

# DRAFT MINUTES

## BOARD OF TRUSTEES MEETING

<b>Name:</b>	Hamilton Girls' High School
<b>Date:</b>	Thursday, 26 August 2021
<b>Time:</b>	5:30 pm to 8:12 pm
<b>Location:</b>	Hamilton Girls' High School Boardroom, Ward Street, Hamilton
<b>Board Members:</b>	Lale Ieremia (Chair), Batami Pundak, Emily Shute, Greg Smith, Kristin Cato, Marie Gordon, Stan Goldsack, Terri Hohneck, Matua Taki Turner
<b>Attendees:</b>	Fiona Benefield

### 1. Karakia Timatanga

#### 1.1 Meeting Opening

The Chair welcomed everyone and expressed the wish to move through agenda items quickly where possible.

#### 1.2 Attendees/Visitors

#### 1.3 Apologies

Matua Taki Turner

Greg Smith

### 2. In Committee 5.30pm

#### 2.1 In-Committee Items

### 3. Public Meeting 6.30pm

#### 3.1 Welcome to Visitors

The Chair welcomed all visitors to the Public meeting and explained the Public session to the parents present, then introductions were made.

### 4. Administration

#### 4.1 Confirmation of minutes

**Board of Trustees Meeting 24 Jun 2021**, the minutes were confirmed as presented.

Minutes from the previous meeting (June) were confirmed as a true and accurate record.



## Confirmation of June BoT meeting minutes

Minutes confirmed

**Decision Date:** 26 Aug 2021  
**Mover:** Batami Pundak  
**Seconded:** Stan Goldsack  
**Outcome:** Approved

## 4.2 Conflict of Interest Register

The Chair reminded the Board that there is a register and if there are any changes, please note them and add to the register.

## 4.3 Student Elections

Returning Officer (Karina Holmes) was appointed for the up-coming Student Elections to be held on 22 September 2021. Just to confirm this and noted for process, and for the Board.

# 5. General Business

## 5.1 Constitution

The Chair mentioned from a Board perspective the greater interaction with parents the better and reiterated that public meetings are open to parents, welcomes them and would like to engage the school community more especially with up-coming Triennials.

Trustee Pundak provided a summary of the Board's decision to alter the Constitution from seven parents to five explaining the practical and time-consideration reasons for changing. A summary of the current Board structure was advised along with the legal requirements and the ability for the Board to co-opt new parent members if the Constitution is reduced. The Chair asked parents for any comments. Feedback was received and the Constitution discussed. The Chair asked the floor (including visitors) if everyone was supportive of this approach – all agreed. The Chair mentioned that an update will be circulated to the Community with regards to this. It was noted, if required and beneficial, the Board can revert back to a structure of seven in the future.

The Chair then explained approach and structure of Sub-Committees to the visitors. He thanked the team who established the committees and mentioned and encouraged parent participation.

The Chair advised the Bot Secretary is collating an updated schedule of all the Committees and will put online through the Board link and welcomed any parent to volunteer.

**Recommendation to pass a resolution to reduce the constitution from seven to five parent representatives. All agreed.**

## 5.2 Covid Response Planning

The Principal summarised, and mentioned SLT are present to answer questions. The Principal expressed the challenge and difficulties with short notice of the Lockdown announcement, and acknowledged the SLT and work achieved in the last eight days. The Principal emphasized staff and student wellbeing is at the centre of decision-making, with comms key and target groups kept in the loop. Noted that MOE gave an exemption for students to come into school to collect resources.

This is a challenging time around Academic Achievement and Senior school are top priority. The school also have the added challenge of Hepburn Building closing down due to H&S reasons. The Principal ensured the Board there is a good strategy for this with numerous staff meetings. Confirmation that NZQA have moved exams and alleviated pressure. Acknowledgement of Grainne O'Mahoney's work in pastoral with a focus on that. Also noted was the challenge and

impact on the Hostel. Community engagement will continue and the Principal acknowledged and thanked Karlene Verryt with her finance and property work.

Other points were planning for 2022, enrolments and 2021 remaining events.

Trustee Pundak acknowledged and thanked the Principal, the SLT and staff and emphasized the huge effort and work over this time, especially considering their own family commitments and would like this conveyed to all the staff on behalf of the Board. The Chair also thanked the team and the Principal for her leadership.

The Principal invited Grainne O'Mahoney for a summary with regards to pastoral and vulnerable students in this period. Grainne then summarised the process and follow up on students.

The Chair invited comments from parents with regards to the Covid item. A parent wished to commend teachers and leaders, especially the ability to collect resources from the school and highlighted the reason why their girls are at HGHS.

The Chair thanked the parents and thanked the Principal for the update.

## 6. Monitoring

### 6.1 Principal's Report

Report taken as read and the Principal identified key points:

- New HR advisor starting in 3 weeks time – Louise.
- Acknowledge resignations: Sharleen – 9 years to HGHS and wish her all the best at MOE.
- Acknowledge Abby Rakete – confirmed has resigned and is moving back to Bay of Islands. Thankful for the work she's undertaken: pastoral, dean and leading sport also.

The Chair asked if the Principal would like to comment on internal roles currently. The Principal advised with Katrina Whaanga's departure and now Sharleen's, acting 2IC is a shared role between Craig Scrimgeour and Rebecca Early with other leaders picking up additional roles to cover the rest of the year: Acting deans will also slot into roles.



### Report Accepted

Report Accepted and all aye

**Decision Date:** 26 Aug 2021  
**Mover:** Marie Gordon  
**Seconded:** Stan Goldsack  
**Outcome:** Approved

## 7. Sub-Committees Update

### 7.1 Achievement Committee

Trustee Pundak updated that the Committee have completed KPIs to measure students' academic achievement and will run first set of results for the next meeting.

Chair mentioned this will come back to the Board for further discussion.

Report is noted.

### 7.2 Property Committee Update

Property Report taken as read and key points noted:

- Work on Greenstone and Hepburn: Recognised the pressure on CSM to keep that working

- Issue in Andersons toilets – remedied
- Carving for Wharenuui has been put on hold.
- Master plan and MOE – nothing more to report there.

The Chair asked whether the approach is still the school's plan and whether Community and engagement with sports is still going well. Trustee Goldsack mentioned Chad Hooker (Committee Member) has had positive conversations with that and he is confident with Chad's input that partnerships can form in those places.

**Wharekai Funding: The Property & Finance Committee recommend that the Board approve they will cover any additional funds required for the Wharekai work over and above the SIP funding to a maximum of \$60,000 excluding GST.**

**The Chair (Lale Ieremia) on behalf of the Board supports, confirms and approves the recommendation with regards to Wharekai Funding.**

Trustee Goldsack advised the Board of the H&S issue end of the gymnasium. He updated the Board mentioning the Property Committee had conducted a site visit and requested area was blocked off and identified as a severe H&S risk. Two options to fix were mentioned with all pros and cons of both options discussed and emphasized action required to happen asap and requested a Board vote on what option: Either Trustee Goldsack's recommendation or GG to design and build.

The Chair summarised. It's a key risk issue, the Project Manager as consultant has advised risk for process and a building that is a temporary structure that presents H&S risk which is immediate. The Board has the decision that the building is temporary and H&S is the primary concern. Recommendation of overclad is first purpose of H&S and ensure that that issue is first and foremost. In summary the Chair agrees with Trustee Goldsack's recommendation on the basis it's a H&S action and not building maintenance. Recommend moving forward with that and all the Board agreed.

- Recent power outage and cable age – CSM has that covered.
- The Chair reminded BOT and the CSM with sign off and terms of documents. Recommendations to be made by Committee Chair, and confirm just looking for the Delegated Authority with the process moving forward. BoT to make sure that is moved on.
- HCC – no further update on that currently.



### Report accepted

Report accepted and all aye.

<b>Decision Date:</b>	26 Aug 2021
<b>Mover:</b>	Stan Goldsack
<b>Seconder:</b>	Terri Hohneck
<b>Outcome:</b>	Approved

## 7.3 Finance Committee Update

Report taken as read. Trustee Pundak summarised with key points:

- HGHS – tracking better than budget to date.
- Looking at details with expenses. Extra costs with relief teachers which can't all be claimed back.
- Sonninghill – income from hierage is already exceeded, but in a good position.
- Jubilee – came under cost.
- Kooga – looking at contract there and the Committee's recommendation is to remain with them, contract ends mid 2022.

Wharekai recommendation came from the Property committee. Cost is estimated under 60K. MOE supporting 50K and looking for board to approve remaining up to 10K. Expense needed to approve for this project. The CSM noted the Committee wouldn't normally bring this to the Board, but the MOE wanted this minuted by BOT that they are satisfied and need to cover additional 10K.

**Trustee Pundak proposed that the Board accept this recommendation and the Chair confirmed it's an accepted delegation and is noted.**

- Looking at quotes for Anderson's conversion. Trustee Goldsack said with lockdown it's on the high side but needs to be priced up when levels drop.

The Chair thanked Trustee Pundak for the report, and mentioned with future forecasting, considering costs to date, is happy that the CSM confirms the school is still achieving end budget, but will there be any surprises with Covid? The CSM mentioned 2023 international students next year, hopefully. The immediate effect is in boarding and how long to keep the girls at home. But advised facilities hireage had numerous bookings. Is unsure with Covid, but budget met already.

The Principal advised there will be an impact with changes, especially looking at Achievement work. There's a process to manage and could be impacted with facility hireage with buildings close to us.



### Report Accepted

Report accepted and all aye.

**Decision Date:** 26 Aug 2021  
**Mover:** Batami Pundak  
**Seconder:** Stan Goldsack  
**Outcome:** Approved

## 7.4 Policies and Procedures

Trustee Hohnneck acknowledged and thanked the policy review leads who have sent updates through. Due to Covid the review period extended for another two weeks. This will be recommended via email for approval by Board. Initial review of all policies have been completed. The Chair mentioned will pick up the Wellbeing aspect after and how it relates to the policy review process.

Report noted.

## 7.5 Staff Update

Report taken as read and be accepted.

Trustee Cato thanked Sharleen for her contribution and wished her all the best. Chair thanked Trustee Cato and report noted.

## 7.6 Sport Committee

A strategy was presented at last BoT meeting. Trustee Smith met with three parent reps and positive comments in his report. Interviewing for Director of Sport next week and Covid put timeline behind and will start that process next week.

Report noted.

## 7.7 Wellbeing Committee

The Chair noted that Trustee Smith has taken a temporary leave as lead and Marie has stepped in with Kristin to continue to work with the Committee but not leading it as such. Trustee Smith is

down as the lead for the Committee. The Principal and Kristin (as staff rep) have been moving this along with the staff and the rest of the team.

The Principal mentioned the importance in having a trustee lead the committee. The WB Committee was established in response to a Board lead survey last year and the key is ratification of Wellbeing Policy. Trustee Hohneck is seeking clarity around that process and has given good feedback on that and process to tidy up, but policies of WBC to move forward around WB policy. Acknowledge Sharleen's lead with Kristin, Nellie, and Monika who have also all been on the H&S course and have found it valuable with great resources there.

Trustee Hohneck had commented around process and next steps forward and is leading the policy committee which connects into the WB policy. Moving forward will require an offline discussion between Trustee Hohneck, the Principal and Trustee Cato (who are also the policy Sub-Committee). The Committee will then seek approval from the Board via email. Trustee Hohneck wishes to acknowledge and appreciate the mahi achieved to date. The Chair noted the report and looking to close this out as part of policies review, and appreciates all work in this.

## 7.8 Student Update

Report taken as read.

Emily gave a brief summary and hoped everyone was well and moved for her report to be accepted This was seconded by Trustee Hohneck. And all aye.

Trustee Hohneck expressed her thanks to Emily. Because of Covid the Student rep has another meeting as student election has been pushed back.



### Report Accepted

Report accepted and all aye.

<b>Decision Date:</b>	26 Aug 2021
<b>Mover:</b>	Emily Shute
<b>Seconded:</b>	Terri Hohneck
<b>Outcome:</b>	Approved

## 7.9 Te Toopu Tootika Update

Trustee Hohneck confirmed a date for the Board's cultural training is on 16<sup>th</sup> September depending on Covid; this may need to be online.

Trustee Hohneck enquired if there was anything specific the Board wished to cover? Trustee Pundak mentioned for discipline meetings it would be helpful to learn the correct protocol/setting to meet with Māori families. Trustee Hohneck confirmed this was a good focus.

The Chair highlighted a holistic view of cultural and awareness and picking up other cultures going forward, whether it's Pasifika and others that there will be that competency and requirement that's running through this committee. Trustee Hohneck noted that. The Committee is investigating a longer cultural competency plan, and for the Board to add more depth around what they're wishing to achieve out of this training. The Chair asked if there is an opportunity to do one part Board, then to extend this to parents? Trustee Hohneck said they can discuss this at Committee.

Report noted.

## 7.10 Closing

The Chair thanked the staff and process for what they've had to deal with due to Covid. In terms of resignation and on behalf of the Board thanked Sharleen Nathan and Abby Rakete then asked Trustee Hohneck to say a few words in respect of special staff leaving today. Trustee Hohneck then expressed her thanks on behalf of the Board both in Māori and English. Sharleen Nathan then spoke and thanked everyone.

Toti West closed the meeting with a Karakia.

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** Board of Trustees Meeting - 23 Sep 2021, 5:30 pm

Read and Confirmed:

L Ieremia

Chairperson

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



Date: 5 October 2021