards preparation for 2022. As you will see from this report, it is the mahi that we put in over the next few months, that makes all the difference. We have received a resignation from Rhonda Smith. Rhonda has been a permanent member of our staff since 2018, and has spent the last couple of years in the role of SENCO. Rhonda has won a promotion as a RTLB for our Kahui Ako. Whāea Evelyn, Te Rōpū Mana Huia and myself attended the powhiri for their new pou. This was an incredibly moving occasion and an honor to be a part of. Last week, was our first hui with Bill Hamilton. It is hoped that Bill will work alongside the School, Board and community, and support us through the strategic review process.</p>		Moved that Principals report be accepted.	Amataga Iuli	Catherine Bentley
Student Learning					
Transition	<p>We have begun gathering information for the Prospectus. Next term, we will begin to visit schools and work with them to develop our transition plan. As always, we are mindful in that we do not want to interrupt their school and students unnecessarily. We are reviewing our current Year 9 classes and looking at the agreed ways of working across teachers. This is part of the ongoing commitment to ensuring that all students transition well.</p>				
PLD	<p>We have had great success with PPTA funding for staff PLD and Subject Conferences. This has meant that we have staff attending the Drama, Media, Careers, ESOL, Social Sciences conferences in July and October holidays almost fully funded (fees, flights, accomodation all included). Locally, staff have attended Health Studies and Science subject days. The PD committee meets on the last Tuesday of every month and ensures that PD is always focused around subject development, teaching and learning and Pastoral needs in connection with the strategic plan. In July HGHS will be hosting Margaret Ross for 3 days - for a PCT workshop and then a Deans Pastoral workshop. Both are open to schools across Hawkes' Bay and means out staff can attend without cost. This is a model that again connects HGHS as being a school focused on developing excellence in teachers. Next term, we will be focused on in-house PD around Literacy (working with year 9 and 10 data) and growth coaching for staff, as well as cross curricular planning and hub design.</p>				

Snapshot	<p>ICT - over 200 devices have been distributed to girls to include junior students. The focus now falls on newly re-instituted fortnightly meetings with our provider to improve communication with them and see to our priorities for the year - these being cloud migration and decommissioning of onsite servers; consolidating our hardware inventory and remedying ageing/poorly functioning equipment; and preparing for the rollout of an upgraded system next year.</p> <p>SPORT - Athletics sports was a great success and as the summer sports wind down, our bigger winter sports are gathering steam. Major priorities in sport (aside from those mentioned in previous papers) are the development of a more robust funding/fundraising model that moves away from our girls constantly leaning on our own community for handouts; the drafting of the Sport Strategic Plan (due in July Board Papers); and the ongoing development of the Sport Committee as an operational asset.</p> <p>FACILITIES - we have parked the venue/facility hire investigation mentioned in previous papers after some sound advice from the Board Chair and will do more slow thinking on whether this is something we really want to develop in the future. The focus is now very much on security and the desire to fit key areas of the school with security cameras. Please see the forwarded email outlining the costs for approval. There are numerous advantages to our investing in this system - some examples include: pool access and misuse; arson and false alarms (please see the attached documents relating to the recent school fire); students vaping when out of sight etc. In addition to this we would like to request from the Board, approval for the installation of gates across our vehicle entrances to stop after-hours access.</p> <p>LUNCHES - our in-house lunch provision continues to develop in range and efficiency and our hope is to test the delivery of lunches inside the hall as a cold/wet day option this week.</p> <p>We hosted a representative from the Ministry of Education and the project nutritionist last week, both of whom were floored by the efficient, effective manner in which Jimmy and his team are exceeding the Government's expectations in relation to this project. This was particularly timely as we have been investigating becoming a Lunches in Schools provider for other schools, as a source of additional revenue, and following this visit the MoE representative not only endorsed our intention to do so, but offered to recommend us to schools seeking a provider. We have already been successfully registered as a provider, so the next step is for us to conduct a thorough cost/benefit analysis once we receive interest from a client school/schools.</p> <p>HEALTH & SAFETY - the recent application for FENZ registration of our fire-related emergency procedures has been</p>				
Student Engagement					
Hauora Team	<p>This month we passed on holding our Hauora Team meeting to allow us to complete Module 2 of the FASD training. Our plan moving forward is to have someone from Addiction services to come and speak to us. The purpose of this will be to acknowledge the issues within the community and build ideas and connections in how to assist students with reducing their dependency.</p>				
Snapshot	<p>Our Pastoral Team have been working on an inculcation project for our Yr 9 students. This has continued throughout the term and is proving to be successful with our new girls becoming increasingly settled both within and beyond the classroom. House events our Athletics sports day had to be moved from the Sport Park to your grounds, which meant for a lot of staff and students this would be a new way of doing things. However it was really well run and the participation rate was up. School spirit was high, which is one of the goals that the Student leaders have set for this year.</p> <p>The deans team went to a Foetal Alcohol Syndrome Disorder (FASD) course that was run by the DHB. We found this really interesting and useful as we simple strategies used to deal with students who have this disorder can be used. We feel like some of those strategies can be used for all kinds of students.</p> <p>SLT have discussed the use of cell phones due a number of deans dealing with incidents and the way things have changed for us at HGHS. We then took this to a staff meeting to discuss further to see what the general feeling was around the use but put a proposal together for feedback. As it is one of our bylaws the staff feel that it needs to be removed as we are not upholding the bylaw as it is too hard to police. Staff voted 33 for 1 against and 1 abstained. We have also been asked by the MOE to give feedback on Bylaws - the use of and process regarding reviewing them. We have followed this process in regards to our review of cell phone use. Please find attached a copy of our revised Bylaws for approval.</p>				

Curriculum Development					
Learning Hubs / Kahui Kaupapa	Over the last 3 weeks we have appointed two key project positions to lead our conceptual and practical design of Junior Learning Hubs for 2022. We are really conscious that the transition into this structure of Junior curriculum needs a short term project focus and careful planning. Jan Garbutt is our conceptual design lead and Monique Goodson is our systems lead. A goal from this is then to map the knowledge, capability and skills through the Junior Hubs for learning. Heads of Department have been discussing concepts and hub design in Curriculum meetings and the next step is a design process.				
EOTC	Aside from ongoing refinements to our EOTC procedures and more training opportunities for staff, we are focused on the need to adequately train staff in the care and use of school vehicles. Recent minor near-misses have highlighted the need for a comprehensive induction system for school vehicles, which has been on the radar for some time, however it now needs to move up my priority list. I have enlisted the help of our multi-skilled Director of Sport, Sione, in this regard as he and his team are major users of the vehicles.				
Snapshot	Senior Curriculum and teaching: This term has seen a far more settled learning environment than I have seen in the last 4 years. A number of HoDs and staff have commented on how much better prepared the Level 1 students are for learning and how much more confidence senior students are showing in learning and achievement at the highest level. Whilst this is narrative data, it does seem to suggest that the shift in culture to excellence and equity is having its effect as is the Hub approach in the Junior school. The achievement of HGHS in raising achievement in Mathematics by ending streaming has just been recognised in a publication Ending Streaming in Aotearoa (attached). This also suggests the effect of non-streaming as our Level 1 cohort are the first year group from non-streamed Junior classes. KERU Project - the visit of Auckland University has led to a focus on the development of knowledge and conceptual learning as deliberate steps in planning for curriculum leaders and this is an ongoing project.				
3.5 HSW Sub-Committee - Update	Every staff meeting now has a designed time slot for Health and Safety Training. Amataga will update the Board following the next Health and Safety meeting.				Amataga Iuli
3.6 Proposal for official Māori name for our school	The Board agreed that the proposal is amazing and they were very impressed with the student's proposal, however, they feel that consultation with kaumātua and community is need, and part of the strategic plan review.	Jacqui will prepare a response to the student.			Jacqui Davis
3.7 Increase Guidance Support for Students (attached)	There is an urgent need to support our Guidance Counsellor, as there has been a considerable increase of the use of the school guidance services, due to matters outside the school. Catherine to consider whether or not an additional support person on staff, would be a contractor or fixed term staff member.		Move that the proposal to get an additional school counselor be employed as a fixed term employee, for review and approval in the 2022 budget.	Monique Goodson	Catherine Bentley
3.8 Finance and Property Management Policy - Taken as read, for feedback and approval at meeting. (attached)	No consultation required as this is a board owned policy.	The Board is now required to put signage around the school regarding being a smoke/vaping free premises. Jacqui will send information around to the Board to their information.	Move that the Finance and Property Management Policy be approved.	Mercy Ili	Jacqui Davis
4. General Business					
4.1 2021 HGHS Board Elections	No update at this time. The period for objections to the appointment of Jo MacDonald closes on 16 April.				
4.2 Update from the Pastoral Committee	The Pastoral Committee commented that a recent Pastoral Committee meeting, the feedback from the DP Pastoral, when asked what more the Board could do to help, was that they could provide more restorative training for all staff. The appropriate course of action, is that requests for PD go through the PD committee, if there is more restorative training required than what the PD committee are able to approve, then the DP Pastoral can put a proposal for specific funding can then come to the Board.				
5. Meeting closure					
5.1	There being no further business, the meeting closed at 7.01pm. The next meeting of the Board of Trustees will be held on 19 May 2021 at 5.15pm.				