

# CONFIRMED MINUTES

## BOARD OF TRUSTEES

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

<b>Name:</b>	Hamilton Girls' High School
<b>Date:</b>	Thursday, 29 April 2021
<b>Time:</b>	5:30 pm to 7:40 pm
<b>Location:</b>	Hamilton Girls' High School Boardroom, Ward Street, Hamilton
<b>Board Members:</b>	Lale Ieremia (Chair), Terri Hohneck, Andrew McRae, Batami Pundak, Emily Shute, Kristin Cato, Marie Gordon, Stan Goldsack
<b>Attendees:</b>	Chris Wano

### 1. Karakia Timatanga

#### 1.1 Meeting Opening

#### 1.2 Attendees/Visitors

#### 1.3 Apologies

### 2. In Committee 5.30pm

### 3. Public Meeting

#### 3.1 Welcome to Visitors

#### 3.2 Confirmation of minutes

**Board of Trustees 25 Mar 2021**, the minutes were confirmed as presented.

- The Board Chair and Secretary have discussed the presentation of Minutes in BoardPro.
- If Secretary is unclear of any actions the Secretary will seek clarification.



#### **Board approves the minutes**

Board approves the minutes

<b>Decision Date:</b>	29 Apr 2021
<b>Mover:</b>	Marie Gordon
<b>Seconded:</b>	Batami Pundak
<b>Outcome:</b>	Approved

### 3.3 Conflict of Interest Register

1. Board members to advise the BOT Secretary of any conflicts of interest to update the COI Register. Conflicts are any businesses that are associated with school activities.



#### Conflict of Interest

1. To remind trustees to confirm if they have any conflicts.

<b>Due Date:</b>	27 May 2021
<b>Owner:</b>	Chris Wano

## 4. Monitoring

### 4.1 Principal's Report

Report taken as read.

The Principal notes key items below and the Board to comment as required.

- NCEA Review is large piece of work led by DP Early and training will be covered off at Teacher Only Days throughout the year.
- Just received Draft Education Review for Board to provide any feedback by 7 May. This review is linked to Capital Works Redevelopment.
- HR report prepared by Sarah and acknowledges work with PPTA and implementation/improvements to processes.
- Referred to the digital link for DP applications.

Discussions held and referred to Board for any questions:

1. Chair queries the improvements with HR and PPTA.
  - PPTA notes improvement, transparency and tidy up of processes. Having a HR specialist is making a big difference.
2. Chair asks the timing for NCEA, workload and timeframe for HGHS.
  - DP Early advises the MoE is working along side HGHS. HGHS presented to group and was became clear we are well ahead of other kura. This rollout is a National mandate and the challenge is resourcing. The Whenu platform provides clarity for rollout of changes and the Heads of Faculty will be leading the rollout. Have conducted EBR meetings to review and identify support required for rollout.
3. Trustee Pundak asked if staff confident with changes.
  - DP Early advised there are two changes - NCEA structure and systems and ideological/philosophical which will take time and will need support.
4. Trustee Pundak queried do staff understand/informed.
  - DP Early advised based on EBR meetings some are but some aren't and we are working with Faculties for any support.
5. Chair notes comfort HGHS leading change, opportunity to make statement/comment back to MoE from Principal on challenges.
6. Principal notes HGHS have queried MoE on issues especially with resourcing. From a Board perspective need to understand the changes and SLT to keep Board informed.

7. In community newsletter Principal to provide update on NCEA changes and assure parents we are well ahead of the change.
8. On behalf of the Board thank you for the work and investment in leading the change. Evident the whenu structure is working well.
  - o DP Early tautoko to the Principal and the Chair that the whenus are transformational and is working really well.



### **Unanimous Board Approved.**

Unanimous Board Approved.

**Decision Date:** 29 Apr 2021  
**Mover:** Marie Gordon  
**Seconded:** Terri Hohneck  
**Outcome:** Approved

## **4.2 Property Committee Update**

Taken as Report

Property Chair notes key issues:

- Full maintenance on site undertaken during the holidays.
- Hepburn lighting completed.
- Arborist completed tree maintenance.
- Upgraded phone and bell system.

Thank you to CSM and property team.

Discussion held on redevelopment of site.

- Met with MoE and have agreed increased school roll to 2,000 and full site Masterplan. Awaiting on when the roll number takes effect from.
- Normally 6 month planning process. However, when the Board engages with MoE again will look to moving process quicker.
- HGHS need to start planning cashflow as MoE will require for planning.
- Seating for NPW has previously been discussed and the Chair has suggested applying for funding from Trust Waikato.
- CSM queried how do we progress LTP. The Board advises as we have a line of communication, HGHS will need to provide an update of where HGHS is at with MoE and next steps.
- CSM to provide update in staff newsletter.
- Masterplan visuals and proposals will be made available to faculty leaders and to engage with parents.



### **Unanimous Board approval**

Unanimous Board approval

**Decision Date:** 29 Apr 2021  
**Mover:** Stan Goldsack

**Seconder:** Marie Gordon  
**Outcome:** Approved



### Site Redevelopment

- CSM to provide an update of where HGHS is at with MoE and next steps.
- CSM to provide update in staff newsletter.
- Masterplan visuals and proposals will be made available to faculty leaders and to engage with parents.

**Due Date:** 27 May 2021  
**Owner:** Chris Wano

## 4.3 Finance Committee Update

Report taken as read. Finance Committee Chair presented financial reports and general discussion on key points.

1. Good result with surplus \$362k but with current system can't compare month/month. The Board needs to catch risks in real time and recommend CSM to look at better ways to track month/month.
2. Hostel tracking above.
3. External grant income now available and will start applying to use funds.
4. Note Lynn Scott Trust to be disestablished and moved to BOT account.
5. Auditors are on site 4-5 May.
6. Board Chair asked for any comments from the trustees.



### Unanimous Board Approval

Unanimous Board Approval

**Decision Date:** 29 Apr 2021  
**Mover:** Batami Pundak  
**Seconder:** Stan Goldsack  
**Outcome:** Approved



### Finance

- CSM to consider better ways to track YTD and month/month reporting.

**Due Date:** 31 May 2021  
**Owner:** Batami Pundak



### External Grants

- External grant income now available and can start applying to use funds.

**Due Date:** 31 May 2021  
**Owner:** Batami Pundak

## 4.4 Foundation

## 4.5 Sport & Wellbeing Committee

Report taken as read.

Key issues noted as follows:

- how to progress, next steps

- Will the Board consider disclosing full report to staff

#### Board comments

- Is there anything of significance in the report that will make a difference compared to the summary already presented?
  - Possibly some mistrust from staff.
  - Focus should be on how we improve.
- PPTA advised there was a noticeable mistrust as to why full report wasn't presented. Is a low percentage of staff so how do we change culture.

The Chair queries who is leading Wellbeing Committee. This is currently being advertised and will then form sub-Committee.

The Board is taking the Wellbeing Survey seriously and acknowledges it has too long and needs clarification, the opportunity to share all information or bring the third party surveyor to table to address process to answer and explain process and advise there was no reconfiguration of any data and maintained integrity of process.

To summarise the Committee needs to move on survey and the Board entrusts the Committee to close off process and bring a recommendation to progress.

The Board acknowledges good recommendations from PPTA.

Wellbeing Committee, from a Governance perspective, after addressing issues, to put recommendations to Board within the next few weeks.

Terri notes provides opportunity for transformational systemic change for future wellbeing surveys and even develop HGHS own surveys.



#### Unanimous Board Approval

Unanimous Board Approval

<b>Decision Date:</b>	29 Apr 2021
<b>Mover:</b>	Kristin Cato
<b>Seconder:</b>	Batami Pundak
<b>Outcome:</b>	Approved

Report by Trustee Smith hand out.

- Summary of HGHS opportunities for the school
- Will provide full report once discussed with Committee

Board to consider and provide feedback.



#### Wellbeing Survey

1. Wellbeing Committee, from a Governance perspective, after addressing issues, to bring recommendations to Board within the next few weeks.

<b>Due Date:</b>	27 May 2021
<b>Owner:</b>	Kristin Cato

## 4.6 Te Toopu Tootika Committee Update

Verbal Update by Trustee Hohneck

- Matua Taki developing a resource to develop a culture competency resource.
- Review of HGHS Treaty of Waitangi policy will be reviewed to ensure it aligns.
- Once completed will update with rollout.

## 4.7 Policies and Procedures

Verbal update by Trustee Hohneck.

- Next steps approach for review of policies will be for Committee to review policies and set policies that are priorities.
- Once the Committee meets will advise Board of recommendations.

## 4.8 Health & Safety

H&S Minutes taken as read. Discussed and comments as follows:

1. CSM notes will need to get staff more involved in H&S processes.
2. The Chair queries PPTA for school representation on Committee.
3. Agreed more staff involvement and PPTA agrees. CSM will co ordinate.
4. Include summary of any EOTC and Incidents.



### H&S

1. CSM to co ordinate more staff involvement required for H&S Meetings.
2. H&S updates to include summary of any EOTC and Incidents.

**Due Date:** 27 May 2021  
**Owner:** Chris Wano

## 4.9 Staff Update

Report taken as read.

Trustee Pundak suggests Staff Rep conveys to staff the Board's acknowledgment for work and appreciation.

## 4.10 Student Update

Report taken as read.

## 5. Close Meeting

### 5.1 Close the meeting

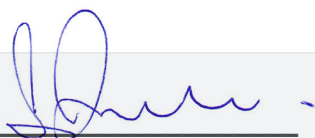
**Next meeting:** No date for the next meeting has been set.

Read and Confirmed:

L Ieremia

Chairperson

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

