



# HAMILTON GIRLS' HIGH SCHOOL

*"A wise woman shapes her own destiny"*

## MINUTES OF BOARD OF TRUSTEES MEETING Meeting held at by Zoom Meeting during Level 2 Covid-19 21 May 2020

### PART 1: PUBLIC MEETING

#### 1. MEETING OPENING, INCLUDING KARAKIA

##### 1.1 PRESENT:

Name	Position	Departed
Andrew McRae	Trustee	8.02 pm – close of meeting
Emily Shute	Student Representative	8.02 pm – close of meeting
Kristin Cato	Staff Representative	8.02 pm – close of meeting
Lale Ieremia	Chairperson	8.02 pm – close of meeting
Marie Gordon	Principal/Trustee	8.02 pm – close of meeting
Melanie Pilcher	Trustee	8.02 pm – close of meeting
Stan Goldsack	Trustee	8.02 pm – close of meeting
Terri Hohneck	Deputy Chair	8.02 pm – close of meeting

**IN ATTENDANCE:** Donna Parrish (BoT Secretary)

**1.2 APOLOGIES:** Jane Nicklin, Matua Taki

**ABSENT:** None

**1.3 VISITORS:** A warm welcome was extended by Chair Ieremia 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
Abby Rakete	HOD Sport/Assistant HOD PE Teacher	7.45 pm
Brittany Kenny	TIC Media Studies/Social Science	7.45 pm
Chris Wano	Principal's EA	7.20 (approx.)
Claire Setz	Acting DP	7.25 pm (approx.)
Kathleen Christian	2IC English/Staff	7.45 pm
Katrina Whaanga	DP	7.45 pm
Kerry Rattray	PPTA Committee/HGHS Staff	7.45 pm
Madison Scott	Assistant Teacher	7.45 pm
Megan Nightingale	Teacher	7.46 pm
Monika Ball	English Teacher	(2 x log ins) 6.02 pm. 6.14 pm & close before in-committee
Nellie Wallace-Ward	PPTA Branch Chair Head of Campbell House Art/Photography Teacher	7.45 pm
Sarah Sayer	Assistant HOD Social Science	7.15 pm approx.
Sharleen Nathan	DP	7.45 pm

Zara Henderson	Sport Co-ordinator	7.45 pm
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#### 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 23 April 2020.

The minutes of the meeting dated 23 April 2020 were confirmed as a true and correct record, noting the following matters for discussion during this meeting:

- 2.1.1 Principal Gordon disagreed with the wording of the minutes in respect of the Principal's Report
- 2.1.2 School Calendar events are up for review as a result of Covid-19
- 2.1.3 HGHS Foundation Committee to be appointed

#### Agenda

Clarification was given that the SSEP report had been included as an attachment on page 20, and there were verbal reports being given in respect of the Staff and Student Representative reports, and the updates for Well-being and Policy and Procedures.

*(M Pilcher/T Hohneck/Carried)*

#### Covid-19

Brief discussion had with Principal Gordon, DP's Nathan and Whaanga and Staff Member K Rattray regarding positive experiences for on-line learning for the community. Trustees McRae and Pilcher and Chair Ieremia acknowledging appreciation to Principal Gordon, Management Team and all staff for their contributions to Covid-19.

### 2.3 Correspondence

**Inward and Outward – Refer to Attached Schedule B**

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

*(A McRae/M Pilcher)*

## 3. ROLES AND RESPONSIBILITIES

### 3.1-3.2.2.

Matua Taki has been confirmed as a Trustee to the Board. Interest has also been received from Doug Wilson (Partner of Deliottes) and Greg Timms (HR Resources) to becoming trustees, both having school experience, governance and senior management skills. These details are to be circulated to the Board for an electronic vote. Principal Gordon supported this idea, and Staff Representative Cato reminded Board about prior applicants who were to be approached.

A discussion was held regarding the committees to be either proposed or thought about; these being;

- (a) Property committee

- (b) Well-being to consider including HR (including Trustee McRae) – noting Principal Gordon's suggestion that HR perhaps be a separate committee
  - (c) Tikanga (Trustees Hohneck, Student Representative and Matua Taki)
  - (d) Policy and Procedures
  - (e) Reinstatement of finance committee
  - (f) Student Disciplinary committee (all Board members available)
  - (g) Sports Committee (to come under Well-being?)
  - (h) Student Achievement – reporting and tracking
- (i) Principal Gordon questioned the purpose and reasoning for the direction of a sports committee at board level and how did this relate to governance? Chair Ieremia suggested the Sports and Student Achievement committees be placed on hold.
- 3.2** Principal Gordon acknowledged the lateness of the report being supplied to the Board and as a result a verbal discussion was had, acknowledging the large risk of not having a dedicated HR person and is seeking Board approval for a short term fixed position. The Board acknowledged the late report and noted Principal Gordon's recommendations.

A discussion was had with the Board Chair observations that administration matters seemed higher in priority for the Principal than strategic matters and queried clarification around the organisational structure and placement of staff in the correct positions, which was reiterated by Trustee Goldsack, in that the Board needs to see the clear position and to ensure Principal Gordon is not taking on too much. Trustee Pilcher advised the Board is looking at teaching and non-teaching roles and how it all links together to ensure risk is mitigated.

Staff Representative Cato advised there seems to be an overlap and what is this benefit, how can it be done better, how can the Board have assurance that there is consistency for the Kura, and how can it be improved? Principal Gordon is at a loss as to what is not working and is happy to explore discussions moving forward.

**Recommendation:** Chair Ieremia recommended a short-term HR vs long term, and could Greg Timms come on board to begin with, with Principal Gordon approval to this given.

**Resolved:** Trustee McRae/Seconded Trustee Goldsack

## 4. MONITORING

### 4.1-4.1.3. Financial Reports

Chair Ieremia recommended the April reports be discussed on-line.

Principal Gordon advised the April reports not yet finalised due to the impact of Covid-19. School is in a stable position. The income and expenditure is to be reviewed as loss of hostel fees from non-residence and facility hireage due to Covid-19 impact, the catering for the hostel will also be impacted. Chair Ieremia asked for draft to be available before next Board meeting, set for June.

With respect to the Hostel, Principal Gordon requested the Board resolve to give credits to the Hostel families for the month of April.

**Motion Moved (Principal Gordon/Trustee Pilcher) *All in favour***

4.2 Trustee Goldsack provided a verbal property update in that the Hepburn windows are now closed, with the design and tender process to be July approximately, and then manufacturing time added onto that – could be 10 weeks away. Principal Gordon advised this area would not be in use during exam time.

Roofing and guidance is in progress and the Board received correspondence late this afternoon regarding the cladding, and is yet to be reviewed.

Trustee Goldsack reminded Principal Gordon that the Greenstone contract is awaiting execution.

Trustee Goldsack recommended the Board move to accept the SIP funding of \$400k for 10YPP.

**Motion Moved (Trustee Goldsack/Trustee McRae) *All in favour***

It was noted the need for the guidance counselling area to be moved along urgently as there is high demand at present. Trustee Goldsack advised awaiting update from Greenstone regarding this project. It was noted that Greenstone is a property management resource via Principal Gordon and Trustee Goldsack's involvement is in a governance role only.

**4.3. SSEP Report**

Principal Gordon looking at on-line learning, and the report was noted.

**4.4 Principal's Report**

Principal Gordon advised the Disciplinary Report had been prepared by DP Katrina Whaanga and the SLT Team and gave a summary of the report. The Board acknowledged professional development for the SLT is welcomed. DP Whaanga did query the February to October event. A discussion was had acknowledging STAR courses as a resource, BOT training, HOD's/Deans/SLT Staff Representative Cato suggested this topic be taken off-line. Staff Representative Cato also suggested the support of teachers. Trustee Goldsack advised at a result meeting, the Board had not been supplied with all of the information, including what had led the student being presented to the Board. Chair Ieremia reminded that when a student is referred to the Board it is then a matter of due process, and the Board can help with restorative justice. Trustee Pilcher reminded there are school steps and board steps and clarified who is responsible for management and governance.

Acknowledging earlier discussions of matters involved in the Principal's report, Principal Gordon recommended the Board accept:

- (a) External appraisers around SLT and Principal reviews;
- (b) Lead BOT member be involved in appointment of Guidance Counsellor;
- (c) Hostel, was picked up through property;
- (d) Credit lockdown Level 3 – 6 week period for each student.

**Moved: M Gordon/Seconded: Trustee Pilcher) *All in favour***

**Principal report be accepted: Moved: M Gordon/Seconded: Trustee Pilcher)**

#### **4.5 Health & Safety Matters**

It was acknowledged the Health and Safety plans were shared during Levels 3 and 2 of Covid-19, with the community being kept informed. Student Well-Being Survey was completed.

#### **4.6 Student Representative Report**

Student Trustee Miss Emily Shute provided a verbal report acknowledging the challenges incurred by students including on-line learning. There are some concerns that the students will be given a lot of work to complete prior to exams, and students are missing the extracurricular activities such as sport and cultural. Student Representative Miss Shute acknowledged the excellent work from teachers during this time.

**Student Representative report be accepted: Moved: E Shute/Seconded: M Gordon**

#### **4.7 Staff Representative Report**

Staff Representative Kristin Cato read her report, noting the immediate impact with teachers and the re-alignment of the curriculum and students, querying how can new skills can be used going forward.

**Staff Representative report be accepted: Moved: K Cato/Seconded: M Pilcher**

#### **4.8 Well-Being Survey Update**

Trustee Pilcher advised that Student Representative, Miss Shute, will be forming part of the committee which is looking to run an independent survey to include Students, Parents, Caregivers and Staff. The survey is to be undertaken by independent providers and are looking to provide a recommendation to the Board for the next meeting.

#### **4.9 Policy & Procedure Update**

Principal Gordon advised the School docs will be for procedures and will be presenting in four weeks' time to put through. There are a lot of processes to be reviewed by the Board and will be working with Trustee Nicklin. Trustee Pilcher queried if the policies are still being kept for the board framework and is concerned the BOT work is to be kept for the Board. Principal Gordon will keep communicating with Board as it is still a work in progress.

#### **Tikanga Update**

Trustee Hohneck gave brief background on how we can represent to include other cultures and how the Board can upskill. Will be looking to make a recommendation at the next meeting and requested school contacts be passed onto the committee.

**Report noted: Chair Ieremia**

**5.1 NZSTA Voting for President and Trustees**

Trustee Pilcher reminded the Board that a vote was needed and the following recommendations were made:

- (a) President – Lorraine Kerr
- (b) Trustees – were read to the Trustees from the earlier circulation.

**Moved: M Gordon/Seconded: Trustee Pilcher) All in favour**

**5.2 Corona Virus**

Was discussed earlier in the meeting.

**6 STRATEGIC PLAN**

**6.1-6.2 Board Committees**

- 6.1 To be circulated by email.
- 6.2 HGHS Strategic Plan covered in principal's report.

**The Chairperson moved a motion to move into public exclusion at 7.45 pm.**

**The Board resumed the public meeting at 7.55 pm.**

General discussion had about visitors coming in and working together. Suggestion of Zoom meetings to continue and to look at having in-committee matters first, finishing the meeting with refreshments for visitors and the Board.

The public meeting closed at 8.02 pm

**Date of next meeting: 18 June 2020**

**Minutes Read & Confirmed:**

**Lale Ieremia**  
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

<b>ACTION POINTS REQUIRED</b>
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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
<b>CONFIDENTIAL ACTION POINTS</b>			
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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