

HAMILTON GIRLS' HIGH SCHOOL

"A wise woman shapes her own destiny"



Board of Trustees Meeting Agenda

23 March 2020 at 5.30pm rescheduled to 23 April 2020 (held electronically during Level 4 Covid-19)

No presentations scheduled

	Item	Led By	Meeting Action
Karaka Timatanga			
1	Meeting Opening		
1.1	Present	Chair	
1.2	Apologies:	Chair	
1.3	Welcome to visitors	Chair	
1.4	Declaration of interest	Conflicts Register	Governance
2	Administration		
2.1	Confirmation of minutes	Chair	13-Feb-20
2.2	Follow up of action list from minutes	Chair	Action list reviewed
2.3	Correspondence	Chair	In & out
	January & February Financial Reports - Education Services Ltd		
3	Roles and Responsibilities		
3.1	Board and Committee Resignations	Board discussion	Supporting governance
3.2	Board and Committee Casual Vacancies	Board discussion	Supporting governance
3.2.2	Election/Co-Option	Chair	Supporting governance
3.3	Senior Leadership Team and Structure	Chair	Supporting governance
4	Monitoring		
4.1	Financial Reports	Chair	Operational/Governance
4.1.1	HGHS Financial Accounts 2019 for approval	Principal	Operational/Governance
4.1.2	HGHS 2020 Budget for approval	Principal	Operational/Governance
4.1.3	Financial Analysis (2015-2019) for information	Principal	Operational/Governance
4.2	Lynn Scott Education Trust	Chair	
4.3	Delegated Authorities - ALL school accounts	Chair	Board discussion
4.4	Property Committee Update/Report	Property Chair	Property Chair Presents
4.5	Principal's Report	Principal	Principal Presents
4.6	Policy & Procedure Update (Phones/Headphones)	Chair	Chair
4.7	Health & Safety Matters	Chair	Board discussion
4.8	Follow up Independent Well-being Survey	Chair	Board discussion
5	General Business		
5.1	Tikanga	Deputy Chair/Matua Paki	Board discussion
5.2	Corona Virus - Preparedness/Update	Chair/Trustee Nicklin/Principal	Board discussion
5.3	International Trips	Chair	Board discussion
5.3.1	France/Australia		

6	Strategic Decision		
	Strategic decision made if required		
6.1	Board Committees	Chair	Board discussion
6.2	Board only time	Chair	Board discussion
7	Strategic discussion - In Committee		
8	Any Agenda Items Identified for Next Meeting		
8.1	Review reporting to parents from previous year	Chair	Board discussion
8.2	Teacher registration & police vetting (non teaching) report	Chair	Board discussion
8.3	Plan board professional development for year	Chair	Board discussion
8.4	March roll return	Chair	Board discussion
8.5	Student achievement/progress reports	Chair	Board discussion
8.6	Property regularly audited	Chair	Board discussion
8.7	Use of physical restraint report	Chair	Board discussion
8.8	Hazard management report (termly)	Chair	Board discussion
8.9	Report on international students	Chair	Board discussion
8.10	Monitor budget	Chair	Board discussion
8.11	Emergency planning & procedure report	Chair	Board discussion
8.12	Principal performance review report	Chair	Board discussion
9	Meeting closure		
9.1	Time Closed		
9.2	Any Apologies Submitted for next meeting		
Karakia Whakamutunga			
USEFUL LINKS:		FISH	TIME TRACKER
Next meeting: 30 April 2020			
<i>Authorised for Public Release by the Chair Person of Hamilton Girls' High School Board of Trustees. 20.4.2020</i>			