

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING

At the **Board of Trustees Meeting** on **17 Nov 2021** these minutes were **confirmed as presented**.

<b>Name:</b>	Hamilton Girls' High School
<b>Date:</b>	Thursday, 28 October 2021
<b>Time:</b>	5:30 pm to 7:30 pm
<b>Location:</b>	Online Meeting (via Zoom) (If in Level 3), Zoom Details (via BoT Secretary)
<b>Board Members:</b>	Lale Ieremia (Chair), Batami Pundak, Greg Smith, Kristin Cato, Marie Gordon, Stan Goldsack, Terri Hohneck, Brad Saxton, Carissa McCay, Sarah King, Matua Taki Turner, Milan Phillips
<b>Attendees:</b>	Fiona Benefield

### 1. Karakia Timatanga

#### 1.1 Meeting Opening

#### 1.2 Attendees/Visitors

#### 1.3 Apologies

### 2. In Committee 5.30pm

#### 2.1 In-Committee Items

### 3. Public Meeting 6.30pm

#### 3.1 Welcome to Visitors

The Chair welcomed visitors to this part of the meeting with introductions from everyone.

### 4. Administration

#### 4.1 Confirmation of minutes

**Board of Trustees Meeting 23 Sep 2021**, the minutes were confirmed as presented.

The Chair asked if there were any comments or corrections to September's minutes, otherwise take those as accepted and approved.

## 4.2 Conflict of Interest Register

The Chair advised Trustee Goldsack has previously registered a COI as Goldsack Builders and requested members please fill out a form and pass to the BOT Secretary, who will attach an updated form to the minutes.

## 5. General Business

### 5.1 Any General Items

The Chair reminded the group reports are taken as read and presenter to call out any key issues then lead into a discussion or review of any items, confirm actions and move forward.

## 6. Monitoring

### 6.1 Principal's Report

Report taken as read. The Principal summarised key points:

- Public health response order came out with regards to legal requirement in Level 3 region and certainty around testing every 7 days until vaccinated. Communicated with staff with regards to the public health order.
- School sport have cancelled everything for rest of the year.
- SLT working on a plan to move prizegivings to digital celebration. Still investigating what that may look like. Hopefully can run junior prizegiving at end of year, in line with a lot of assemblies run online

The Principal moved the report be accepted, seconded Trustee Smith and all aye.



### Report Accepted

Accepted

<b>Decision Date:</b>	28 Oct 2021
<b>Mover:</b>	Marie Gordon
<b>Seconder:</b>	Greg Smith
<b>Outcome:</b>	Approved

## 7. Sub-Committees Update

### 7.1 Achievement Committee Update

Trustee Pundak provided a verbal report, summarising key points:

- IGCSE consultation will start Nov 2<sup>nd</sup> and conclude 12<sup>th</sup> Nov, in time for November meeting. Consultation will go out to Community and Stakeholders and this will be submitted to the Board for consideration.
- Will start with HOFs next Tuesday (potentially online). Noting good to hear feedback and looking forward to the process and evolution of this.
- The Principal noted current concerns around the process and will submit comments to the AC for their consideration of the consultation process.

Report taken as noted.

## 7.2 Property Committee Update

A verbal update was provided with key points/progress noted.

- Hepburn block is underway with asbestos removal.
- Hepburn going well and pleased with contractors in place, Morecroft from Auckland. No access to Hepburn, apart from basement but no asbestos in there – conducting daily testing. Onsite lab, no delay in results. Level 3 removal now complete. Air testing going on to make sure that's clear, then they will move to level 2, then 1.
- CSM has a meeting with GG and Livingstone and wishes to ensure all parties are aware where we are at.
- Special mention - huge thanks to the staff who've moved out. A lot of removal gone on, one accident, that's in H&S report.
- Electrical: The CSM mentioned a recommendation through to PC on what we do there. One was sig. higher, and one ballpark, but is over the MOE funding, so will take that back to the PC. Not wanting to rush this work, and can push into term1/term 2 holidays.

### Masterplan:

- Positive second workshop meeting and architects keen on feedback of cultural aspects of the school. Following week will be final Master Plan workshop.
- The Principal noted the benefit of having the clear directive from the Board for MOE. The Chair mentioned the Board has held tightly to their vision and expectation.
- The Chair acknowledged the Principal's leadership, the Property Committee, and the CSM's processes. Suggestion in all helping with contacts for funding. Trustee Goldsack thanked the Chair for his direction and the CSM for her work and great job.
- The Chair mentioned an opportunity to create a feasibility and business case to meet the MOE's requirement. A chance for a submission to get one of the trusts to support the school, tracking control of that business case. The Chair is looking forward to the support in moving forward on the basis from the Board.
- Trustee Goldsack mentioned the stressful time in the industry as far as supplies/materials are concerned. The CSM will keep Trustee Goldsack informed on that.
- Trustee Goldsack and the Chair wished to acknowledge Chad Hooker's great service to the Property Committee and the Board.
- The Chair said, recognising the minutes and verbal report, will go back to the recommendation in utilising Deloittes and seeking that funding to assist process and if the Board is agreeable with that approach. Resolve to move that the Property Committee achieves that, and undertakes the work directly with Deloittes. The Board unanimously agreed.
- Board Secretary to circulate the Master Plan Draft (presented as a provisional document) to the Board.

The Chair moved the report be accepted, and Trustee Smith seconded it. And all aye.



### **Report Accepted**

Report Accepted

<b>Decision Date:</b>	28 Oct 2021
<b>Mover:</b>	Lale Ieremia
<b>Secunder:</b>	Greg Smith
<b>Outcome:</b>	Approved

### 7.3 Finance Committee Update

*NB: This was the first Sub-Committee item discussed*

The Deputy Chair has taken the report as read and summarised key points.

Financials for school ytd tracking at higher deficit than budgeted due to cost of relief staff and reminded this has been reported on previously. Expectation that this is mitigated and will land on budget that was set at the start of the year. Deficit of almost 400K expected.

Sonninghill:

- Budget for whole year was surplus of 14K. Debating the expected refunds/credits for families through duration of lockdown. Investigation on what other schools are doing, and the FC would like to come back with a recommendation.
- Deficit at year end. The Board all agreed for Trustee Pundak to complete investigating all the information and let the Board know the final Committee's decision. Noting that if the recommendation is emailed a unanimous decision is required. General consensus is for FC to make a recommendation.
- Noted that HGHS is charging less fees than other schools.
- HGHS unable to apply for other subsidies, e.g. wage subsidy.
- The Chair said naturally it would be good for a breakeven position as opposed to a deficit.
- The Staff Rep is happy for FC to make the decision, but would like the Board to know and should be recorded officially somewhere.
- Trustee Pundak advised there is a deficit here and may need to carry forward the cash through to next year. Will advise at next BoT meeting.
- Chair enquired if we're breaking into the cash reserve?
- The CSM mentioned the reality of facing a 3<sup>rd</sup> year in a row without international students. Hopefully 2023 they will return and said they will minimise costs where they can.

Finance report RFP that went out re: two Grant applications:

Grassroots is the first application with an increase in the amount requested as a bulk application.

**Minute that a resolution was passed to progress with the Grassroots Foundation application.**

Lion Foundation is the 2<sup>nd</sup> application.

**Minute that the Board resolved to progress the Lion Foundation application.**

Trustee Pundak moved the report be accepted and approve financial reports for Sep 2021, seconded Trustee Hohneck

*Matua Taki left the meeting at 6.59pm.*



#### **Report accepted**

Report Accepted

**Decision Date:** 28 Oct 2021  
**Mover:** Batami Pundak  
**Seconder:** Terri Hohneck  
**Outcome:** Approved

### 7.4 Policies and Procedures Update

Trustee Hohneck provided a verbal report.

There are still discussions around the policies review process. The Current School docs system is in question, whether it is fit for purpose. School Docs does not have a mechanism that allows the

Board to maintain oversight and approve policy changes. The Committee are sorting out how they best move forward on this. The logistics with collapsing School Docs need to be considered, how we move forward. There is still a lot of mahi to progress this.

The Chair mentioned the Board focus on policies and procedure.

The report has been noted.

## 7.5 Staff Update

The Staff Rep moved the report be taken as read and accepted.

The Chair commented, from hearing the report, that staff appear to be in good spirits, even with current Covid challenges. The Staff rep mentioned there is a lot of understanding currently and comms around keeping staff safe has been clear.

Staff rep Cato moved her report to be accepted. Seconded: Trustee Pundak and all aye



### Report Accepted

Report accepted

<b>Decision Date:</b>	28 Oct 2021
<b>Mover:</b>	Kristin Cato
<b>Seconder:</b>	Batami Pundak
<b>Outcome:</b>	Approved

## 7.6 Sport Committee Update

Trustee Smith provided a verbal report.

Not a lot of activity in this period due to level 3. The Sport roles are in place. Comms with Kim Howard and Trustee Smith around consulting with parents. Currently Jasmine is working with school around administration and to capture student's voice - capture community and student experience. Strategies evolving and things will come together in next period.

Report taken as noted.

## 7.7 Wellbeing Committee Update

A verbal report was provided with key points:

- 3 new Committee members into Wellbeing team: new Board lead Trustee McCay, Grainne O'Mahony (SLT), Louise Cocks (HR).
- Next meeting Thursday 4<sup>th</sup> November.
- Given the Board approved change in the Whenu, Matua Toti West will join the WC also.
- Grainne's focus is on student Hauora, Matua Toti will represent Teacher Wellbeing.
- Continue to grow governance also a focus.
- Student representation and more parent support will be part of the discussion going forward.
- Still working on TOR's for sub-committees. Louise (HR) brings a lot of experience to the table.
- The Principal to connect with Harvey Brookes who runs Waikato programs around Wellbeing initiatives.
- Trustee Hohneck suggested an annual Wellbeing survey to take place.

The report is noted.

## 7.8 Student Update

The Chair welcomed the new student rep Milan Phillips to the Board.

Emily Shute (previous student rep) attended the meeting in support of Milan and introduced her. The Student rep then updated the Board on what was happening and summarised the exam process. General feeling of the girls returning to school is positive.

The Report was taken as noted.

## 7.9 Te Toopu Tootika Update

Trustee Hohneck has taken the report as read, and summarised key points.

Paper submitted and recommendation on seeking Board's approval concerning cultural competency plan to begin 2022. Trustee Hohneck thanked Emily and Matua for their mahi on the committee. Pleasing to get to this stage (goal for two years) and provide the proposed plan.

The Chair asked the Board if everyone is comfortable with the recommendation proposed? All are in support. The Board are happy with the recommendation to move forward with that.

Trustee Hohneck moved her report be accepted, seconded by Trustee McCay and all aye.



### Report Accepted

Report Accepted

**Decision Date:** 28 Oct 2021

**Mover:** Terri Hohneck

**Seconded:** Carissa McCay

## 7.10 Fundraising Update

Trustee Pundak advised there is no report, but wishes to establish a PTA for next year. The trustee wishes to wait for the workshop first, and bring new Board members on board with this.

## 7.11 Health & Safety Update

The Principal advised the first H&S meeting was online and can see the committee strengthening, it is well represented. The Chair asked if the Board Secretary could move the H&S item up in the agenda for each Board meeting.

## 7.12 Closing

The Chair advised there will be a workshop for the Board, which will include discussions on the Board plan, foundation as part of that process, then TORs for committees. Then from management and governance perspective. Hoping for this to occur pre-Christmas. The suggestion was for December as there is no scheduled Board meeting. The Chair suggested a facilitator to do pre reading beforehand and requested the Principal's help with pulling this together.

The Chair would like to have a session to talk with the SLT, and mentioned a student voice also.

The Board Secretary will work on a possible date in December.

Trustee McCay expressed her thanks to Marie and the SLT team, and all the staff who have moved quickly to make themselves available, including Covid tests. And thanked everyone for what they're doing in that space.

Emily Shute (student) closed the meeting with a karakia

**Meeting ended at 8.00pm**

**Next meeting: Board of Trustees Meeting - 17 Nov 2021, 5:30 pm**

## 8. Close Meeting

### 8.1 Close the meeting


**Next meeting:** Board of Trustees Meeting - 17 Nov 2021, 5:30 pm

Read and Confirmed:

L Ieremia

Chairperson

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



Date: 24/11/2021