

CONFIRMED MINUTES

BOARD OF TRUSTEES

At the **Board of Trustees** on **29 Apr 2021** these minutes were **confirmed as presented**.

Name:	Hamilton Girls' High School
Date:	Thursday, 25 March 2021
Time:	5:30 pm to 8:20 pm
Location:	Hamilton Girls' High School Boardroom, Ward Street, Hamilton
Board Members:	Lale Ieremia (Chair), Batami Pundak, Emily Shute, Kristin Cato, Marie Gordon, Stan Goldsack
Attendees:	Chris Wano
Apologies:	Terri Hohneck, Andrew McRae

1. Karakia Timatanga

1.1 Meeting Opening

1.2 Attendees/Visitors

- Kaumatua Taki Turner
- Commercial Services Manager, Karlene Verryt attended In-Committee to report on Property Committee Masterplan.

1.3 Apologies

2. In Committee 5.30pm

2.1 In Committee Closed

At 6.42 pm the Chairperson called the In-Committee part of the meeting to be closed and to move out of public exclusion.

3. Public Meeting

3.1 Welcome to Visitors

The Chair welcomes guests to the board meeting and introduced including:

Rebecca Early (DP)

Sharleen Nathan (DP)

Mere Meha-Uelese and Monika Bali (Teachers)

3.2 Confirmation of minutes

Board of Trustees 18 Feb 2021, the minutes were confirmed as presented.

3.3 Conflict of Interest Register

- Board members to advise BOT Secretary of any Conflict of Interests.
- Chair noted that Trustee Goldsack has declared his interests.



Conflict of Interest Register

Board members to advise BOT Secretary of any COI's

Due Date: 16 Apr 2021

Owner: Chris Wano

4. Monitoring

4.1 Principal's Report

Report taken as read.

The Principal presented report and advised the following:

1. The purpose of the Principal's report is to make the Board aware of many mandated changes to curriculum. There is currently a NCEA review which DP Rebecca Early is leading and DP Sharleen Nathan, Faculty lead, provide update as follows:
 - NCEA change mandated effect 2023 is biggest change since NCEA started 2001. Every curriculum area will come under three strands. At the end of 2019 Minister Hipkins advised NZ/Aotearoa History studies will be mandated nationally to take effect from 2022. This was on hold due to COVID.
 - The refresh is moving in the right way with rigour as a educator and as a parent very supportive of change.
 - The Ministry has requested that any impact to social study students/NZ studies change be reported by BOT. National standardised literacy level must attain the set benchmark.
 - The school will need to be mindful of impact on faculty staff due to changes in Evidence Based Reporting, professional growth cycle changes plus mandated changes and will be looking at strategies to support staff.
 - There will be scope to investigate other opportunities and how we are serving students.
 - As this refresh is mandated, the school, will need to meet deadlines that have been set. HGHS is fortunate to be part of MoE discussion groups and the change process. The MoE is aware of teething issues but there will be long term benefits.
 - HGHS will be delivering NCEA information evenings for parents.
 - Are undertaking discussions on how to engage with iwi.
1. Trustee Pundak notes the NCEA results for Maori and Pasifika does not show break down in merit and excellence and a comparison to Decile 10 schools.
2. Principal advised that we compare data with other girls' schools and Decile 6 schools.
3. Trustee Pundak noted an Academic Committee be formed. Recommendation to be provided.

4. Principal stressed the importance of the line between governance and management and that committees should be made up of BOT leads and parents.



Principal report approved. Seconded Trustee Smith

Principal report approved.
Seconded Trustee Smith

Decision Date: 25 Mar 2021
Mover: Marie Gordon
Outcome: Approved

4.2 Committee Structures

1. Discussion held.
2. The Board discussed that all Committees to focus on governance ensuring demarcation of roles and management responsibilities.
3. BoT representation will be Trustee Pundak and will be open to invite externals as required and at the discretion of the Committee.



Trustee Smith Seconded Unanimous Board agreement

Trustee Smith Seconded
Unanimous Board agreement

Decision Date: 25 Mar 2021
Mover: Marie Gordon
Outcome: Approved

4.3 Property Committee Update

Report taken as read.

1. Trustee Goldsack updated key issues.
2. Discussion held.
3. Board congratulated Goldsack Builders for their efforts.



Report approved.

Report approved.

Decision Date: 25 Mar 2021
Outcome: Approved



Letter to Contractors

Letter to Babbage and GG acknowledging resolution of NPW recladding.

Due Date: 26 Mar 2021
Owner: Chris Wano

4.4 Finance Committee Update

Reports noted as read.

1. Discussion held.

2. Trustee Pundak presented financial reports and budget.
3. General discussion on key variances.
4. Trustee Pundak recommended the Budgets for 2021 be approved.



Board approved HGHS and Hostel Budgets 2021.

Board approved HGHS and Hostel Budgets 2021.

Decision Date: 25 Mar 2021
Mover: Batami Pundak
Seconder: Marie Gordon
Outcome: Approved



HGHS & Hostel Budgets 2021

2021 Budgets approved.

Unanimous approval by Board of Trustees

Decision Date: 25 Mar 2021
Mover: Batami Pundak
Seconder: Stan Goldsack
Outcome: Approved

4.5 Welbeing Survey

Staff Rep Kristin Cato provided update on Wellbeing Survey.

- The Wellbeing Committee will distribute to stakeholder groups recommendations and seek feedback/engagement on next steps.
- DP Whaanga will get feedback/engagement from students.
- The next steps will allow staff to provide feedback on initial findings.



Greg Smith seconded Unanimous approval by the Board

Greg Smith seconded

Unanimous approval by the Board

Decision Date: 25 Mar 2021
Mover: Kristin Cato
Outcome: Approved

4.6 Te Toopu Tootika Committee Update

Update deferred.

4.7 Policies and Procedures

Update deferred due to Trustee Hohneck's absence.

1. Discussion held.
2. An update of the process requires BOT approval before distribution.



Policy and Procedures

Principal to discuss with Trustee Hohneck and how to approach process of review and approval.

Due Date: 12 Apr 2021
Owner: Chris Wano



Website update

1. Note on website that policies are currently under review.

Due Date: 31 Mar 2021
Owner: Chris Wano

4.8 Sport & Wellbeing Committee

Report as read.

Trustee Smith provided overview of aspirations of the Committee and summary of report and requested Board feedback on:

1. What part does sport play in identity of school?
 - Sport provides inclusivity and opportunities which is a draw card to the school and will be an attraction if we develop. Acknowledge will take resources/funding to undertake.
 - Fosters whanau identity of being part of something for students to find their place and integral part of who we are.
 - There are excellent opportunities for student participation.
 - Improving the school facilities will dovetail into sport and wellbeing of school.
 - Huge benefits to students and cross over into learning.
 - Hauora approach for students and smarter with how messaging to community.
 - Committee members to be confirmed by Trustee Smith.



Trustee Smith moved report be approved.

Trustee Smith moved report be approved.

Decision Date: 25 Mar 2021
Seconder: Batami Pundak
Outcome: Approved

4.9 Foundation

1. Discussion held.
2. Chair notes there was a Foundation established previously and needs a structure review. Historical documents to be provided by CSM
3. Chair will lead and Trustee Pundak will assist with the CSM.
4. Look to get support from community and alumni to support/fund HGHS who have aspirations for girls to be successful and contribute to programmes.
5. Connect our alumni with private and philanthropic funders.



Foundation Committee

1. Schedule meeting with Chair and Trustee Pundak to discuss structure and purpose of Committee

Due Date: 31 Mar 2021
Owner: Chris Wano

4.10 School Communications

1. The Board to contribute to staff/community newsletters.

2. Board Secretary to advise when newsletters are sent to staff and community.
3. The Principal, SLT, HR and CSM provide school updates to Communications team to complete newsletter for fortnightly distribution to staff. Purpose of newsletter is as follows:
 - keep staff informed and up to date of current matters
 - Celebration/Appreciation/Acknowledgments
 - Informed of Teacher strategies
 - Staff Wellbeing

Updates to community alternate weeks include the following:

- National titles and top achievements for students
- Student learning programmes and hauora
- School culture, events, marketing
- Board updates
- Property and H&S
- Student leadership
- Hostel updates
- Spotlight to showcase our community services

4.11 Health & Safety

The Commercial Services Manager provided verbal update on H&S.

1. For the next H&S Meeting EOTC to be included to manage any risk.
2. The Chair advised the PCBU is with the Board and Principal.
3. Schedule BOT H&S site induction for HGHS and Hostel.

5. General Business

5.1 Hamilton City Council LTP

The Commercial Services Manager provided verbal update on LTPP submissions as follows:

- Draft LTPP submission will be prepared by CSM and Principal and will send to BOT to respond/feedback by email.
- The Chair confirms will present to HCC.
- Verbal submissions are due 13 April.
- The Chair has requested Matua Taki and other stakeholders in school to attend presentation to HCC.

5.2 Staff Update



Taken as read

Taken as read

Decision Date:	25 Mar 2021
Mover:	Kristin Cato
Seconder:	Batami Pundak
Outcome:	Approved

5.3 Student Update



All approved

All approved

Decision Date: 25 Mar 2021

Mover: Emily Shute

Seconder: Kristin Cato

Outcome: Approved

Taken as read.

5.4 Staff Morning Tea

Reminder for BOT to attend morning tea on 31 March.

The Chair and Trustee Pundak will attend from 10.15 am (support staff) and 11.05 am (Teachers).

6. Close Meeting

6.1 Close the meeting

Next meeting: Board of Trustees - 29 Apr 2021, 5:30 pm

Read and Confirmed:

L Ieremia

Chairperson

Signature: _____

Date: _____