

HASTINGS GIRLS' HIGH SCHOOL – NGĀ RAU HUIA O ĀKINA				
Date:	Monday 25 November 2024			
Time:	5:15pm			
Location:	HGHS Principals Office			
Agenda				
1. Meeting opening	Minutes	Motion	Person Responsible	Seconded By
1.1. Karakia	E te kaihanga Arahia mātou ki te whai i ngā huarahi o te tika, o te whakapono, o te tumanako me te aroha Ākina i a mātou kia whai i te mātauranga Ākina i a mātou ki te whai i te māramatanga Kia rere tika ngā Huia ki te panekiretanga Ko te poutokomanawa, ko te tuakiri Ko te whenua, te tūrangawaewae Aroha atu, aroha mai, tātou i a tātou katoa, Ākina, tukua!			
1.2. Present	Jo Husband, Sonya Lyndon (Secretary), Catherine Bentley, Jesamine Te Huia, Lani Kawana, Amataga Iuli, Candyce Keelan			
1.3. Apologies	Moira Fomai			
1.4. Declaration of interests	None			
2. For Approval	Minutes	Motion	Person Responsible	Seconded By

2.1 Draft 2025 Budget	<p>\$4,000 for sport regional tournament. This has come out and the students will be charged for the cost. This was always the case. This has been shifted to the Dingle Foundation.</p> <p>\$2,000 additional Board expenses, for the Board to use a support staff with training costs.</p> <p>\$4.5m in assets. \$9,000 of old assets are to be written off and removed from the assets list. \$68,000 is in the budget to replace those items.</p> <p>The Waipawa bus service was cut. Catherine meet with the CHB families who are reliant on that bus service. HBHS and HGHS are going to put on a bus. Parents must pay up front at the beginning of each term. Expressions of interest went out to parents already. Many have already said that they will be taking up the opportunity. We will be subsidising the cost again, but that is in line with the budget this year and last year.</p> <p>We are budgeting for a deficit however, our income increased over 4 year, this year and next year we are spending some of that income. Therefore the deficit is covered by our savings.</p> <p>We will have an evaluation on the land that Lindisfarne rent from us done and will increase the rent accordingly, as this has not been done for some time.</p> <p>The mathematics budget includes the new courses, such as financial literacy.</p>	Moved that the Draft 2025 Budget be accepted	Jo Husband	Amataga luli
2.2 Tag for Marketing	<p>The Board agreed to use the one tag line for marketing purposes. "Inspiring Our Future Leaders". Discussed the use of Te Reo Maori in our marketing. Just for quick touch marketing when there are word limits, English will be the language use.</p>			

3. Meeting closure	Minutes	Motion	Person Responsible	Seconded By
3.1 Closing karakia	<p>E te kaihanga Kua arahia koe i a mātau ki te whai i ngā huarahi tika Kua tū tapatahi, kua mahi tahi mātau, Kua oho te pitomata. Kua ākina i a matau kia whai i te mātauranga, i te māramatanga hoki. Kua rere tika mātau ki te panekiretanga. Kua tūwhitia te hopo, kua mairangitia te angitū. Kua mutu ā mātau mahi i tēnei rā Manaakitia mai i a mātau kia hoki pai atu ki te kāinga. Aroha atu, Aroha mai, tātou i a tātou katoa Ākina Tukua !</p>			
3.2 Finish and date of next meeting	<p>The meeting closed at 6.13pm. The Board dinner will be held Wednesday 11 December 2024 at 6pm, at Cellar 495.</p>			

HASTINGS GIRLS' HIGH SCHOOL – NGĀ RAU HUIA O ĀKINA				
Date:	Wednesday 6 November 2024			
Time:	5:15pm			
Location:	HGHS Principals Office			
Agenda				
1. Meeting opening	Minutes	Motion	Person Responsible	Seconded By
1.1. Karakia	E te kaihanga Arahia mātou ki te whai i ngā huarahi o te tika, o te whakapono, o te tumanako me te aroha Ākina i a mātou kia whai i te mātauranga Ākina i a mātou ki te whai i te māramatanga Kia rere tika ngā Huia ki te panekiretanga Ko te poutokomanawa, ko te tuakiri Ko te whenua, te tūrangawaewae Aroha atu, aroha mai, tātou i a tātou katoa, Ākina, tukua!			
1.2. Present	Jo Husband, Moira Fomai, Sonya Lyndon (Secretary), Catherine Bentley, Jesamine Te Huia, Lani Kawana, Tahatera Apatu, Amataga Iuli, Candyce Keelan, Hamish Lowry			
1.3. Apologies	None			
1.4. Declaration of interests	None			
1.5 Board members	On 28th October Amy O'Connor resigned from the Board of Trustees, giving the reason that her my heart is no longer with Hastings Girls and did not agree with certain things that have happened. This now leaves 2 vacant position available on the Board. These can filled by a selected member until the elections in September 2025. This month we welcome Candyce Keelan as the new Staff Representative and Lani Kawana as the Student Representative. Taha is present at the meeting today to support Lani with her transition in to the role. The Board thanked Taha for her hard work on the Board and look forward to seeing her again in the future.			

2. For Discussion	Minutes	Motion	Person Responsible	Seconded By
2.1 Market Update	Hamish from Quest to spoke to the Board with his marketing recommendations within the brand guide.	Motion to move that the brand guide be accepted and used efficient immediately.	Jo Husband	All
2.2 Health & Safety				
2.3 Policies for review	Sonya to circulate the policies for review to the Board this week.			
2.3.1 Leave Management	<p>The questions of which leave is approved by the Board of Trustees was raised by Amy O'Connor via email to the Board members in October. For future reference the below section of the Staff Leave policy from School Docs is as follows:</p> <p>Leave management Below outlines types of leave and who this is managed by at Hastings Girls High School. Management of leave includes considering applications, approving or declining applications, and notifying staff members of the outcome. Discretionary leave includes any leave that is not specified by an employment agreement. Categorisation of leave as discretionary or non-discretionary may differ depending on the relevant employment agreement.</p> <p>Type of leave: Leave according to conditions of an employment agreement, e.g. annual leave, sick leave, bereavement/tangihanga leave, parental leave, family violence leave, jury service and witness leave Managed by: Principal, according to the terms of the employment agreement and relevant legislation</p> <p>Type of leave: Discretionary leave, with or without pay, for 5 days or less Managed by: Principal</p> <p>Type of leave: Discretionary leave, with or without pay, for more than 5 days and less than 6 weeks – a short-term reliever is employed for less than 6 weeks Managed by: Board</p>			

	<p>Type of leave: Long-term leave (more than 6 weeks), e.g. study leave, sabbatical leave, refreshment leave Managed by: Board</p> <p>Additional leave types and considerations: Disregarded sick leave is leave taken for sickness or injury that is not deducted from staff leave balances. Conditions that may qualify for disregarded sick leave include contracting a notifiable infectious disease. The board cannot approve disregarded sick leave directly, and must apply to the Ministry of Education for disregarded sick leave on behalf of a staff member. Staff should consult their relevant employment agreement for more information.</p>			
2.3.2 Leave Requests	Emma Jensen and Heather Jone's leave requests were both approved by the Board member via email in October.			
3. For Approval	Minutes	Motion	Person Responsible	Seconded By
3.1 Correspondence				
3.1.1 Inwards	<p>Jo recommended to the Board that they create a fund in 2025 for staff to apply to the Board for funding for further education. If you complete the course then a portion of the fees will be refunded to the person. Catherine will create a policy for the fund and add \$20,000 to next years budget.</p> <p>From: Evelyn Leef <lf@hastingsgirls.com> Sent: Tuesday, October 22, 2024 12:33 PM To: Jo Husband <Jo.Husband@oceaniahealthcare.co.nz> Subject: Request to BOT for ongoing PLD Huia Kaimanawa</p> <p>Tēnā Koe Jo, I hope you have had an amazing time celebrating your rā whānau :)</p> <p>As you are aware, I have been part of Huia Kaimanawa as 'Tira 3' for the past year. This was a 2 year PLD programme for Māori Principals and emerging leaders. The process was an application, and all fees were paid for PLD - which I successfully gained.</p> <p>However, as you are also aware, the government is cutting</p>	Move that Evelyn is allocated \$1,000 from the 2025 PD budget, to support her course fees.	Catherine Bentley	Jo Husband

	<p>funding left, right, and centre, including the financing of this programme. Te Akatea and Huia Kaimanawa have now reached out to all participants informing us that we need to seek support from our schools and Board of Trustees to continue with this mahi in 2025.</p> <p>I have attached the supporting documents sent by Huia Kaimanawa for your perusal - the costings are within the document.</p> <p>Please may I ask if this could be presented at the Board meeting around finances for 2025?</p> <p>I have told Catherine about this, so it won't be a surprise. She said to send it to you :)</p> <p>If this programme wasn't worth it, I wouldn't bother asking. I have learned a tonne which I have applied in my everyday mahi and programs delivered in class and with staff.</p> <p>Additionally, the networking has been incredible and I have drawn on different people, both leaders of this mahi as well as participants for guidance and mahi this year.</p> <p>Heoi, open to kōrero further, and please let me know if you have any questions.</p> <p>Nui ngā mihi, Evelyn</p>			
3.1.2 Outwards	No outward correspondence			
3.2 Finance Report	<p>76% for budget. 80% of government funding. 71% of expenditure. Actual deficit is well under what it is budgeted to be at this time of year. Which included the additional funds spent on marketing and setting up the international department. Bank staffing is not as positive but is good compared to other schools, and looking better again before the end of the year. No items of significant concern.</p> <p>Lunches in schools continues next year at \$4 per student. Catherine suggested to Candyce that she speak with the staff about the sustainability of the Board funding staff lunches. The Board believe that the staff would understand that if it increases the quality of the students lunches they would understand if the board decided that they could no longer fund staff lunches. Candyce explained to the Board that Catherine does care for the staff and they know that.</p>	Move that the Finance Report be accepted.	Jo Husband	Amataga luli

	Amataga asked what the Lindisfarne proprietors payment was. This was the cost of the symphonic bands trip to compete at the Nationals.			
3.3.1 2025 Budget	Special meeting in early December required to review the 2025 Draft Budget. Monday 25 November at 5.15pm. Sonya will send everyone a calendar request.			
3.1 Minutes of the previous meeting [September 2024] - See below		Move that the minutes of the previous meeting in September be accepted	Jo Husband	Moira Fomai
3.4 Principals Report - See below, taken as read	Jesamine felt that the Senior Prize Giving was great but the hall was overly hot. Amataga commented that she felt like it appears to be a higher staff turnover. Catherine explained that it was natural attrition. Staff are leaving for promotions and due to family reasons, and not because they are unhappy. Candyce spoke about how positive our staff moral is. She feels that the staff feel like they are on the same waka. Moira asked if we were replacing the Head of Sport. Catherine explained that we still need to make a decision, however, Juliet has taken on responsibility for the budget and fees and Jen has taken on funding applications. Catherine is currently thinking that we keep the two sports coordinators for the year and not replace the Head of Sport at the moment. Jesamine asked Catherine about how things are going to with new pou. Catherine explained that it is going well, however, with the changes it means that the students who qualified to travel on the bus from CHB for free, no longer will. Catherine is meeting with families and Hastings Boys' and will try to managed the growing situation.	Move to accept the Principal's Report	Moira Fomai	

<p>Te Kanorautanga (Learners are achieving excellent and equitable educational Outcomes) - Shaping Teacher Capacity - Curriculum enrichment - Strengthening structures and Systems</p>	<p>Last week marked the commencement of NCEA study leave for our senior students. With the substantial changes to NCEA Level 1, we had proactively decided to grant study leave to all Level 1 students early on, allowing us to focus our resources and support on our Level 2 and 3 cohorts. This targeted approach has proven effective, as only 13 students required additional support beyond last week, and the majority have now achieved the necessary standards.</p> <p>Consistent with our established process, students not on track to achieve Level 2 or 3 qualifications this year, as well as those too far from reaching these targets, were also granted study leave. This strategy has allowed us to allocate our teaching resources more effectively, reducing pressure on staff and enabling them to dedicate their time to tutorials for students aiming for merit and excellence in their external examinations. We anticipate having a clearer picture of our overall pass rates in the coming week.</p> <p>In the past two weeks, we have received two resignations from valued members of our staff. Stephanie Mills has accepted the role of Teacher in Charge of Geography at Taradale High, and Monique Goodson will be joining Tamatea High as Head of Science. Both Stephanie and Monique have contributed greatly to our school, and while we are saddened to see them go, we wish them the very best in their new roles.</p>			
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<p>Te Tuakiritanga (Learners and whānau tell us they see and feel their identity, language and culture on a daily basis) - collaborative community partnerships - enhancing Ākina coach capacity - Strengthening Relationships with Whānau</p>	<p>Over the past few weeks, we've had numerous opportunities to celebrate our students' successes and connect with our wider school community. These events have included our Leavers' Breakfast, Performing Arts and Sports Prize Giving, the Final Assembly where we presented Student Leadership roles for 2025 and awarded Ākina badges, and, finally, our Senior Academic Prizegiving. It has been wonderful to see large numbers of whānau and community members joining us at each event, a testament to the strong support we have from our extended school community.</p> <p>Our commitment to fostering community engagement is also reflected in the progress of our comprehensive marketing plan. The social media campaign, designed to enhance visibility and connection, is well underway and will continue until the start of the new year. Much of this material is not time-sensitive, allowing us to reuse it in the future and further amplify our presence in a cost-effective way.</p> <p>The Board's investment in revitalizing our International Department is beginning to bear fruit. We have confirmed one group of Brazilian students arriving mid-year, and we're currently in discussions with groups from Japan and China who are also likely to join us. Although our long-term target is to have sustained enrolments by the start of 2026, these initial bookings provide an early revenue stream and establish important relationships that will benefit our program's growth.</p> <p>Our Head of International is also proactively seeking additional funding streams to support other school initiatives. We understand the need for innovative funding sources to support "nice to have" projects that enhance our school environment and enrich student experiences. With Jen's current capacity, she is exploring these opportunities, further positioning the school for success.</p>			
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<p>Kaitiakitanga (Learners as guardians of our past, present and future) - Building Leadership Capacity, Establishing a Hub based Junior Curriculum</p>	<p>As we look ahead to 2025, our focus for the remainder of the year is on refining our curriculum and strengthening foundational skills in literacy and numeracy. Following a recent review, we have decided to streamline our curriculum offerings by refining our pou, allowing us to offer a more targeted approach. This adjustment will enable us to separate Year 9 and Year 10, ensuring we can dedicate specific attention to the critical skills our junior students need.</p> <p>The development of common assessment tasks, success criteria, and rubrics across all curriculum areas is on track for completion by the end of the year. These tools will provide a clear framework for measuring and supporting student success and consistency in our assessment practices. In addition, the HGHS Effective Teacher Profile, aligned with our school's strategic vision and values, will be finalized in this period.</p> <p>Dr. Rosina Shandley is partnering with us as an expert advisor, supporting the development of these initiatives to ensure they meet best practices and address our students' needs comprehensively.</p>			
<p>4. General Business</p>	<p>Minutes</p>	<p>Motion</p>	<p>Person Responsible</p>	<p>Seconded By</p>
	<p>Proposal for Overseas Volunteer Opportunities for Students. This has been received after the BOT doc' s were shared. Information attached ahead of our next meeting. After general discussion the Board agreed that its a great opportunity to put it offer our students. Students will do group fundraising and individual fundraising.</p>	<p>Moved that the proposal be accepted in principal</p>	<p>Catherine Bentley</p>	<p>Jo Husband</p>

5. Meeting closure	Minutes	Motion	Person Responsible	Seconded By
Closing karakia	<p>E te kaihanga Kua arahia koe i a mātau ki te whai i ngā huarahi tika Kua tū tapatahi, kua mahi tahi mātau, Kua oho te pitomata. Kua ākina i a matau kia whai i te mātauranga, i te māramatanga hoki. Kua rere tika mātau ki te panekiretanga. Kua tūwhitia te hopo, kua mairangitia te angitū. Kua mutu ā mātau mahi i tēnei rā Manaakitia mai i a mātau kia hoki pai atu ki te kāinga. Aroha atu, Aroha mai, tātou i a tātou katoa Ākina Tukua !</p>			
Finish and date of next meeting	<p>There being no further business, the meeting closed at 6.33pm. The Board dinner will be held Wednesday 11 December 2024 at 6pm, at Cellar 495.</p>			