

CONFIRMED MINUTES

BOARD OF TRUSTEES

At the **Board of Trustees** on **25 Mar 2021** these minutes were **confirmed as presented**.

Name:	Hamilton Girls' High School
Date:	Thursday, 18 February 2021
Time:	5:30 pm to 8:03 pm
Location:	Hamilton Girls' High School Boardroom, Ward Street, Hamilton
Board Members:	Lale Ieremia (Chair), Andrew McRae, Batami Pundak, Kristin Cato, Marie Gordon, Stan Goldsack, Terri Hohneck
Attendees:	Chris Wano
Apologies:	Emily Shute

1. Karakia Timatanga

1.1 Meeting Opening

1.2 Attendees/Visitors

- Kaumatua Taki Turner
- Commercial Services Manager, Karlene Verryt attending In Committee to report on Finance.
- HR Advisor, Sarah Pilcher
- SLT to present HGHS Whenu presentation

1.3 Apologies

Apologies from Student Rep Emily Shute.

2. In Committee 5.30-6.19pm

3. Public Meeting

3.1 Welcome to Visitors

3.2 Confirmation of minutes

Next Meeting 19 Nov 2020, the minutes were confirmed as presented.



Minutes confirmed

The Chair noted that it had been a considerable time since last meeting and moved the minutes are confirmed.

Decision Date: 18 Feb 2021
Mover: Lale Ieremia
Seconder: Marie Gordon
Outcome: Approved

4. Organisation Structure

4.1 Principal's Report

- SLT, Commercial Services Manager and HR Advisor introductions to the BoT.
- The Board formally welcomed new members to the school.
- Principal Gordon presented her report and was noted as read.
- The Board congratulated the school on COVID-19 Level 2 alert procedures.



Approved

Approved

Decision Date: 18 Feb 2021
Mover: Marie Gordon
Seconder: Andrew McRae
Outcome: Approved

4.2 SLT Presentations

SLT team presented their whenu (ribbon) to the Board.

Key aspects of structure is to enable and empower teams.

The Marketing, HR, Financial, Technology, Property Development & Management will support the SLT whenu.

After the SLT presentations the Commercial Services Manager and HR Advisor provided overview and focus of their roles.

Commercial Services Manager - Karlene Verryt

Property:

- Building the team with focus on improved collaboration with MOE and other major commercial partners. Capital Works project has started.

Financial:

- Focussing on building and strengthening team and streamlining processes.

Marketing/Communications:

- Working on International students and number of discussions around care of international students and family.
- Trustee Pundak notes there will be a need for resources and what would be financial implications.
- Principal notes School has built in where possible.
- Chair notes opportunities from external funding are not just limited to MoE funding.

HR Advisor - Sarah Pilcher

- Focus for this term will be learning education systems and reviewing current procedures in place and look at best practice. Some key areas to develop ie induction to be more innovative online and reduce paper, and more specific to staff roles. Currently meeting with support staff to discuss roles, hours.
 - Investigating new HR software.
1. Trustee Pundak asked what has been the feedback to date.
 2. HR Advisor notes culture is good and feedback positive.
 3. Chair notes HR Advisor engagement with parents/teachers may be a opportunity for transparency.
 4. Principal notes appraisal process is managed through Teaching Council.
 5. Trustee Pundak notes Chair's points to open up communication to parents to celebrate success to filter to parents and open invitation for parents to feedback.



Data/Reporting

Whenu leaders Craig Scrimgeour and Rebecca Early to liaise with the Board re design of data presentation for Board consideration.

Due Date: 22 Feb 2021

Owner: Chris Wano



Wellbeing/Hauora

Deputy Principal Katrina Whaanga to be included in Wellbeing Committee.

Due Date: 24 Feb 2021

Owner: Terri Hohneck

5. Monitoring

5.1 Property Update

Report taken as read.

Trustee Goldsack presented report and general discussion as follows:

1. Trustee Goldsack met with Chad Hooker and Chad has agreed to become part of the Property Committee. Chad is H3 Manager and works with HCC.
2. Requested acknowledgement of the work Chris Davis undertook in project managing site works over Christmas period.
3. Property Advisors at MoE to be trained for capital works project. Principal has requested David Vincent remain on school projects.
4. Chair notes CSM to take a lead and be assertive to move projects along with MoE.
5. Trustee Goldsack acknowledges CSM doing a great job and welcome to HGHS.
6. CSM notes important stakeholders have opportunity to feedback on wider campus development.
7. Chair acknowledges and thanks work Trustee Goldsack has undertaken for BoT as trustee and as a business owner work completed at HGHS.



Property Update

Report noted and approved

Decision Date: 18 Feb 2021

Mover: Stan Goldsack

Seconded: Terri Hohneck
Outcome: Approved



H&S Minutes

H&S Minutes to be included in updates to the Board.

Decision Date: 18 Feb 2021
Mover: Andrew McRae
Seconded: Stan Goldsack



Projects

Letter to Fosters acknowledging their work on NPW.

Due Date: 22 Feb 2021
Owner: Chris Wano



Staff acknowledgement

Letter to Chris Davis from BoT acknowledging project managing work

Due Date: 22 Feb 2021
Owner: Chris Wano



Property

Karlene to include Chad in correspondence re Gym Seismic work.

Due Date: 26 Feb 2021
Owner: Stan Goldsack

5.2 Financial Reports

Reports noted as read.

Commercial Services Manager presented financial reports and general discussion on key variances.



Variances discussed and confirmed.

Variances discussed and confirmed.

Decision Date: 18 Feb 2021
Mover: Batami Pundak
Seconded: Marie Gordon
Outcome: Approved

5.3 Budget 2021

Reports noted as read.

The Commercial Services Manager notes that due to one-off costs and significant costs around collective agreement changes for support staff and teacher aides this has contributed to draft budget deficit for 2020. Education Services has advised that most schools have been faced with increased costs and also a reduction in international student fees. Final year end accounts due March 2021.



Finance reporting

Recommendation finance committee reviews Budget and email BoT with recommendation.

Decision Date: 18 Feb 2021
Mover: Batami Pundak
Seconder: Marie Gordon
Outcome: Approved



Finance reporting

- Sponsorship funding to be included into a more formal committee with the Chair.

Due Date: 24 Feb 2021
Owner: Batami Pundak

5.4 Te Toopu Tootika Update

Report as read.

Trustee Hohneck presented report. Two points were presented to the Board for recommendation.

- Toti West to deliver training.
- Indication from BoT if still interested

Chair has noted BoT to learn school waiata and karakia.



Te Toopu Tootika

Recommendations:

- BoT agree to recommendations in report

Decision Date: 18 Feb 2021
Mover: Terri Hohneck
Seconder: Batami Pundak
Outcome: Approved

6. General Business

6.1 NCEA Achievement

Principal Gordon presented NCEA report for discussion.

- Principal notes cohort data improvement.
- Comparison data with decile 6 the School is well above national averages.
- Reduction in disparity for Maori and Pasifika.
- Lot of work was put in for L1 and L2 where the School has had best results.
- Work to be done on excellence and scholarships - which is experience Campbell Wood can bring.

1. Would like the BoT to acknowledge the staff for work they have done to achieve results.
2. Trustee Pundak has suggested morning tea staff to acknowledge and BoT to attend.
3. Staff rep Cato notes staff really appreciate with BoT attend.
4. Chair notes Matua to attend to share leadership of Te Toopu Tootika



Staff morning tea

Set date for BoT to attend morning tea with staff
Due Date: 22 Feb 2021

Owner: Chris Wano



Communications

Communicate to community achievements.
Dashboard reporting on data

Due Date: 22 Feb 2021

Owner: Marie Gordon

6.2 Staff Update

Taken as read.

Staff Rep Cato advised staff are positive and settled.



Report approved.

Report approved.

Decision Date: 18 Feb 2021

Mover: Kristin Cato

Seconder: Batami Pundak

Outcome: Approved

6.3 Student Update

Student rep Shute report taken as read.

In her absence, the Chair notes air of positivity in Student Rep Shute's report.

Recommend report accept



Student report

Report noted and approved

Decision Date: 18 Feb 2021

Mover: Kristin Cato

Seconder: Batami Pundak

Outcome: Approved

7. Close Meeting

7.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Read and Confirmed:

L Ieremia

Chairperson

Signature: _____

Date: _____