



# HAMILTON GIRLS' HIGH SCHOOL

*"A wise woman shapes her own destiny"*

## MINUTES OF BOARD OF TRUSTEES MEETING Meeting held at Hamilton Girls' High School Thursday, 13 February 2020 at 5.35pm

### PART 1: PUBLIC MEETING

1. **MEETING OPENING** Karakia Timitanga: Kaumatua Takirimaiteata (Matua Taki)

- 1.1 **PRESENT:**
- |               |   |
|---------------|---|
| Marie Gordon  | (Principal)                                 |
| Kristin Cato  | (Staff Representative)                      |
| Emily Shute   | (Student Representative) (departed 8.21 pm) |
| Stan Goldsack | (Trustee)                                   |
| Terri Hohneck | (Trustee)                                   |
| Lale Ieremia  | (Trustee)                                   |
| Andrew McRae  | (Trustee)                                   |
| Jane Nicklin  | (Trustee)                                   |

**IN ATTENDANCE:** Kaumatua Takirimaiteata (Matua Taki)  
Donna Parrish (BoT Secretary)

1.2 **APOLOGIES:** Melanie Pilcher (Trustee)

**ABSENT:** None

1.3 **Election of Chair:**

The Board Secretary called for nominations for the position of the Chair. A paper vote was offered, however there was only one nomination of Lale Ieremia who was nominated by Andrew McRae, and seconded by Stan Goldsack. All in favour.

**Elected: Lale Ieremia was duly elected to the position of Chair for Hamilton Girls' High School Board of Trustees.**

1.4 **Election of Deputy Chair:**

The Chair called for nominations for the position of the Deputy Chair. Terri Hohneck was nominated by Lale Ieremia. Andrew McRae and seconded by Stan Goldsack.

**Elected: Terri Hohneck was duly appointed as Deputy Chair for Hamilton Girl's High School Board of Trustees.**

1.5 **Welcome to visitors:** Santjie Stols (arrived 6.30 pm and departed 7.11 pm)  
Matua Taki (arrived 5.25 pm and departed 8.30 pm)

1.6 **Conflict of Interest Declaration: Disclosed by Principal Marie Gordon (In-committee) and noted all Trustees need to update the register.**

## 2. ADMINISTRATION

### 2.1 Confirmation of Minutes, Matters Arising and Action Points from previous meeting dated 7 November 2019.

The minutes of the meeting dated 7 November 2019 were confirmed as a true and correct record.

*(J Nicklin/S Goldsack/Carried)*

### 2.2 Follow up of action list from minutes

The Board reviewed and updated the action list, noting that a number of the actions pending had been have been re-assigned to committees and are continuing to progress.

BoT Secretary to update the action plan, noting key focus for the Board this year is Governance, Chair and Principal Gordon to circulate and email Trustees to confirm.

The Plan is to be reviewed every second meeting to ensure progress is on track. BoT Information Board located in staffroom is to be updated with Minutes, Calendar, and Board Trustees details (short bio and photo).

*(L Ieremia/S Goldsack/Carried)*

### 2.3 Correspondence

Inward:

1	Undated Letter from Office of Hon Tracey Martin
2	28 November 2019 from WRU
3	Date unknown David White resignation
4	04 January 2020 from the Art of Learning
5	31 January 2020 Memo from NZSTA President & Board election
6	0? February 2020 Education Services Newsletter
7	11 February 2020 from N Wallace-Ward Branch Chairperson PPTA

Matters arising:

1	Date of David White's resignation to be confirmed.
2	Reminder for Financial Accounts to come in earlier. Reminder of all reports to be more timely and in an appropriate format

Outward: None

**The Board accepted the inward and outward correspondence.**

*(L Ieremia/A McRae/Carried)*

## 3. ROLES AND RESPONSIBILITIES

3.1 The Board accepted the resignation of David White.

3.2 A discussion was had regarding the process to be followed in appointing new trustee(s). BoT Secretary to report back to the board with process and timings including ratios of Parent Elected vs Co-opted Trustees.

General discussion was held regarding re-establishment of BoT Sub-Committees. It was discussed skills of use to the Board could include HR, Well-being, Pastoral Care including discipline. Commercial and Financial skills were also discussed. Trustees also to look at workshops available through NZSTA

website for their own development if required. All Trustees asked by Board Chair to consider which committee they would like to be involved in through-out the year.

In regard to community involvement with the Board, the Student Representative suggested Whanau having input in meetings. Another suggestion was for the Board to have an information table with representatives at school events, such as the up-coming Whanau evening. The Board is also to self-review its engagement with the community.

#### **4. MONITORING**

##### **4.1-4.1.2. Financial Reports**

- Santjie Stols (SS) is the school's external accountant who has prepared the financial reports for the BoT. She provided a verbal summary of the school's financial position – all in accordance with the MOE regulations and financial reporting standards.
- A summary was presented to the Board. The financial position for the school continues to track well with a small surplus forecast at financial year end.
- SS talked through the key reports provided. No significant abnormalities to report.
- Income expenses will be higher as a result of the recent increase by the Government and the school opting in to the Government Fees and Donations scheme.
- Regarding the Hostel position, looking at a surplus (due to hireage of facilities) however expected expenses are due to come in. Hostel made a profit last year of \$50,000.00.
- Maintenance budget is always allocated higher than expected due to age of buildings and power problems.
- The Board Chair requested for the next board meeting a report showing the trends over the last 5-10 year period, in order for the Board to see the maintenance trend.
- Separate Property financials are still required for the Property Committee. These should include hostel maintenance.

##### **Budget 2020**

- SS provided a general overview of the 2020 School budget.
- Increase on 2019 budget. May need to look at reinvestment of property to Hostel. 4 years of hard work have led to a surplus. Draft reports will be available for the March meeting.
- Difficult year ahead to project as "Opted In" to the Governments Fees and Donations scheme, and as a new scheme and the School now unable to charge for some things. Can review the 'Opt In" result after the one year trial.
- Board Chair requested business plan for the School for 2020 to be available for March meeting, this is for the Board to assess financial risk management and confirm budget alignment from management requirements.
- Do a review budget after Ministry forecasting is available after 1 March. Income forecast is currently based on 2019 year. Historical trends also requested to better inform the current projections.

- High level comparison report to be prepared by SS as soon as possible to assist in focussing on the key issues during the Board meeting. This will also form the basis of an “exceptions” focussed discussion.
- Administration and external contractor expenses are expected to be higher. Property budget currently lower as maintenance is to be scheduled. The new 10Y plan will affect the budget. Assets budget will remain the same. Board is to be included in recommendations to management.
- Staff Representative queried how are pre-existing agreements for learning tools are affected if cannot charge for those tools. Principal Gordon advised a plan was in place and that funding won't be lost, this is a management is issue to resolve.
- The School has received its bulk funding for the year.
- Future reports are expected to be provided in consultation with management. A management summary should be provided as part of the school report to confirm correlation between the external and internal reporting processes.

**Motion: That the finance report be accepted. S Goldsack/T Hohneck**

#### **4.2. Property Committee Update**

The Board Chair is also the current Property Chair however there are plans in place for a new property chair appointment.

The property chair advised a report is yet to be completed in consultation with Principal Gordon. It was noted that staff changes and contracted resource reports were outstanding.

An overall summary given regarding the maintenance of the Hall. Disappointment noted at the further delay from the consulting and contracting parties responsible. The works are now scheduled to start in the next school holidays. This is subject to BoT approval of the final solution.

To move forward the right property team and consultants are to be confirmed. Principal Gordon requested extra support in the property area and the Chair advised the Board is happy to give clear direction as long as there is clear, timely and concise communication between the parties. Trustee Goldsack requested to see Greenstone's report set up on a priority and risk basis, this should also include the Hostel.

Principal Gordon would like an update as to whether the Greenstone Contract is to be extended as its services were only up to the 10Y project point. Principal Gordon also requested Property Committee meeting be held urgently as she requires direction. The Chair confirmed the BoT Secretary is to attend future property committee meetings in the absence of a suitable school resource.

The chair noted these matters were generally staff issues and that despite the expertise being available through BoT members, these were management, consultant and contractor issues. However understanding the current challenge with resources, the property committee members would clarify direction accordingly.

No formal contract for the re-cladding has yet been signed. Legal advice through McCaw Lewis has been sourced to confirm the obligations and responsibilities. The process and suitability of the replacement materials are still to be presented to the BoT for final approval before the works commence.

Greenstone are providing a formal recommendation for the BoT.

Management staff for property still need to be appointed. The Principal Gordon has had to undertake the procurement process herself given the changes in property staff at present. The property committee can assist but require the suitable recommendations to be presented.

**As the Property Committee Update was verbal there was no Property Report to be accepted.**

#### **4.3 Principal's Report**

The Principal's report was tabled.

Given it is the start of the school year, Principal Gordon provided a simplified report to the Board focusing on student achievement. L1 gone down slightly, L2 increased and best year in 5 yr period, L3 results similar to last year.

As the ERO report focused around disparity in respect of some ethnic groups, these are areas for improvement and changes are being made for 2020. The ERO report has been tabled and sent back, with the Leadership team doing a lot of work around the curriculum.

Principal Gordon was asked for her thoughts around how the school was progressing and her response was she thought the report was harsh and contradictory. There was also a query around Science skill and that was not in the report.

When asked how did ERO come up with this data, the Board was advised that it's reporting had changed over the year. The Board requested to understand priority students and a lot of work is still on-going as school has just commenced. Strategies will be presented in two meetings time.

**Action Point: Report to come in via a presentation with a dedicated session for the Board on Learning, Curriculum and Achievements.**

In regards to HR matters, the Principal did not have anything to highlight at this time. A new EA for the Principal has been appointed, with the current EA leaving at the end of the term.

**The Principal moved that the Principal's Report be accepted.**

***(M Gordon/K Cato/Carried)***

#### **4.4 Student Representative's Report**

The report was taken as read,

The Student Representative provided a highlight, which was the work undertaken by fellow students in the prevention of Melanoma and the proposal of sun-hats for which sample hats are available.

The Well-Being Academic Survey is to be done, and Principal Gordon has offered the services of a Deputy Principal to the Student Representative for assistance. The Board also noted this work could be carried out with the upcoming independent survey for the school community.

*(E Shute/J Nicklin/Carried*

## 5. GENERAL BUSINESS

### 5.1 2020 Board Meeting Dates

The Board agreed the next meeting date to be **26 March 2020**. Board Secretary is to complete the dates for the remainder of the year and circulate to the Board for approval.

### 5.2-5.3.2 Swimming Pool Agreement and Use and International Trips to France and Australia

The Board Chair requested that these Papers be represented to the Board in a manner that is consistent with the Board's Charter and Policy. This assumes management have all been engaged accordingly. Once received with a clear recommendation, the Board is to be emailed for its vote where applicable. The Board Secretary will administer.

### 5.4 Mobile Phones and Headphones

The Chair asked how has this situation been monitored between the years and why the proposed changes now? What is the current School policy and how do parents and caregivers access the policy manual? There was a general discussion held on all proposed policy changes noting the requirement for clear recommendations and Board approval before any changes are implemented.

The result being the proposed Mobile Phones and Headphones policy cannot be approved. There is some flexibility within the School Rule, whilst awaiting policy recommendation and approval.

It was noted that care must be taken to ensure there is no discrimination on age for this policy and there has been robust consultation with the necessary parties including teachers, students, parents and caregivers. It would also be good to understand other relevant benchmarks (what other similar schools have done and why.)

Pending the proposed policy and process being in a form consistent with the Charter and the Policy Manual, email approval can be administered by the Board Secretary. The Board will not make or approve retrospective policy.

The Chair further asked for further clarification in respect to general policy review and approval for the Board? It was noted that the policy manual was located on the school website and that there was a policy change section that we should adhere to.

Trustee Nicklin is happy to help administer the upcoming policy manual review for the Board and report at the next meeting.

**Action Point: When the proposed policy changes have been approved, a summary notice is to be released to the school community.**

**Action Point: To be added onto Agenda for next meeting – Trustee Nicklin to report.**

Student Representative Emily Shute left the meeting at 8.21 pm

## **6 STRATEGIC PLAN**

### **6.1 Board Committees**

A general discussion was held regarding the re-establishment of board committees and the importance of the BoT providing good consultation and direction where required.

The Board Chair thanked the current committee leads and suggested a further discussion should be held as part of the March meeting.

Members should consider what committees they would like to participate or lead. The current Board committees include:

- Wellbeing – Chair, Trustee Pilcher. Members include Deputy Chair Hohneck and Trustee McCrae. External advisors as required.
- Property – Chair, Trustee Ieremia. Members include Trustee Goldsack, Principal Gordon and external advisor, Rob Dol.

Other committees still need further discussion.

The importance of Tikanga was again discussed and will be included for the March meeting to be led by the Deputy Chair.

**Action Point: To be added onto Agenda for next meeting - Tikanga.**

**Action Point: To be added onto Agenda for next meeting - Board Committees.**

**Karakia Whakamutunga : Matua Taki**

**The Chairperson moved a motion to move into public exclusion at 8.30 pm.**

**The Board resumed the public meeting at 8.47 pm.**

The public meeting closed at 8.47 pm

**Date of next meeting:** 26 March 2020

**Minutes Read & Confirmed:**

**Lale Ieremia**

Chairperson

Date: 28 May 2020

<b>ACTION POINTS REQUIRED</b>
-------------------------------

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
<b>CONFIDENTIAL ACTION POINTS</b>			
	•		

## 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