

CONFIRMED MINUTES

BOARD OF TRUSTEES

At the **Board of Trustees Meeting** on **24 Jun 2021** these minutes were **confirmed as presented**.

Name:	Hamilton Girls' High School
Date:	Thursday, 27 May 2021
Time:	5:30 pm to 7:48 pm
Location:	Hamilton Girls' High School Boardroom, Ward Street, Hamilton
Board Members:	Lale Ieremia (Chair), Batami Pundak, Greg Smith, Kristin Cato, Marie Gordon, Stan Goldsack
Attendees:	Fiona Benefield
Apologies:	Terri Hohneck, Emily Shute, Chris Wano, Andrew McRae

1. Karakia Timatanga
 - 1.1 Meeting Opening
 - 1.2 Attendees/Visitors
 - 1.3 Apologies
2. In Committee 5.30pm - 6.58pm
3. Public Meeting
 - 3.1 Welcome to Visitors
 - 3.2 Confirmation of minutes

4. Monitoring

4.1 Principal's Report

- Keep Board abreast of changes to NZ curriculum.
- Teacher only Day – Whenu leader.
- Teacher Growth Whenu from Sharleen Nathan (DP) – around professional Development.

Other points:

- Trustee Pundak rated the initiatives from the PLD workshops and coach's corner – positive feedback so far.
- Trustee Smith asked about curriculum changes, in particular history changes with regards to Te Tiriti o Waitangi (TTOW).
- The Principal mentioned there is a long conversation around this, for part of history changes and as part of our curriculum. Shift for the staff and huge change process. Taking small steps for a bigger outcome. This will not happen over-night.
- Will be good for the board to bring Whenu leaders to come in for a brief. With TTOW at the heart of our discussions.
- Start to prepare lessons for junior curriculum. What does that look like with other subjects? SLT are leading this really well and growing staff capability.
- Mentioned that the Board need to be aware this is a huge change and process.
- MOE: Time and resource for this to implement. Resourcing is stretched. Senior Staff are seconded as example. DP seconded ½ day work on this. HOD's also doing work, they are on the ground with the MOE. Well-funded but trying to find their way through it. History changes are making it in context for HGHS as this is already a focus.



Report noted and approved

Approved

Decision Date: 27 May 2021
Mover: Marie Gordon
Seconded: Stan Goldsack
Outcome: Approved

4.2 Property Committee Update

Karlene Verryt (CSM) moved to approve the 10YPP amendment. Funds don't change, but is simply allocation to various projects. Main one is Hepburn project and additional funding by MOE.

The Chair recommended to move forward. The Principal moved with amended 10YPP document, and Matua seconded that. Unanimous Board approval. The Chair to sign tonight on behalf of the Board.

Chair noted for the Board to participate in broader Master Plan process. Discussions around both parties contributing to overall Master Plan and ensuring we have broadest Master Plan we can have. School backs itself to find support for extras required over and above what MOE will provide. Board are confident they can achieve best outcome for girls, families and communities.

The Board has confidence in the Chair's advice due to his background and experience in this space. The school and board can take confidence in the MOE's approval of increased roll to 2000.



Report noted and approved.

Report noted and approved.

Decision Date: 27 May 2021
Mover: Stan Goldsack
Seconder: Marie Gordon
Outcome: Approved

4.3 Finance Committee Update

April Financial Reports

1. Key points to update for April Financial reporting

- Tracking well against budget
- Compared with 2019, tracking well this year. This includes Sonninghill.
- Ability to view monthly and YTD numbers, CSM working on that.
- Trustee congratulated CSM and everyone for financial audit.
- Auditors satisfied with full compliance.
- CSM feeling confident and tracking well to budget and agrees with Trustee Pundak. The Principal reminded the aspirations to constantly improve on the budget.

2. Approval of Annual Report

- Trustee Pundak recommended acceptance of full report, deadline is End of May.



Report noted and BoT all in favour of acceptance.

Report noted and BoT all in favour of acceptance.

Decision Date: 27 May 2021
Mover: Batami Pundak
Seconder: Marie Gordon
Outcome: Approved

4.4 Foundation

- The Chair noted positive work is building around the narrative and some pre-work required being able to move forward with offering Foundation forward.
- Jubilee celebration – can this be harnessed with timeline?
- CSM mentioned having to push and needed the word spread on this.
- Trustee Pundak asked about a way to get a profile of each person for latter connection to harness interest in Foundation? CSM confirmed this was added to registration page.
- There are 65 registrations, 40 who have paid. Look to have a marketing drive. Jubilee is a High Tea Celebration: 24th July. Ideal number is 200. Would need over 100 paying.
- Principal mentioned trying to get as many Alumni as possible interested.
- Many Invites to connections with Girls High, businesses & Mayor invited.
- To consider next steps for structure and strategy of Foundation Committee.
- The Chair asked whether application has been made to Community Funders? Principal replied not for the hostel, but that can be done.
- CSM mentioned opportunity to present and show history of Sonninghill. Also, opportunity to show the Master Plan and Wellbeing Centre. KV will keep the Chair posted on this.
- Chair suggested CSM talk with David Cowley (Grants Manager) for funding support at Well Energy Trust. **Action for Karlene Verryt - CSM**



Foundation

Lale to set Trustee Pundak up with Ali Lennan - HBHS - who looks after Boys High Foundation.

Due Date: 8 Jun 2021
Owner: Lale Ieremia



Golden Jubilee

Board Secretary to email a save the date to all BoT members for the Golden Jubilee on 24th July 2021.

Due Date: 31 May 2021
Owner: Fiona Benefield

4.5 Wellbeing Committee

Recommendations

- Seeking approval for these recommendations
- Leading the group
- Create a purpose statement
- Policy development
- Actions with time-frames
- Suggest Lead proposed as Trustee Hohneck

Points:

- Trustee Pundak acknowledged the huge amount of work involved in this for the committee.
- The Chair appreciates all work Trustee Cato has achieved with this.
- Trustee Cato has highlighted the PPTA feedback in the staff update. Acknowledged the PPTA.



Proposed Trustee Hohneck as Leader and also approve recommendatio...

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Decision Date: 27 May 2021
Mover: Greg Smith
Seconder: Stan Goldsack
Outcome: Approved

4.6 Sport Committee

- Highlight on where they've been and where they're going. Only two working on this currently.
- Opportunity to create a start point and would like the Board to recognise vision and structure, framework outlined.
- Success is connected with the school as identity.
- Development of girls and financial benefits
- Aspirations of school match up with aspirations of document.
- Goal is to be NZ's number 1 Girls sporting school.
- Dovetail in with this is wellbeing.

- Seek confirmation that division is accurate from the Board and get moving on work that needs to be done.
- Who leads sport in the school and define leadership in school?
- Key Recommendation is 6 clusters within sport-how do we cluster? Clusters provide opportunity to look at the sport and needs of sport and girls.
- Resourcing people and volunteers. No database on volunteers-support - an opportunity to improve in this space.
- Athlete-centered, start to look at what it means to be a performance athlete in a girls' school
- Propose top-down model then progress layers with the vision of being No.1 sport school.
- Academic success compliments sporting success.
- Funding element to this – 5 identifiable areas – funding included as one area.

The Chair mentioned having framework and structure in place, and encourage volunteer space. Volunteering will follow and so will the funding.

- Trustee Smith said seeking Board's approval is the first stage: 2nd stage to figure out strategy and how to implement all this.
- Trustee Cato asked is there a way of promoting HGHS's top sports people? Following on from this are all the clear benefits of this promotion. Trustee Smith stated the aspiration is being the best school in the country and benefits will follow.
- The Chair agreed that this dovetails nicely with the Master Plan and The Foundation.



Approval of Recommendation report.

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Decision Date:	27 May 2021
Mover:	Greg Smith
Seconder:	Batami Pundak
Outcome:	Approved

4.7 Policies and Procedures

The Chair suggested adjourning 4.7 until the next meeting as Trustee Hohneck is absent. The Principal mentioned an email process implemented with the Principal's EA. Starting to get policies into different people in the school.

4.8 Staff Update

Katrina Whaanga (DP) – will be farewelled this week and acknowledgment of a massive contribution for ten years of service to SLT.

The Chair acknowledged given almost 20 year status of Katrina Whaanga the Board should write a special thank you letter for Katrina Whaanga. The Principal presenting a gift from the school and Board.

Commented that Chris Wano (Principal's EA) who undertook duties of Board of Secretary's role has done an outstanding job - a formal thank you will follow.

Principal mentioned a plan to organise another evening with Board and Community Members possibly this term.



The Board Secretary to organise a letter of thanks for Katrina Wh...

The Board Secretary to organise a letter of thanks for Katrina Whaanga (DP).

Due Date: 31 May 2021
Owner: Fiona Benefield



Board Secretary to organise a letter of thanks for the Principal'...

Board Secretary to organise a letter of thanks for the Principal's EA for undertaking BoT Secretary duties.

Due Date: 1 Jun 2021
Owner: Fiona Benefield

5. Close Meeting

5.1 Close the meeting

Next meeting: Board of Trustees Meeting - 24 Jun 2021, 5:30 pm

Read and Confirmed:

L Ieremia

Chairperson

Signature: _____

Date: _____