



HAMILTON GIRLS' HIGH SCHOOL

"A wise woman shapes her own destiny"

MINUTES OF BOARD OF TRUSTEES MEETING

Meeting held at Hamilton Girl's High School, Boardroom, Ward Street, Hamilton
Thursday 18 June 2020

PART 1: PUBLIC MEETING

1. MEETING OPENING INCLUDING KARAKIA

1.1 PRESENT:

Name	Position	Departed
Andrew McRae	Trustee	8.38 pm – close of meeting
Emily Shute	Student Representative	8.38 pm – close of meeting
Kristin Cato	Staff Representative	8.38 pm – close of meeting
Lale Ieremia	Chairperson	8.38 pm – close of meeting
Marie Gordon	Principal/Trustee	8.38 pm – close of meeting
Melanie Pilcher	Deputy Chair	8.38 pm – close of meeting
Stan Goldsack	Trustee	8.38 pm – close of meeting
Terri Hohneck	Trustee	8.38 pm – close of meeting
Matua Taki	Trustee/Kaumātua	8.38 pm – close of meeting

IN ATTENDANCE: Donna Parrish (BoT Secretary)

1.2 APOLOGIES: None

ABSENT: Chris Davis – registered for attendance

VISITORS: A warm welcome was extended by Chair Ieremia to all participating visitors, including Rob Dol from Greenstone Group, 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
Brian Winter	COL/ETO Teacher	8.38 pm
Nellie Wallace-Ward	PPTA Branch Chair Head of Campbell House Art/Photography Teacher	8.38 pm
Rob Dol	Greenstone Group	7.15 pm
Sharleen Nathan	DP	8.38 pm

1.3 DECLARATION OF INTEREST

Refer to attached Schedule A.

3. ADMINISTRATION

3.2 Confirmation of Minutes, Matters Arising and Action Points from previous meeting dated 21 May 2020.

It was requested the Agenda include the recommendation paper for external support for the school be tabled.

The minutes of the meeting dated 21 May 2020 were to be amended in respect of 5.0 to be included as a question.

The minutes were then confirmed as a true and correct record.

Amendments were made to the Action List.

A McRae/M Pilcher/Carried

3.4 Correspondence

Inward and Outward – Refer to Attached Schedule B

Principal Gordon acknowledged the staff letter of thanks received from J Goodhew.

The Board accepted the inward and outward correspondence.

M Pilcher/T Hohneck

4. MONITORING

4.1. Property Greenstone & MoE Presentation

Trustee Goldsack thanked Rob Dol for his involvement and contribution to the School and his presentation which highlighted no weather tightness issues. Contractors to commence cladding after last exams. Recommended another colour for the cladding. High traffic areas are to be left as they are (no cracking visible). Start in December 2020. Awaiting drafts Heads of Agreement from McCaw Lewis, Solicitors. Cracked windows report to be reported back to the Board. Possible cladding failing as opposed to the foundations. No cost to the school and Babbage will complete the structural report. The Property Report was taken as read.

Motion Moved: L Ieremia,Chair

It was brought to the Boards attention that the MoE had been sitting on a seismic report of the Gym which is below code requirements. It is suggested the School use its 5YA to upgrade the Hall. Approximately \$750,000.00 worth of work needed. It was recommended the Board acknowledge the problem but for the School not to incur the cost. Letter prepared ready to send to MoE. 5YA and SEEP money already allocated for projects. Board noted the MoE has just notified the School of the problem and there is a history of liability. Mindful of moving forward and put on notice, why is it Board responsibility to take on work, what extent and how to move forward? Board to await reply from MoE and not reply from consultant. The Board acknowledges the advice given by the MoE and that there is a process to be undertaken and for the Board not to immediately close the gym.

Board discussion held regarding third party advice as to seismic activity required and what risk is posed to students and staff. Chair Ileremia requested Rob Dol of Greenstone to request emergency review. The Board will take prudent steps to ensure the process is undertaken to ensure the health and safety of the students and for the cost to be identified and who is liable for it.

Trustee Goldsack left the meeting for a short time to discuss the property matter with Rob Dol of Greenstone Group. The result being a Tompkins and Taylor report be prepared and a copy to go to MoE.

4.2. Financial Reports

Ileremia Chair proposed the reports be taken and noted as read. Hostel and School spending low due to Covid-19. The budget has been reviewed, and whilst some hostel students have left, there are more coming in. The wage subsidiary scheme has been beneficial Libelle contract 6 week and cleaning increased. Principal Gordon moved the Hostel budget be accepted.

Motion Moved: M Gordon/Seconded: M Pilcher Accepted

In regards to School budget small surplus, noting facility hireage and International Students down due to Covid-19. There have been some small operational savings i.e. power. EOTC budget trips reduced. It was a positive to opt into the donations scheme for this year.

(note: Trustee Goldsack left the meeting for approximately 10 minutes regarding Property related phone call).

Nutrition for support staff with one on medical retirement. BoT letter and gift to be arranged for. Principal Gordon moved the School budget be accepted.

Motion Moved: M Gordon/Seconded: M Pilcher Accepted

4.3 Principal's Report

There is to be a presentation at the next BoT meeting regarding priority learners. ERO report has been delayed as a result of Covid and will be up-loaded onto the website. The guidance report will be provided for the next meeting. Principal Gordon moved her report be accepted and for approval for two Hostel families to have their penalties waived for families who have withdrawn as a result of Covid.

Moved: M Gordon/Seconded: M Pilcher Accepted

4.4 Health & Safety Matters

McCaw Lewis to do a quick review.

Motion Moved: L Ileremia,Chair

4.5 Well Being Survey

Student Representative Miss Shute provided a list and the report was taken as read. Staff Representative Cato suggested Education Operation and Support for the well-being survey. This is to be looked into with the Board to electronically vote prior to the next meeting.

4.6 Policy and Procedures

Trustee Hohneck nominated to be appointed into this committee and Trustee Cato is to join from an operational perspective.

Principal Gordon advised the Board this proposed policy had been now added as school rule and has taken the policy request off the table. Ileremia 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.

5. ROLES AND RESPONSIBILITIES

5.1 Board and Committee Casual Vacancies Bi-Election

The requirement of the Bi-Election is to ensure there are the correct number of parent elected trustees. The BoT agreed to appoint Susan Murray as the Returning Officer. It is to be advertised to the community there is one vacancy and it is to be normal election process. BoT Secretary to advise Principal's EA.

5.2 Senior Leadership Team and Structure

Principal Gordon advised the recent meeting was positive and get together is important. Full strategic planning day tomorrow.

6. GENERAL BUSINESS

6.1 COVID-19 Transition

Principal Gordon advised it was the focus to have the students settling back in.

7. STRATEGIC DECISION

7.1 Board committees and structure are taking shape.

7.2 Board has taken the paper as read. Recommendation from Trustee Hohneck there be a new name for the Tikanga committee and Tikanga is to be moved up into the monitoring section of the Agenda.

The public meeting closed at 8.35 pm.

Date of next meeting: 13 August 2020

Minutes read and confirmed:

Lale Ileremia

Chairperson

Date:

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
Stan Goldsack	Goldsack Construction

ACTION POINTS REQUIRED

Meeting	Board of Trustee Meeting Actions	Organised By	Completed/ Comments
21.5.2020	Share the school's event calendar (including public events) with the BOT	Principal/ BoT Secretary	Pending
21.5.2020	HGHS Foundation – Summary – re-assigned to Committee level – to be placed into agenda	Lale Ieremia	Pending
21.5.2020	Research “Nitro” as a potential electronic repository for BoT documentation	Jane Nicklin/ BoT Secretary	Pending
21.5.2020	Set a date for community consultation with funders, donors and city councillors – re-assigned to Foundation discussions – to be placed into agenda	BoT Secretary	Pending
21.5.2020	Trustees to provide photo and brief resume for the school website in alignment with the School Charter – BoT Newsletter – to be provided before June meeting	All BOT members	Pending
21.5.2020	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
21.5.2020	Board Action Plan – key focus for Board this year School Governance – update BoT Information Board, with minutes, plan and trustee information. To be rolled over due to Covid-19	Principal/Chair/ BoT Secretary	Pending
CONFIDENTIAL ACTION POINTS			

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