



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 18 SEPTEMBER 2019

1. Meeting Opening

1.1 Present: C Dent (Chair), H Smith, C Bentley (Principal), G Russell, J Davis, A Vignolini, J Whaitiri, J Nijjar (Student Rep), Emma Jenson (Staff Rep)

In Attendance: S Lyndon, S Whittaker

1.2 Apologies: None

1.3 Declaration of Conflict of Interest(s): None

2. Monitoring

2.1 Expert Presentation

2.1.1 Stephanie Clifton presented to the Board as HOD of Social Science.

Cultural connectivity is really important to Stephanie and is pleased that the school has moved more into this direction, under Catherine's leadership. Stephanie thanked the board for their support, with the marae visit the department did with the Year 9 students, earlier in the year. The Social Science department has moved more toward cultural responsiveness and local curriculum, which is challenging and interesting for the students. They want to strengthen relationships with whānau and parents. Stephanie said that in considering what skills the girls need when they leave school, we need to have brave in our curriculum. Dedicated improvement reflection time, is a useful way to support our girls, with a focus on "power sharing" with responsive teaching methods. Going forward Social Sciences are working more on high impact practices.

The Board thanks Stephanie for her presentation and Celia asked that Stephanie send them her PowerPoint presentation, so they can read all the slides, as Stephanie did not have time to give a full presentation. Celia asked if Stephanie believes we are going in the right direction or if we could have stayed the same. Stephanie responded that the work is not hard and the fruits of their labour are evident and worth it. Stephanie strongly believes that we need to and must move forward as a school and as an individual, as it is our responsibility to our students to provide the best education.

Hannah asked what Stephanie thought of the Senior Subject Selection Day/Evening, which was held for students and their parents. Stephanie thought it was amazing and added real value for our girls. Stephanie believes that we need to hold this event every year. Catherine said that the school is now considering extending this event format to the report evenings as well. Hannah asked if Stephanie had any concerns with differentiated learning. Stephanie replied that she was happy with what they were doing and had no concerns.

There was general agreement that the presentation was wonderful. Jason loved her passion. Celia asked Stephanie to thank her team.

2.2 Finance Report

2.2.1 Page 3 variations were there because of the change of systems. This will rectify next year.

The BOT discuss the current policy regarding the Principal being able to sign off \$10k for out of budget expenses and agreed this should be removed. The BOT agreed that they can approve purchases via email. If anyone objects then it comes to the Board meeting. Add to policy, "after electronic or board meeting approval from the board". Remove the \$ amount to future proof the process. Catherine to reword and bring to the next meeting.

2.2.2 Anna explained to the BOT that the current school car use was limited to use only during school hours for school purposes and highlighted that there is a risk of damage to vehicle by being left in the carpark outside of school hours. There is also damage done to the school's reputation, when used for disciplinary purposes. The BOT agreed that the Principal can use the car when travelling to and from school or school related events/meetings. They also agreed that the Truancy Officer needs to use their own car and there will be a budget set for the Truancy Officer's vehicle costs.

2.2.3 Steven thought that we were doing well. The BOT agreed that everything is much clearer under the new system.

2.2.4 Steven Whittaker spoke about depreciation of vehicles and other assets. Steve suggested that HGHS should consider changing our depreciation rate to be in line with the MOE, and then re-review all our assets. Steven will create a depreciation policy and forward to Gail for review. Once the policy is in final draft it will come to the Board. It is expected that the draft policy will come to the next BOT mtg. It will be backdated to 1 January 2019. Steven said as a school we measure well against other schools. Need to show allocation for the asset replacement plan.

2.2.5 Steven stressed that teachers must get invoices approved and back to Juliet far quicker than is currently being done. Steven asked the student rep to give that feedback to the teachers.

Reports need to be passed to management quicker, so that it's fair on the finance team. It will give them the chance to do better analysis.

2.2.6 HGHS needs to look at the maintenance schedule and consider if the costs are still reasonable, an example is Tamatea has hired a painter.

Motion: Finance Report accepted.

Moved: Jason Whaitiri

Seconded: Grant Russell

Carried

Motion: Catherine to create a new policy for the Principals usage of the school car, as the BOT approved the Principals use effective immediately and that Catherine will need full use while her car for the following month as her car is being used by another member of staff. Catherine to bring policy to next BOT meeting.

Moved: Jason Whaitiri

Seconded: Grant Russell

Carried

2.3 Student Report

- 2.3.1 Jasmeen raised the Student Subject Selection Day and gave feedback from students that they really enjoyed it and found value, when planning subjects particularly in relation to university. MCATs, which were held this week. Catherine explained what a MCAT is and said that we might not do that next year. Other events included a Cultural assembly
- 2.3.2 Diwali is on Friday 6-8pm please come \$2. Celia gave her apologies.

2.4 Staff report

- 2.4.1 Staff are tired and looking forward having a break.
- 2.4.2 The Board asked if they should hold another staff wellbeing breakfast, however, Catherine explained that SLT are cooking lunch for the staff, to thank them for their hard work of the term.
- 2.4.3 Staff asked if we were moving towards bring-your-own-device (BYOD). The Board said that this is not a priority to review/consider, as there is no evidence that using a device has better results and many of our families cannot afford it. Catherine explained that Gail is building a plan around digital growth. Emma said staff are unclear if we are already BOYD, Hannah asked that Emma take it back to the staff that we are not BOYD.

Grant raised a point around the new donation scheme, which says you cannot be asked to provide a device. It has to remain voluntary to provide them. The board agreed that they were not in favour of BOYD at this time.

2.5 Principals report

- 2.5.1 Catherine explained to Jason and Anna that the white line is used to keep students from the field. The school is trialling remove of the white line in term 4.
- 2.5.2 Careers days was amazing, the staff and students loved it. Jacqui said that as a parent it could be overwhelming, but that it was fantastic.
- 2.5.3 Jo Jarvis has resigned. Ina Jones has resigned. Katherine Winitana has put in a verbal resignation.
- 2.5.4 BSM are going to create a set of guidelines re asbestos on site.
- 2.5.5 General discussion about the Learning Support Co-ordinator role. Catherine has reviewed the job description and added a couple of other strategic duties relating to pastoral. HGHS will not be disestablished SENCO like some schools, because it is working so well.
- 2.5.6 Hannah asked about Jo Jarvis resignation. Catherine said Jo's stepping back from the Dean role has been great for Jo as she transitions into "semi" retirement. Jo has offered to be a relief for HGHS next year.

Motion: Accept the Principals Report

Moved: Catherine Bentley

Seconded: Jacqui Davis

Carried

3. Strategic Discussions

3.1 Strategic Board Review

Nothing was discussed.

4. Administration

4.1 General Business

- 4.1.1 Anna asked if she was going to meet with Catherine as per the previous meetings action items. Catherine explained that it was no longer required, as both Phil Carmine and Stephen Hensman had already run individual professional development sessions with SLT on staff banking.
- 4.1.2 Hannah reported that they had attended NZSTA training. Hannah will scan the resource book and put in the team drive, for all the Board members to use. An interesting point Hannah Learning at the training was that the Staff rep is their own person, and can have an opinion, but have to be clear on when this is the case. Staff can attend any Board meeting, as an observer only; they are not to speak to any matters raised. Hannah suggested advertising the board meetings, and ensuring it is on the School Calendar.
- 4.1.3 Jacqui said that the minutes at some schools are on their website. The Board agreed that the Minutes should be accessible to staff and parents. We need to include an acronym list in the team drive. Rolling action log at the end of the minutes. Action items on Smartsheet.
- 4.1.2 Trustees code of conduct to be signed individually by Board members when they are next at the school.

4.2 Confirmation of Minutes

Motion: Moved that the minutes of the previous meet be accepted.
Moved: Anna Vignolini
Seconded: Hannah Smith
Carried

4.2 Correspondence

Motion: Moved to accept the inwards and outwards correspondence
Moved: Celia Dent
Seconded: Catherine Bentley
Carried

5.1 Preparation for next meeting

- 5.1.1 There being no further business, the meeting closed at 7.45pm. The next meeting of the Board of Trustees will be held on Tuesday 22 October 2019 at 5.15pm.

Chairperson _____

Date _____