

Meeting	Details	Action	Motion	Seconded	Person Responsible
Hastings Girls' High School Board of Trustees Meeting 2021					
May					
Date:	19 May 2021				
Time:	5.17pm				
Location:	Principal's 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 (April 2021) - See below				Jacqui Davis
	3.2 Correspondence (attached)				Jacqui Davis
	3.3 Finance Report - Verbal				Jacqui Davis
	3.4 Principal's Report - See below, taken as read ATTACHMENTS WITHIN THE REPORT BELOW				Catherine Bentley
	3.5 HSW Sub-Committee - Update				Amataga luli
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 Vigonlini, Jason Whaitiri, Jacqui Davis, Catherine Bentley, Mercy Ili, Monique Goodson, Sonya Lyndon, Jo MacDonald			Jacqui Davis
	1.3. Apologies	Amataga luli, Catherine Bentley late.			Jacqui Davis
	1.4. Declaration of interests	None			Jacqui Davis
2. For Discussion					
	2.1 Staff Culture	Nothing to discuss at this time			Jacqui Davis
	2.2 Strategic Plan Project	Not discussed			
3. For Approval					
	3.1 Minutes of the previous meeting (April 2021) - See below		Move that the minutes from the April Meeting be accepted.	Jason Whaitiri	Jacqui Davis
	3.2 Correspondence (attached)	Received a letter from the Fire Service.	Move that the correspondence be accepted.	Anna Vignolini	Jacqui Davis
	3.3 Finance Report	General discussion regarding the governance report. The committee is happy with how staff banking is tracking for the year. Jacqui updated the BOT that she has signed off the start of the student bathrooms, as part of the 5YA.	Move that the finance report be accepted.	Jo MacDonald	Jacqui Davis

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3.4 Principals Report	<p>General discussion about the Leavers report. It will be better to review the data next year and compare with 2020 to 2021, as the previously recorded information was collected differently.</p> <p>General discussion with Junior hubs in 2022.</p> <p>General discussion around how we can fund sports for students who can't afford to pay sports fees.</p> <p>Possibility of setting up a funding scheme. Students would then be able to apply for financial support.</p> <p>This is a result of an opportunity to be a provider of school lunches to another school. Would be good to look at extra-curricular participation.</p>		Move to give the Nurses permission/data as requested in attached letter.	Mercy Ili	Catherine Bentley
Overview / Vision	<p>Much of the focus at the moment is on planning for next year. Through taking time to build systems and processes, we will be best prepared for 2022. Our school roll remains stable, Appendix A, and we anticipate there will be further roll growth. Attached is the Final School Report, Appendix B which gives a picture of the qualifications our students are leaving with. Unfortunately, this data includes all students - even if they leave us part way through the year and enrol in another school. Historically (prior to 2020) a leaver was counted as 'any student enrolled after July 1st'. For many schools, this allowed time for a 'clean up' or to sign students out of school before July 1. It will be interesting to look at this data over the next few years. Please find attached Appendix C, for Board approval. This term, we have a number of important school events, starting with last week's outstanding Te Roupū Mana Huia performance in the Hawke's Bay Regional Competition. This will be closely followed by Big Sing and our combined School Production, The Wizard of Oz.</p>		Move to accept the Principal's Report	Grant Russell	
Student Learning					
PLD	<p>This term staff PD is focused on Literacy and Curriculum Design in alignment with our strategic vision. In-house PD will be led by literacy specialists from the English Department, Hub Project Leader, Jan Garbutt (Junior Hub Design 2022) and Head of Departments, Phil Chamberlain and Kimbali Harding (Curriculum Design) in order to grow staff leadership and capacity. The term started with a number of staff PD timeslots given to the building of the Junior Hub Structure and Vision for 2022 in order that all staff can feel somewhere between comfortable and confident in communicating about the Junior Hubs with new students and whānau and in the plan for 2022. This term also marks the start of the 2021 Professional Growth Cycle in which staff will focus on an area for growth in their teaching either individually or collectively. Over the remainder of the year the PGC will include their own reading or evidence collecting, an observation and two professional conversations with a colleague of choice. On Monday 17 May, Kimbali and Phil are presenting their use of the Curriculum Design Tool to the five Auckland schools at The University of Auckland Knowledge Rich schools project and will also present this to HODs. Our work with the PLD model continues and 50 hours of PD has been awarded to the school for Te Tiriti O Waitangi Training.</p>				
Transition	<p>We have established key dates to visit schools for enrolments and have shaped our new dates around feedback and reviews of last year's transition plan. This year we will meet with whānau earlier including a Saturday in September to make it easier for parents to attend. The prospectus is well underway and Sonya has once again worked her magic. She has shaped something that we can all be proud of. Open Evening will be shaped by the work being done in Junior Curriculum Design.</p>				
Snapshot	<p>SPORT - All eyes are on the HB Sports Awards, for which we have two students and our school nominated in various categories.</p> <p>FACILITIES - The CCTV project is into a second phase of due diligence following the recommendation to focus on image quality. Kath Harber is working with HSM and Impact Alarms to assess our needs in detail so that we can present an updated application to the Board.</p> <p>LUNCHES - we have been approached by Mahora School as a potential supplier of lunches and will be meeting with them this week to begin discussions around what that provision may look like. We are also on the hunt for a 2IC to replace Danika - this is an ongoing process with Jimmy determined to wait for the right applicant.</p> <p>HEALTH & SAFETY - the rollout of regular staff HSW training continues, with the addition of First Aid training in a week's time for the first group of staff.</p>				

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Student Engagement					
Hauora Team	We met as a Team with Sandra Kersey from MOE and were able to give her feedback into Learning Support and what the next ten years could look like. Sandra was very appreciative of the ideas given. Although she was very quick to tell us that there was no Ministry funding available. One of the most significant ideas is to have a transition classroom where we are able to work in an individualised way to address inculcation of our Year 9s earlier.				
Snapshot	The Pastoral team have covered the following this month: Monitoring and Tracking students via the Deans for Year 11 and 12 students. This has now started and is a focus for the Deans over the next month. All now should have completed at least one standard in most subjects. They will then have a look at the results on the whole and track the students that they think need help in seeing where they are going to get their credits from, etc. Temperature gauge of the students after returning from the holidays seems to be generally happy and glad to be back. Moving into winter months we are being treated to hot soup (morning tea) and hot lunches from Jimmy which we feel lifts the mood of the students as well. Enrolling more new students from other schools and also outside of the area. This seems to be an ongoing process.				
Curriculum Development	Our learning first half of teachers only day..BT to explain				
Learning Hubs / Kahui Kaupapa	The key focus for the first 4 weeks of Term 2 is the design of the Junior Hubs for 2022 and this is being rolled out through middle leaders and then all staff. Information is being developed for the website and community. The goal is to be well prepared for the transition events and there is a detailed timeline plan. This focus will continue in Terms 3 and 4. A structured careers programme has been developed for Year 12 students in their Kāhui study time.	^			
EOTC	Our focus for the rest of the year is to put systems in place whereby we eliminate late-notice EOTC applications by closing off the calendar by the end of the preceding term. This is taking some getting used to for staff, but we hope that it will further refine the system and foster better long/medium-term planning.				
Snapshot	NCEA students have come back with renewed focus and are talking about their internals, credits and achievement. There has been much less movement of students between subjects and classes and students of all backgrounds are seeing themselves as academically capable and deserving of a top education. Now that the first sets of internals are in and marked, Ākina Coaches and staff are being asked to track student achievement with the students through a number of conversations and set goals and targets. The Academic Committee is uncharacteristically large as Ruby Foskett (Academic Captain) has a vision for the academic life of the school to be as visual as the sports and cultural life, and inclusive of all students at HGHS. She has restructured academic events to engage all students - for example setting up the Academic Quiz as Ākina groups.				
3.5 HSW Sub-Committee	Issue raised by students, with the bathrooms being blocked. The outcome of a discussion at the HS&W meeting was that this will be resolved as part of the 5YA actions which have just been signed off to start. Bi-annual MOE reviewed the boilers and highlighted that the issues from the last visit have not been fixed. This has been added to the Health and Safety register for action. First Aid training: If not budgeted for, ask Juliet, if it falls within the threshold for Jacqui and Catherine can approve, if more than this bring to the Finance committee meeting next month.	Signage in high traffic areas, such as the hall, student centre, reception, for defibrillator			Mercy Ili
4. General Business					
4.1 2021 HGHS Board Elections	Catherine suggested that Alana Hokianga would be someone we could approach to see if she would be interested in joining our BoT. Jacqui is still in contact with another parent interested in joining the BoT, she will bring an update to the next meeting. The election for Jo-ell to join the BoT closed, and the BoT welcome Jo-ell to the Board with no objections.				
4.2 Treaty of Waitangi Training for Board and new staff	26 May in the staffroom. Food provided. 5.30 - 7.30pm.	Jacqui will circulate some information prior to the meeting.			Jacqui Davis
4.3 Meeting start time	It was suggested by Jacqui that, from now on, we start the meeting at 5.30pm, with members arriving from 5pm.		Agreed		Jacqui Davis

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4.4 Teach Unracism	https://www.unteachracism.nz/	Sonya to add link for BoT to access, if they want to have a look.			Sonya Lyndon
	Bus tickets for the Waipukurau route to be discussed at the next meeting.				
	Karakia to be done by Anna at the next meeting.				Anna Vignolini
5. Meeting closure					
5.1	There being no further business, the meeting closed at 6.50pm. The next meeting of the Board of Trustees will be held on 16 June 2021 at 5.30pm.				