

| Meeting | Details | Action | Motion | Seconded | Person Responsible |
|---|---|--|---|-------------------|--------------------|
| Hastings Girls' High School Board of Trustees Meeting 2021 | | | | | |
| October | | | | | |
| Date: | 19 October 2021 | | | | |
| Time: | 5.37pm | | | | |
| Location: | Principal's Office | | | | |
| Agenda | | | | | |
| 1. Meeting opening | | | | | |
| | 1.1. Karakia | | | | TBC |
| | 1.2. Present | | | | Jacqui Davis |
| | 1.3. Apologies | | | | Jacqui Davis |
| | 1.4. Declaration of interests | | | | Jacqui Davis |
| 2. For Discussion | | | | | |
| | 2.1 Staff Culture | | | | Catherine Bentley |
| | 2.2 Strategic Plan Project | | | | Jacqui Davis |
| 3. For Approval | | | | | |
| | 3.1 Minutes of the previous meeting (September 2021) - See below | | | | Jacqui Davis |
| | 3.2 Correspondence | | | | Jacqui Davis |
| | 3.3 Finance Report - Verbal update - Governance Report attached | | | | Jacqui Davis |
| | 3.4 Principal's Report - See below, taken as read | | | | Catherine Bentley |
| | 3.5 HSW Sub-Committee | | | | Amataga Iuli |
| | 3.6 Policies for review: | | | | Jacqui Davis |
| 4. General Business | | | | | |
| | 4.1 Board elections https://myschoolelection.nz/school-board-election-manager/ | | | | |
| 5. Meeting closure | | | | | |
| Minutes | | | | | |
| 1. Meeting opening | | | | | |
| | 1.1. Karakia | | | | Jason Whaitiri |
| | 1.2. Present | Jacqui Davis, Grant Russell, Anna Vigonlini, Jason Whaitiri, Catherine Bentley, Mercy Ili, Monique Goodson, Sonya Lyndon, Amataga Iuli, Catherine Bentley, Zygy Russell | | | Jacqui Davis |
| | 1.3. Apologies | Jo MacDonald, Jason Whaitiri | | | Jacqui Davis |
| | 1.4. Declaration of interests | | | | Jacqui Davis |
| 2. For Discussion | | | | | |
| | 2.1 Staff Culture | N/A | | | Catherine Bentley |
| | 2.2 Strategic Plan Project | | | | Jacqui Davis |
| 3. For Approval | | | | | |
| | 3.1 Minutes of the previous meeting (September 2021) - See below | | Move that the minutes of the previous meeting are accepted as true and correct. | Grant Russell | Jacqui Davis |
| | 3.2 Correspondence | N/A | | | Jacqui Davis |
| | 3.3 Finance Report - Verbal update - Governance Report attached | Banking staffing is gradually reducing and is looking a lot better. There is a possibility of generating an income for the school through supplying lunches for school to another local school. We are working through the process now, and will update the Board at a future meeting once more details are confirmed. | Move that the Financial Report is accepted | Catherine Bentley | Anna Vignolini |

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| 3.4 Principals Report - See below, taken as read ATTACHMENTS WITHIN THE REPORT BELOW | <p>General discussion about Year 9 enrolments for next year. Good level of enrolments considering the smaller year group.</p> <p>TV3's News Hub Nation has contacted the school. They are sending in a film crew next week to interview Catherine, Mercy, Zygy, Marion and Gabriela, regarding non streaming in secondary schools. MOE guidelines have changed, and non curriculum activities on the school calendar will need to be cancelled, i.e. the Ball, assemblies, Big Day Out, Prizegiving. Not having a Big Day Out should be fine because of the transition plan for the beginning of 2022. It is now mandatory for staff to be vaccinated, as far as we are aware all staff are either vaccinated or in the process of being vaccinated. We will need to create a student vaccination register. We recognise that our vaccination rates for Māori students is low, so we have speakers coming in on Wednesday 3 November to speak at our House meetings. We will also will have someone here to do vaccinations in the nurse's office.</p> | | Move that the Principal's report is accepted | Mercy Ili | Catherine Bentley |
| Overview / Vision | | | | | |
| Student Learning | <p>Earlier this month was the launch of the new MOE restructure. Hawke's Bay/Tairāwhiti, now rebranded as Te Mahau. Jocelyn Mikaere is our Deputy Secretary Te Tai Whenua (Central). HGHS was invited to present at this opening, representing Secondary Schools in the region.</p> <p>Term 4 is the term for us to finish this year well, whilst preparing for 2022. With the launch of our new curriculum, it is a very exciting time, particularly as we will be launching our Curriculum Planning Tool as part of this process.</p> <p>We are both delighted and saddened to receive Catherine Kelsey's resignation. She has been appointed as Principal of Avonside Girls' High School in Christchurch. She takes up the position at the start of the year. Catherine has been instrumental in our progress over the past 4 years, much of this experience equipping her for her new role. We are looking forward to developing a strong relationship with Avonside over the next while.</p> | | | | |
| PLD | <p>There are continued PD and Teacher Only days aimed at supporting the development of the new NCEA changes and teacher understanding and planning. Friday 1 October saw our postponed departmental Accord day. Our HODs did a phenomenal job planning the day and all departments spent time looking specifically at the new Level 1 in their subjects. For some departments there are some fundamental shifts in the way their curriculum area will be seen, assessed and developed and some subjects are new or have been dropped. The planning and organisation for the day by HODs was impressive. Our teaching staff will be well supported and ready to embrace the new NCEA curriculum design. The next of these days is 23 November and most curriculum areas are meeting in cluster groups across Hawke's Bay. Our Numeracy PLD of 80 hours is now fixed until July 2022 and the focus will be assessment for learning.</p> <p>We have also locked in a plan with Tai Huki Consult Ltd for our 50 hours Te Tiriti O Waitangi PLD and this will now take place through Term 1 and 2 2022. This will allow staff the time to process learning and feed into the mātauranga Māori curriculum design.</p> | | | | |
| Transition | <p>Presently we have 135 enrolments with 13 more to come from Hastings Intermediate. We usually have 10 enrolments on average in December/January period. We now feel that 150-160 would be a realistic projection.</p> <p>Plans are well underway for the Big Day Out with the Deans and HODs planning an exciting day for the Year 8s on Friday 26 November. It was necessary to change the date to ensure that Seniors had been given every opportunity to complete work. This was done with both the Staff and Student wellbeing in the forefront. Contributing schools have all been visited and the change explained.</p> | | | | |

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| Snapshot | <p>The first stage of the ICT provider changeover is now complete, with staff laptops and desktops successfully re-imaged; new docking stations installed in classrooms; MoE laptops re-imaged and catalogued in our Library Accessit system (along with all other computers in the school); the network and active directory migrated; and the first (bulk) of data transferred to the Cloud. At the time of writing, there are still a few issues being worked through with Kamar, but it is anticipated that these will be sorted well before the start of term. The next step will be to gather all student-held devices, re-image and catalogue them over summer in preparation for next year.</p> <p>Over the course of the holidays, the remainder of the CCTV cameras are being installed; further floor coverings are being installed (principally in the 30s Block); the gym changing rooms are in the first stages of refitting; and the site-wide plumbing survey is being conducted. The turf over-sowing may yet be delayed due to the traffic expected over the fields for the works in the gym, but the grounds team are still working through alternative options.</p> <p>The long-awaited Outdoor First Aid course will be running on 5 & 6 November for eight of our staff and one guest from Massey University. Our FENZ registration documentation is awaiting approval after the latest revision - we anticipate a positive outcome.</p> | | | | |
| Student Engagement | | | | | |
| Hauora Team | <p>The Panel is assembled for our first Hauora Meeting. We have gathered multiple voices around addiction and the effects it has on our community, students and whānau. We have a grandmother raising her grandchildren, the Director of an NGO - Whare Āwhina, Counsellor from Addiction Services and a Senior Police Officer. This will be a Question and Answer style meeting. The second part of the meeting will be around Child Protection Policy and statutory agencies responsibility. This part of the meeting will be led by Catherine Bentley and Amanda Greville</p> | | | | |
| Snapshot | <p>The 2022 Student Leader process is underway with 28 girls self selecting what leadership that they wanted to go for. We have had speeches where the students speak at lunchtime (to whoever wants to listen) about their leadership qualities and why they want to be a leader. Voting by both students and staff has closed and we now begin the shortlisting process. Notably the difference in the diversity of candidates was reflective of the diversity of our roll, and the student speeches were reflective of this, with students being very firm in their identity (culture, language, religion). This is a true measure of the cultural shift across the school. We have a new position this year which is Amorangi - Māori Student Council. This is to support the development of leadership in our Māori students.</p> <p>As we did last year, we have implemented our Academic Support Plan for Term 4 by publishing this year's criteria for study leave. Senior students are now self selecting the group that they believe they are in. The Deans will look at this and change students, if necessary, to align with what the student needs to do to get over the line.</p> <p>Once we returned from Lockdown we needed to gain feedback from our students around how they communicate best with their Ākina Coaches so that we could fine tune this process. We then put this information on to our Smartsheet in case we need it in the future. We put out a survey and the results gave us valuable information about how our students and families felt about communication. Overall most parties were happy with the ways we were communicating. As part of our start of year process next year our COVID-19 Preparedness Plan will be shared with students and staff.</p> | | | | |
| Curriculum Development | | | | | |
| Learning Hubs / Kahui Kaupapa | <p>We are at the business end of the planning for 2022 with the timetabling team getting deep into Junior Hub structural planning, and senior course timetabling. Most students have now indicated wishes for 2022. We will have 16 Junior Hubs of which includes two Pathway to the Podium Hubs. All the proposed Hubs are going ahead, which indicates that we have got the breadth of passion areas somewhat right. In the Senior school we have the addition of Senior Māori Performing Arts, which has new Achievement Standards at NCEA. We will continue to support senior students with Kāhui Kaupapa on Fridays and ELL classes within the timetable for Seniors and electives for Juniors. The plan for Term 4 Senior Kāhui groups, in which students remain until they have got the credits needed, is in draft form and we will be looking to do much the same as at the end of 2020 to support all our students to finish the year well.</p> | | | | |

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| EOTC | We are now looking towards 2022, by working with HODs to consider what EOTC they would like to undertake next year. This information is being gathered via the 2022 Budget Forecasting process. Fortunately, our school calendar was reasonably unaffected by the lockdown and Alert Level restrictions, as at this time of year the school is preparing for exams, and therefore most EOTC, had already taken place earlier in the year. | | | | |
| Snapshot | <p>During the first week of the October holidays we had our inaugural Tupulaga mo Taea workshops. This is the first stage of the funding we received from the Pasifika Innovation Funding. The intention had been for this to be across schools but due to Covid-19 we decided to start small and in-house. These 20 students have been invited to attend a series of workshops designed to complete Level 2 UE Literacy internals and other assessments. Teachers offered their time to work on this programme, which was, as well as a lunch that was provided for the students each day, paid for via the funding received. The next step is to appoint a coordinator for 2022 to start building the innovation focus of community centred once a week.</p> <p>The curriculum group have been receiving PD during meetings from each other in order to better understand the curriculum design of each subject area and the development of the student. Catherine Bentley has also presented the Junior Curriculum Planning template as part of the deliberate steps we are taking prior to whole staff Junior planning in Term 4. Final PD has also been in looking to develop a platform for learning that could really support students in any further lockdown situation and develop analytical understanding of student learning for teachers in a more streamlined way, easing workload. Senior Curriculum for 2022 continues to develop the breadth of courses offered to students but in a responsive manner. It is likely that Classics will fall away, Samoan and Senior Performing Arts continue to grow, with Drama now just one senior class, and the Police programme will go into its third year as the beacon in Hawke's Bay of how to run this kind of industry course.</p> <p>This is a busy time now for staff recruitment and we have hired some top quality teachers. Kristy Burling (an old girl) comes to us as a Permanent Business Studies Teacher from St Mary's Auckland, Shane Wilson comes for a year maternity in History, Anna Bryson will be permanent in PE and Jesse Gabel in Science from 2022.</p> | | | | |
| 3.5 HSW Sub-Committee | Thank you to the Board, for up skilling the staff on First Aid, approx. 26 staff have their First Aid certificate now. 6-8 people to do a high level First Aid course for EOTC in November. No policies to be brought to the Board at the moment. Mercy to consider staying on the HS&W committee. | | Move that the update is accepted. | Mercy Ili | Amataga Iuli |
| 3.6 Policies for review: | Grant is to review the harrasment and religion in schools. | Grant to circulate information to BOT members. | | | Grant Russell |
| 4. General Business | | | | | |
| 4.1 Board elections https://myschoolelection.nz/sc/hool-board-election-manager/ | Need to start promoting the Board to our families at the start of 2022. Have a regular slot in the weekly pānui. Election date set for 4 May 2022. | Add this as a recurring agenda item. | Move to going online for voting and the election day 4 May. | Catherine Bentley | Jacqui Davis |
| 4.2 Introduction of the new student rep | Jacqui welcomed Zygy Russell to the Board. Zygy introduced herself to everyone. | | | | |
| 4.3 Co-opted member | Mercy has requested to stay on the Board as a co-opted member. | | Move that Mercy is co-opted onto the Board until the end of 2021. | Catherine Bentley | Jacqui Davis |
| 5. Meeting closure | | | | | |
| | There being no further business, the meeting closed at 6.38pm. The next meeting of the Board of Trustees will be held on Wednesday 17 November 2021 at 6.46pm. | | | | |