



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 5.15 PM AT HASTINGS GIRLS' HIGH SCHOOL ON WEDNESDAY 15 MAY 2019

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

2.1 PRESENTATION FROM THE ENGLISH DEPARTMENT

- 2.1.1 Karen Bain, HOD Languages, presented information on the English department. The Board noted the increase in the number of students achieving high results than in previous years. There was general discussion regarding the new learning formats this year. The Board asked Karen if it was more work for the teachers. Karen and Catherine Bentley explained that due to the planning and testing they are doing, although there is more work involved it is worth it and so far the students seem to be really enjoying it and are excelling.
- 2.1.2 The Board thanked Karen for her time, and said that it was fantastic to see such a positive change in with great results.

2.2 FINANCE REPORT

- 2.2.1 The Finance Report for the period ended 31 April 2019 were presented to the Board, included in these minutes.
- 2.2.2 First meeting of the Finance sub-committee was held. Celia said it was really good to have Gail Reid on the Finance Committee, as she brought a lot of knowledge with her.

The Finance Committee said that there was only one small concerned, and that was with Te Rororo. Juliet Price has been tasked with looking into the reasons for the losses.

Motion: The financial report is accepted.
Moved: Celia Dent
Seconded: Hannah Smith
Carried

2.3 STUDENT REPRESENTATIVE'S REPORT

- 2.3.1 The students were asking if there was any feedback regarding the white line. Catherine said that it has been raised through the Staff Forum and the students will receive feedback before the end of term.
- 2.3.2 Some bathroom doors are not locking. Jasmeen to speak with Catherine Bentley and she will ensure that it goes into the caretakers book for repairs. Catherine Bentley to find out if students can log issues in the caretakers book. Students can use the school app to report issues.

2.4 STAFF REPRESENTATIVE'S REPORT

- 2.4.1 General update from Mike to the Board, including: PPTA Branch meeting to be feedback to the Board soon. Leah Setford has set up a Facebook page related to careers. Science department starting a science club. Lots of positive stuff.
- 2.4.2 PPTA putting a plan together regarding the strike. Most teachers will still be working, however the school is closed to teacher. BT to handle comms. Board asked Mike to feedback to staff that they appreciated that feedback.

2.5 PRINCIPALS REPORT

- 2.5.1 Request for a variation to the budget. Meeting with Education Services, highlighted what hadn't been included in last year's budget. There was no allocate for depreciation. Looked at staffing required for PD terms 2 and 4 this year. The figure came back as \$40k. Steven has made the amendment to the budget of \$70. Only changes were depreciation and PD. Going forward there will be greater visibility around PD, so that it will be easier for next year.

Motion: Approve the adoption of the changes to Appendix A. In future both current budget and proposed changes to be presented, so that Board can easily see what the changes are.

Moved: Celia Dent

Seconded: Hannah Smith

Carried

Motion: Principals Report approved.

Moved: Catherine Bentley

Seconded: Celia Dent

Carried

3. Strategic Board Review

- 3.1.1 Celia explained how the sub-committees would work.
- 3.1.2 Hannah will be responsible for H&S and Personnel, Jacqui will be responsible for Pastoral and Finance.
- 3.1.3 Sonya and Catherine to set up a team drive for Board members to save documents, etc.
- 3.1.4 Board members will be paid for sub-committee. Hannah and Jacqui to confirm how this will happen.

3.1.5 All other terms and conditions brought. All have the T&C are in the same format and tabled at the next meeting, Sonya to format.

Motion: Move that the committee approves the new committee structure and moves into the new format with the four sub-committees.

Moved: Celia Dent

Seconded: Grant Russell

Carried

Motion: Accept the Committee Terms of reference.

Moved: Hannah Smith

Seconded: Celia Dent

Carried

4.1 MINUTES OF PREVIOUS MEETING

4.1.1 Correction of points 8.1 & 8.2: The policy was not review in full. The review of the policy has been deferred.

4.1.2 In-Committee Minutes to change name from Grant Hunt to Grant Russell.

Motion: Board delegated Celia Dent to accept the amended minutes on their behalf.

Moved: Catherine Bentley

Seconded: Hannah Smith

Carried

Motion: Board delegated Celia Dent to accept the amended In-Committee minutes on their behalf.

Moved: Catherine Bentley

Seconded: Hannah Smith

Carried

4.2 CORRESPONDENCE

4.2.1 Celia handed NZSTA voting pack onto Hannah.

Motion: Approve inward and outward correspondence.

Moved: Celia Dent

Seconded: Alieta Uelese

Carried

5.1 NEXT MEETING PREP

5.1.1 Hannah asked what the Board need to see to approve the policy. Changes shown via 'track changes'. To go out with the board papers prior to the meeting.

5.1.2 Review team to look at policies and bring them back to the Board.

5.1.3 BOT meetings to be held on the third Wednesday of every month, except July and December. In July there will be a Board strategic meeting, looking at the three year plan.

6. HEALTH AND SAFETY REPORT

6.1 Hannah to document policies through the H&S meeting. With a best practice model for the rest of the policies.

7. GENERAL MATTERS

7.1 Board elections: Discussion around staff rep. Mike will contact Celia as to whether or not he will stand. Graham, Brian and Alieta are standing down.

7.2 Sonya to arrange a dinner after the next meeting to welcome the new Board member and farewell those stepping down.

Motion: Approve the adoption of the changes to Appendix A. In future both current budget and proposed changes to be presented, so that Board can easily see what the changes are.

Moved: Celia Dent

Seconded: Hannah Smith

Carried

There being no further business, the meeting closed at 6.58pm. The next meeting of the Board of Trustees will be held on Wednesday 19 June 2019 at 5.15pm. Following by dinner at Star Lake at 7pm.

Chairperson _____ Date _____