



Hastings Girls' High School

Be Respectful Show Resilience Strive to Succeed Be Honest

MINUTES OF THE HASTINGS GIRLS' HIGH SCHOOL BOARD OF TRUSTEES HELD AT 5.30 PM AT HASTINGS GIRLS' HIGH SCHOOL ON WEDNESDAY 17 APRIL 2019

Present	C Dent (Chair), C Bentley (Principal), H Smith, B Grapes, G Hunt (Parent Representatives), M Duncan (Staff Representative), J Davis, G Russell (Co-opted Member),
In Attendance	S Lyndon
Apologies	Graham Hunt, A Uelese, Jasmeen Nijjar
Declaration of Conflict of Interest(s)	None

1. GOVERNANCE REPORT FEBRUARY 2019

- 1.1 Identified that there was a surplus in Te Rororo. This was explained, as a stock take showed that they had carried over a lot of stock. Mike Duncan said that he had the impression from staff that the quality of food had gone down. Catherine Bentley will pass this feedback on to Gail Reid.
- 1.2 Hannah Smith asked about the capital of \$55k. This is the final payment for the gym floor, being held until the job is completed to an acceptable standard.
- 1.3 As a result of the 1st March return, our budget has been reduced by \$70k. This is due to less students. There have been some cost saving exercises as Catherine kept \$40k as a contingency, \$20k has come back from teacher first, also Catherine is hosting the PD coordinator each month, to save the school the cost of accommodation and Catherine Kelsey applied for grant, for which we have been shortlisted. There are some cost we still need to allow for, such as staff PD. Catherine is meeting with Education Services to forecast HGHS expenses and allocate funds accordingly. Highlighted in this process will be a need to better track actual costs of teacher relief and PD.
- 1.4 There was general discussion about how staff PD was going. Mike agreed with Catherine that Lara's help has been very valuable. He found it useful for critical thinking, as Lara plans with you and is very passionate. The BOT thought it would be good to get more staff feedback on how things are going using Jim and Lara's services.
- 1.5 The Board asked what the 'G Travers support fund' was. Catherine explained that it came from G Travers/HDC and is currently being used at Catherine's discretion to support students, i.e. those attending Outward Bounds. These funds will be used in this matter until it has dwindled it down completely.
- 1.6 Celia asked what the 'container' purchase was. Catherine explained that it was a large container brought and used for storing the gym equipment, while the gym was being repaired, as a cheaper alternative to alternative storage costs.

Motion: Governance accepted
Moved: Celia Dent
Seconded: Jacqui Davis
Carried

2. Annual Report for year ended 31 December 2018

- 2.1 PD from last year went over. Separate accounts will set up in future to better track costs.
- 2.2 There was a discussion as to whether or not we should increase the relief budget. Catherine said it might be necessary; however, she wanted to come back to the Board later in the year, if it starts to become an issue. Catherine believes that an upcoming meeting with Education Services will help map out expenses in a way that we can more effectively track costs. Catherine will provide feedback on her meeting with Education Services in her next Principals Report to the Board. Last years staffing budget went over by \$40 [\$60k actual/\$20k allocated]. Mike said that staff appreciated SLT helping by covering classes so teachers could do PD. He agreed with Catherine that although it wasn't a sustainable model, SLT do have staff wellbeing in mind.

Grant left the meeting at 6.04pm

- 2.3 Jacqui asked where the grant funds go. The Board requested a list of what grants are coming in, as they were unclear on where the funds are being directed.
- 2.4 The Board asked for a copy of the constitution. NZSTA.

Motion: Accept report
Moved: Celia Dent
Seconded: Hannah Smith
Carried

3. Minutes of previous meeting 20 March 2019

- 3.1 9.3.2 Hannah asked for this point to be clarified. The use of water bottles in classrooms. Mike explained that it was low risk in science classes; however, it is a greater risk for students to not have a water bottle. Mike to feedback to staff on behalf of the Board.

Mike commented that Worksafe has now said it is okay to have sandals in Science classrooms. Frustrating result from a H&S point of view, as a lot of time has been spent on this matter. Mike to try and get that in writing. Mike to ask Kate to give feedback at the next H&S meeting. Add Mikes comments to previous minutes.

Motion: Accept with changes.
Moved: Celia Dent
Seconded: Hannah Smith
Carried

4. Correspondence

Motion: Moved that the inwards correspondence by accepted and the outwards correspondence by approved.
Moved: Celia Dent
Seconded: Catherine Bentley
Carried

5. Staff Representative Report

- 5.1 Mike Duncan presented his report. The BOT breakfast for staff was well received. Mike agreed that in general the staff felt more support from the Board. The Board agreed to hold another breakfast at the end of Term Two. Catherine confirmed that next time it would just be breakfast, not combined with PLD. Mike said that PD has been very good, as it's been driven by people from within the school, who have constructive feedback on next steps.

6. STUDENT REPRESENTATIVE'S REPORT

- 6.1 J Nijjar was not present.

7. PRINCIPALS REPORT

- 7.1 Catherine presented her report. There was general conversation about the Te Kotuku Bilingual Risk Reduction Programme. Catherine explained how special the new programme is. There will be an evening event and a careers expo held at HGHS. We will have a Teachers Only Day, at the same time, so that everyone can attend. Catherine thought there could be more than 300 people attend. Hannah suggested that they might need to employ someone as an event coordinator. It is hoped that next year HBHS will host.
- 7.2 Catherine talked about junior curriculum. Hannah asked for more explanation about cross-curriculum timetabling. Mike said that Robyn is very systemised, and therefore could make it work practically.
- 7.3 Catherine informed the Board that Phil had passed his international responsibilities on to her, as it was a distraction to his pastoral work.
- 7.4 Marlene Wilkinson is going to take over ESOL from Debbie Starke. Hannah asked why Debbie decided to leave. Catherine thought it was because Debbie wanted a full time position. Hannah asked for an email address for Cate Godwin, Lisa Hughes and Debbie Starke, so that she can do an exit interview.
- 7.5 General discussion about the Board's presence at local events in our community, i.e. hui, Pacifica and Maori nights. The Board agreed that they need to be seen in our community.

8. Complaints Process Review

- 8.1 The policy was not reviewed in full. There was general discussion about Policies and Guidelines. Celia will review the Nags and report back at the next Board meeting. Sonya to create a Smartsheet of the policies and send to Celia.
- Formal complaints relating to staff will be recorded on the individual staff files. Catherine stressed that it's confidential and we need to look after the staff.
- 8.2 The Board agreed that if a staff matter becomes serious, the Principal will notify the Chair, at the same time that the insurer is told. The Chair will then notify the Board of the [pending] complaint In-Committee.

9. Health Safety and Wellbeing Report

- 9.1 No update.

10. GENERAL BUSINESS

- 10.1 Hannah asked if everyone saw the updates from the strategy meeting. Second Strategy meeting on 1 May. All actions are to be done prior to the next meeting. Hannah to send out a reminder.
- 10.2 Catherine raised concerns that the school is unable to fund more than two Board members attending the NZSTA Conference. The Board agreed to send Hannah and Jacqui. Catherine to check with Grant to see if he would also like to go.

There being no further business, the meeting closed at 7.40 pm. The next meeting of the Board of Trustees will be held on Wednesday 15 May 2019 at 5.15pm.

Chairperson _____ Date _____