



HAMILTON GIRLS' HIGH SCHOOL

"A wise woman shapes her own destiny"

MINUTES OF BOARD OF TRUSTEES MEETING

Meeting held at Hamilton Girls High School, Boardroom, Ward Street, Hamilton
Thursday 20 August 2020

PART 1: PUBLIC MEETING

1. MEETING OPENING INCLUDING KARAKIA

1.1 PRESENT

Lale Ieremia	Chair
Melanie Pilcher	Deputy Chair
Marie Gordon	Principal
Stan Goldsack	Trustee
Terri Hohneck	Trustee
Andrew McRae	Trustee
Kristin Cato	Staff Representative
Emily Shute	Student Representative

IN ATTENDANCE: Chris Wano (BoT Secretary)

1.2 **APOLOGIES:** Matua Taki

1.3 VISITORS:

Sharleen Nathan, Deputy Principal
Craig Scrimegour, Deputy Principal
Ngawai Hooker, Deputy Principal
Katrina Whaanga, Deputy Principal
Nellie Wallace-Ward, PPTA Branch Chair, HOD Campbell House, Art/Photographer teacher.
Santje Sols, Education Services
Lecretia de Pina, Education Services
John Ho, Finance Manager/International Student Director
Greg Smith, parent
Jamie Strange, Labour MP

1.4 **DECLARATION OF INTEREST** No conflicts to declare

WELCOME AND INTRODUCTION OF VISITORS

2.2 PROPERTY DEVELOPMENT

Presentation by Jamie Strange

- Acknowledges leadership of school during COVID-19.
- Looking into the potential for astro turf for multi use sports. Discussions have been for two all weather turfs in Hamilton. Community partnerships with the school with aspects for revenue and sustainable upkeep. Turf in eastside at HBHS and westside at HGHS. Have discussed with Matthew Cooper, Sport Waikato who likes the idea of a link with community and schools. Mayor Southgate is interested in the proposal and working with Mark Bunting as Chair of Community Services, Momentum, Trust Waikato who have links into community funding. Have met with Tainui about their potential involvement.
- Will be a joint proposal with HBHS and HGHS - one proposal for two turfs using a community model.
- If Board interested to progress will then meet with Sport Waikato.
- Costs if developed together, approximately \$3m. Every 10 years turf needs to be upgraded.

Board Chair notes the school has aspirations of redevelopment and as part of that redevelopment would be turf to compliment high performance sports and students at the school. Part of the long term plan is the school pool to be heated with a roof to be accessible to the community together with other out-facing school facilities. The school needs help with momentum from MoE and support from the City Council to support a long term plan for redevelopment, to be part of the community and integration with WINTEC as part of redevelopment.

Board confirms their support proposal for a discussion forum

3. ADMINISTRATION

3.1 Confirmation of Minutes, Matters arising and action points from previous meeting dated 18 June 2020.

BoT Secretary has resigned for personal reasons. When the minutes are available they will be uploaded onto the website.

3.2 Actions

Minutes to be circulated within seven (7) days.

4. GOVERNANCE

4.1 Board Election

No update.

5. MONITORING

5.1 Financial Reports: Hamilton Girl's High School

The report covers school operations from 1 January 2020 to 31 July 2020. The operations grant budget reflects 1663 students with a 3% reduction for annual fluctuations. The school has an operating surplus of \$265,927 from Income (YTD) of \$2,718,311 less expenditure of \$2,452,384.

Income

Operational funding is the money received from the Government to implement the goals of our school charter, and the day to day running of the school. This includes the wages of all non-teaching staff, property maintenance, classroom materials, purchase

and depreciation of capital items, leases and rentals and staff professional development. Our school receives quarterly operational grant instalments.

- HGHS have received three operation grant deposits this year. The next instalment is due in October.
- Income received at 68%. Grant Income is at 65%.

Expenditure

As at 31 July, we have spent 62% of the budget. Breakdown of expenses – spending against budget.

- Administration 59%
- Property 72%
- Learning resources 61%

Risks and mitigations

- Higher expenses due to Covid 19
- Reduced income from Fundraising and hall hire.
- Teacher Relief Costs are higher than normal

Financial Reports: Sonninghill Hostel

The report covers school operations from 1 January 2020 to 31 May 2020. The Hostel income budget reflects a roll of 133 full time students. The hostel has an operating surplus of \$715,284 from Income (YTD) of \$1,288,012 less expenditure of \$572,729.

Income

Operational income is the money we receive from our Hostel Boarding families.

- Income received at 91%.
- Interest from term deposits are 107% of what was budgeted for.

Expenditure

As at 31 July 2020, we have spent 42% of budget.

The financial results are based on income and expenses during the current month.

Covid-19 Impact

We are yet to determine the impact of Covid-19 on our school finances and operational budget. A budget review process has commenced, and a draft budget will be submitted to the trustee's for consideration.

Risks and Mitigations

We have identified the following risks:

- Loss in income due to families not being able to pay/moving children to closer schools.
- Loss in hostel hire income.
- No 10 year maintenance plan for hostel.
- No asset replacement plan for hostel.

Moved that the Finance Reports be accepted.

(M Gordon/Mel Pilcher)

5.2 Audit Report

- Board Chair queried Audit recommendation - approval of Novopay reports is required by the Board Chair.
- Board has to approve as Principal's salary is included in reports. This can be delegated to Finance Committee if a Board member is on the committee.

Board Chair nominates Mel Pilcher or Lale Ieremia to approve audit approval of Novopay

(Marie Gordon/Stan Goldsack)

PRESENTATIONS

Student Achievement: Sharleen Nathan and Craig Scrimgeour *Taken as read*

Sharleen Nathan provided an overview of report.

Craig Scrimgeour provided overview of actions 1 and 2 as follows:

- Accountability to HODs for courses. Data provided and HODs interpret and assess changes. DPs and Principal meet with HODs to work on curriculum design, courses identified and working through process including rebranding of courses and pathways for students.
- Board asked what proportion of students will be affected.
- Have analysed courses and impacts and identified where impact would be.
- Trustee Pilcher commented ERO report quite harsh with no reference to positives. The school Māori achievement national comparison is high and report has disparities. Review to change so factor in ability for 2 to 3 year trend analysis to show and compare with national average and achievements.

Anitpodeans Trip *Taken as Read*

- Katrina Whaanga provided overview of report.
- 23 students had signed up for a school trip to Ecuador and Galapagos Island scheduled for December 2020.
- Due to COVID-19 schools were given the option to postpone or cancel. HGHS opted to cancel the trip and recover deposits that had been paid.
- On 16 July were advised that the travel company had gone into voluntary liquidation.
- We were advised that families should register with both NZ and Australian liquidators by 5 August.
- We have since been advised that the insurance company has agreed to full refunds and one family has already received a full refund.

5.3 PRINCIPAL'S REPORT *Taken as Read*

- Refers to page 4 of report and recommendation for RRR payment for LAT teacher that equates her prior experience to that of a beginning teacher with prior experience.

Moved the recommendation be accepted

(M Gordon/M Pilcher)

- Refer to attachment 1 and recommend ongoing enrolment scheme stays in place.

Moved the recommendation be accepted

(A McRae/T Hohnneck)

5.4 **PROPERTY UPDATE** *Taken as Read*

Property Committee met with Greenstone Group 20 August and update as follows:

- Tender process has started for Counsellors Offices, if fast tracked could start within the next few weeks.
- Roofing projects to be confirmed once reports are received.
- Seismic Report of Gym \$270k for 34% recommended rate which is the lowest.
- Hepburn windows were awarded to architects and the process started to commence Nov/Dec on the North Face side of the building.
- Review of school electrical infrastructure completed. Electrical infrastructure across the school requires urgent and substantial upgrades.
- Hostel exterior requires painting and recommend obtaining quotes for priority work and diary annually rather than a Programme works company and manage within the school. Stan and Greenstone to provide suggestions for painters.
- Ngā Puawaitanga waiting on Babbage to sign HOA scheduled for December start.

(S Goldsack/A McRae)

6. **GENERAL BUSINESS**

6.1 COVID updates as read. School providing wrap around services and counselling.

The Board acknowledges leadership of Principal, Deputy Principal's and BOT student representative.

7. **STRATEGIC DECISION**

7.1 **Te Toopu Tootika Update**

Following up the Board's recommendation for Te Toopu Tootika Committee to engage with the Principal and the SLT to get an understanding of the cultural competency levels within HGHS as part of the Board's desire to strengthen and uphold the Treaty of Waitangi responsibilities and obligations within the Schools Charter and policies.

We have since met with the SLT and staff to get an understanding of competency at their level. Key highlights are:

- Engagement and relationships with Tainui and kingitanga movement.
- Confidence in te ao Māori.
- How do we further our understanding.

The process was good and there is an openness from staff to learn. The Principal and SLT will provide feedback.

The committee will present a proposal at the next Board meeting for an external training provider for cultural competency training.

7.2 **Policy Sub Committee update**

Met with Principal and Principal's EA to discuss SchoolDocs. The policies are currently under review and once completed will be uploaded to website and will be available to the school community.

Trustee Pilcher has requested to be included in the Policy Committee.

The Chair asked Student Rep to provide a verbal update.

There is some stress for students especially with COVID re-emerging, sport cancellations and upcoming exams.

The Chair asked Staff Rep verbal update

Staff are pacing themselves, very important next couple of weeks with exams and marking.

7.3 Wellbeing Survey Proposal

Proposal for an external consultant to provide consulting services for the school to develop, distribute and analyse a Wellbeing Survey across several stakeholder groups. Chair recommends to start tracking initiatives being implemented.

Moved the recommendation be accepted

(K Cato/M Pilcher)

7.4 Opt in School Donations

MOE Resourcing requires confirmation re HGHS opting into school donations.

Moved to opt into the school donations for 2021

(M Gordon/M Pilcher)

Trustee Pilcher thanked Emily for work as student rep and participating in a video about promoting students' reps which will be distributed Wednesday 26 August. A link will be circulated to school.

BOT Chairperson, on behalf of the Board, extended best wishes to Trustee Hohneck for pending birth.

The public meeting closed at 8.15pm

Date of next meeting 10 September 2020

Read and Confirmed:



L Ieremia
Chairperson

Date 27/8/2020