



HAMILTON GIRLS' HIGH SCHOOL

"A wise woman shapes her own destiny"

MINUTES OF BOARD OF TRUSTEES MEETING

(Rescheduled from 23 March 2020 due to Level 4 Covid-19)
Meeting held at by Zoom Meeting during Level 4 Covid-19 23 May 2020

PART 1: PUBLIC MEETING

1. MEETING OPENING, INCLUDING KARAKIA

1.1 PRESENT:

Name	Position	Departed
Andrew McRae	Trustee	7.54 pm Note: Technology difficulties with audio (could see and hear but not heard)
Emily Shute	Student Representative	8.12 pm
Jane Nicklin	Trustee	9.24 pm
Kristin Cato	Staff Representative	9.24 pm
Lale Ieremia	Chairperson	9.24 pm
Marie Gordon	Principal/Trustee	8.11 pm
Matua Taki	Kaumatua	6.20 pm
Melanie Pilcher	Trustee	9.24 pm
Stan Goldsack	Trustee	9.24 pm
Terri Hohneck	Deputy Chair	9.24 pm

IN ATTENDANCE: Donna Parrish (BoT Secretary)

1.2 APOLOGIES: None

ABSENT: None

1.3 VISITORS: A warm welcome was extended by Ieremia Chair to all participating Visitors, with an invitation to contribute their feedback in regards to various matters throughout the meeting. All Visitors are welcome to return to the public section of up-coming Board of Trustees meetings.

Name	Position	Departed
Christine Stols	Deputy Head Girl	8.01 pm
Kathleen Christian	2IC English/Staff	8.01 pm
Katrina Whaanga	DP	8.01 pm
Nellie Wallace-Ward	PPTA Branch Chair Head of Campbell House Art/Photography Teacher	8.01 pm
Ruby Moetara	Head Girl	6.42 pm
Sharleen Nathan	DP (arrived 6.42 pm)	8.01 pm

1.4 CONFLICTS OF INTEREST:

Refer to attached Schedule A

2. ADMINISTRATION

2.1 Confirmation of Minutes, Matters Arising and Action Points from previous meeting dated 13 February 2020.

The minutes of the meeting dated February 2020 were confirmed as a true and correct record, noting the following matters for discussion during this meeting:

- 2.1.1 ERO
- 2.1.2 Well-being academic survey
- 2.1.3 Mobile phone policy
- 2.1.4 Policy update

(J Nicklin/S Goldsack/Carried)

2.3 Correspondence

Inward

Resignation Letter – David White	
January & February 2020 Financial Reports	Education Services Ltd
Babbage Contract and Greenstone MIE Contract	
Email from John Ho (Finance Committee)	Lynn Scott Education Trust
NZSTA February Newsletter	
NZSTA – Voting papers for President/Trustees	

Outward

Emails to Principal Gordon and Trustee McRae	Lynn Scott Education Trust
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The Board accepted the inward and outward correspondence.

(L Ieremia/Chair)

3. ROLES AND RESPONSIBILITIES

3.1-3.2.2.

Following the expiration of the 28 notice day period on 10 April 2020 as advertised in the local newspaper, and as the Board did not receive the required percentage of the community for a by-election to be held, the Board resolved to fill the current vacancy left by Trustee White by selection. It was proposed that Kaumatua Taki be selected as a trustee. The proposal was accepted and Kaumatua Taki is to confirm his selection.

(L Ieremia-Chair/T Hohneck-Deputy Chair)

The Board has recognised it would benefit from new trustees being co-opted onto the Board with skill sets in the areas of Finance, and Human Resources. The Board would welcome expressions of interest from professionals in these areas who may be parents of the school or from the local community. The Board expressed the school community to be approached to see if there is anyone within this category via the Principal. Trustee Nicklin is also to approach past candidates for availability.

- 3.3** Regarding the School Structure and Senior Leadership Team, L Ieremia – Chair (“Ieremia Chair”) thanked Principal Gordon for the information provided to date, however requested this information be up-dated to include who the leaders are and what their delegated responsibilities. The Board has requested this information be made available to the Board prior to the up-coming 21 May meeting, noting the documentation is to be movable by capturing movements of staff and or their roles change. Trustee Nicklin has offered the knowledge of software which can be passed onto the Board, and Principal Gordon requested her EA be involved. Ieremia Chair advised the Senior Leadership team is welcome to speak directly with the Board as are the Students.

4. MONITORING**4.1-4.1.3. Financial Reports**

Ieremia Chair acknowledged it had received several sections for the financial reporting, and has requested for future approvals, it is to be summarised and ratified by Principal Gordon and her team before presentation to the Board.

Ieremia Chair had reviewed the report from Education Services and recommended for the finance management report to be taken forward and approved, however it had been delayed given a number of queries had been identified, and these errors needed to be rectified.

Motion Moved (L Ieremia-Chair/S Goldsack) Accepted

Heading forward it was clarified to Principal Gordon that the Board is not an operational team, governance is one of its main components, and needs to identify what risks there are, and who has prepared the report.

The Budget for approval is to be discussed when the errors have been rectified, the reports amended and an adjustment made for the impact of Covid-19.

- 4.2** The Board was updated by BoT Secretary Donna Parrish who had undertaken research as requested by the Board regarding the Lynn Scott Education Trust, who gave a brief overview including the purpose of the Charitable Trust. Principal Gordon advised meetings were managed by a delegated DP from the school and the Trust was used for uniforms, trips, and pastoral care.

Ieremia Chair recommended a legal review of this Trust, and it was noted the bank authorities held with Westpac New Zealand needed to be updated as well. Ieremia Chair requested a policy be formed regarding the Trust and for the BoT Secretary to engage a legal review and provide specific recommendations back to the Board.

Ieremia Chair further requested Trustees Pilcher and Hohneck to take this trust into consideration in the Wellbeing Committee. It is noted Trustee McRae is currently the only known Trustee of this Trust and noted as signatory with Westpac New Zealand.

4.3. Delegated Authorities

Ieremia Chair proposed himself (Lale Ieremia) and Terri Hohneck (Deputy Chair) be given delegated authority and signatory rights on the accounts of the Lynn Scott Education Trust and for ASB Bank Limited School Accounts.

(Motion Moved: L Ieremia/Seconded: K Cato) Accepted

Ieremia Chair proposed the minutes for the April meeting be distributed and approved to prevent delays with the Banks.

(Moved: J Nicklin/Seconded: K Cato) Accepted

4.4. Property Committee Update

The Board having had time to review and read the reports ahead of the meeting with Trustee Goldsack confirming the Contract with Greenstone has been provided and proposed both reports be accepted.

Moved: S Goldsack/Seconded: J Nicklin) Accepted

4.5 Principal's Report

The Principal's report hadn't been provided for this meeting. The same report for February was for March. As the Board has not seen the report, it will accept it as a subsequent paper to the meeting. Ieremia Chair advised completeness of the report and to clarify what is in it is needed for the Board to be presented with one document, including a summary. Principal Gordon acknowledged this is still a work in progress.

Ieremia Chair expressed the Board would like to part of the consultation process for Senior Leadership roles and or management roles.

A matter arising from February's meeting was the ERO report update was to be part of the Principals report and it was a missing item. In addition it appears as though the Accountant is advising the Board as to the answers for finance and not the Principal advising the Board.

Principal Gordon requested the March reports be removed as opposed to these reports as being approved.

Moved: M Gordon/Seconded: J Nicklin) Accepted

4.6 Mobile Phones and Headphones

Principal Gordon advised the Board this proposed policy had been now added as school rule and has taken the policy request off the table. Ieremia Chair recommended that as the policy hasn't been approved it now be overridden as a school rule. There was a reminder Trustee Nicklin had offered to look at policies. Principal Gordon advising Support Manager and her EA are now looking at reviewing the school policies. Trustee Nicklin is available to look at from the Board perspective.

4.7 Health & Safety Matters

Principal Gordon advised due to school closure, there are no items to be noted, only working through Covid-19.

4.8 Well-Being Survey

Ieremia Chair wanted an assurance that this survey is not the same as the independent one it the Board will be undertaking. Principal Gordon advised this is one involving school resources via staff checking on well-being during Covid-19.

5.1 Tikanga

An introduction as to background was given by Deputy Chair Hohneck, and Matua Taki has had discussions with Principal Gordon and would like to see a policy in writing regarding Tikanga within the school and to bring in other communities such as Tainui to participate at school events and to ensure the Board and school community are culturally competent. It was requested the policy be brought to the Board for the May meeting. Ieremia Chair invited the Visitors to comment and it was acknowledged the Board's good start on this. The discussion was closed reconfirming the commitments made.

5.2 Corona Virus

The Board acknowledged its thanks and appreciation to Principal Gordon, all Teachers and school wide Staff for their input and efforts during the Covid-19 pandemic. Principal Gordon advised 38 Year 9/10 students would not be returning to the Hostel. She will provide a report regarding this and the impact on fees for the next meeting.

5.3 International Trips

Principal Gordon advised the France tour has been cancelled and will advise the Board properly. The Australian Premiere Touch Team Tour is still hopeful and the TIC is looking at insurance and funding. The Boards template for International Trips will need to be provided to the Board for approval.

6 STRATEGIC PLAN

6.1 Board Committees

In regards to the Property Committee, with Mr Ieremia now becoming the Board Chair, he proposed Trustee Goldsack be appointed as the Property Chair, and Trustee Goldsack accepting.

In regards to the Well-being Committee, Ieremia Chair proposed Trustee Pilcher be the Chair of this committee, Trustee Pilcher accepting with support from Deputy Chair Hohneck and acknowledging the Staff Representative is also part of this committee. The name of the Committee and scope is to be available for the next meeting.

(L Ieremia/Chair) Accepted

Ieremia Chair invited the Senior Leadership team to put forward suggestions for committees, an example being an Honours and Sport Committees. Deputy Chair Hohneck invited Student Representative Emily Shute to be part of the Tikanga committee.

The Visitors attending the public section were invited to respond to committee items and thanked attendance from the Senior Leadership team from the Board Chair. The comment that with Board involvement in key appointments would regain trust on behalf of the school was noted, as well as the independent well-being survey. Christine Stols (Deputy Head Girl) also thanked the teachers. The Board Chair thanked the Visitors for their attendance with an invitation to return to up-coming meetings.

The Chairperson moved a motion to move into public exclusion at 8.02 pm.

The Board resumed the public meeting at 9.22 pm.

The public meeting closed at 9.24 pm

Date of next meeting: 21 May 2020

Minutes Read & Confirmed:

Lale Ieremia

Chairperson

Date: May 28 2020

SCHEDULE A

1.4 CONFLICTS REGISTER

Name	Conflict of Interest
Lale Ieremia	PCM Consulting Ltd Director Waikato Plan Leadership Group Member Waikato Regional Housing Initiative Co-Chair Waikato Samoan Association Chair Smooth Sensors Director Kainga Ora – Development and Investment Committee Member Waikato Pacific Business Network Member Brian Perry Charitable Trust Advisor Christian Night Shelter Trust Trustee Perry Group Development Director Black Grace Dance Company Advisor Counties Manukau DHB – Capital Works Committee Member Perry Modular Housing Advisor Waikato Wellbeing Project Manutaki K’aute Pacifika Advisor
Melanie Pilcher	NZSTA Regional Officer

ACTION POINTS REQUIRED

Meeting	Board of Trustee Meeting Actions	Organised By	Completed/ Comments
13.02.2020	Share the school's event calendar (including public events) with the BOT	Principal/ BoT Secretary	Pending
13.02.2020 (29.08.2019)	HGHS Foundation – Summary – re-assigned to Committee level	Lale Ieremia	Pending
13.02.2020 (7.11.2019)	Research “Nitro” as a potential electronic repository for BoT documentation	Jane Nicklin/ BoT Secretary	Pending
13.02.2020 (8.08.2019)	Set a date for community consultation with funders, donors and city councillors – re-assigned to Foundation discussions	BoT Secretary	Pending
13.02.2020 (7.11.2019)	Trustees to provide photo and brief resume for the school website in alignment with the School Charter – BoT Newsletter	All BOT members	Pending
13.02.2020 (20.06.2019)	A presentation to be developed by Greenstone which will be given to the school community. –Still awaiting and will discuss at next property meeting.	Board of Trustees	Pending
13.02.2020 (7.11.2019)	Board Action Plan – key focus for Board this year School Governance – update BoT Information Board, with minutes, plan and trustee information.	Principal/Chair/ BoT Secretary	Pending
CONFIDENTIAL ACTION POINTS			
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STANDARD ITEM:

-	Trustees to enter own hours in the time tracker sheet on a monthly basis for audit purposes.	All Trustees	Standard Item
-	Board of Trustees to self-review quarterly	Committee	On-going