

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING

At the **Board of Trustees Meeting** on **28 Oct 2021** these minutes were **confirmed as presented.**

Name:	Hamilton Girls' High School
Date:	Thursday, 23 September 2021
Time:	5:30 pm to 8:09 pm
Location:	Hamilton Girls' High School Boardroom, Ward Street, Hamilton
Board Members:	Lale Ieremia (Chair), Batami Pundak, Milan Phillips, Greg Smith, Kristin Cato, Marie Gordon, Stan Goldsack, Terri Hohneck
Attendees:	Fiona Benefield
Apologies:	Matua Taki Turner

1. Karakia Timatanga

1.1 Meeting Opening

Emily Shute advised tonight is her final meeting as student rep and confirmed will assist with induction of the new student rep.

Emily Shute then proceeded to open the meeting with a karakia.

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 Public meeting opened at 6.30 pm. The Chair welcomed everyone and introductions were made.

4. Administration

4.1 Confirmation of minutes

Board of Trustees Meeting 26 Aug 2021, the minutes were confirmed as presented.

Trustee Hohneck acknowledged Emily Shute for her hard work and contribution, as this is her last Board meeting officially as a student rep. Emily Shute then thanked the Board.

5. General Business

5.1 Co-option of Members

The Chair would like to move that the Board accepts the three co-opted members. Seconded by Batami Pundak, and all aye. The co-opted term is for 12 months with a review after that.

Confirmation of new co-opted Members: Brad Saxton, Sarah King, Carissa McCay.

6. Monitoring

6.1 Principal's Report

The Principal moved that the report is taken as read and accepted. Seconded by Batami Pundak and all aye.

Noting acknowledgement of the appointment of Grainne O'Mahony as Deputy Principal.



Report Accepted

Report Accepted.

Decision Date: 23 Sep 2021
Mover: Marie Gordon
Seconder: Batami Pundak
Outcome: Approved

7. Sub-Committees Update

7.1 Achievement Committee Update

IGCSE Presentation

Trustee Pundak discussed HGHS's NCEA results, and the reasons for suggesting and introducing an alternative: Cambridge exams (IGCSE). Instead of NCEA Level 1 there is the option of Cambridge exams. Trustee Pundak emphasized as a Committee, they would like to open this proposal to investigate and consult. This would entail gathering opinions from stakeholders, staff, students and parents, and feedback from the Board. The presentation is to seek Board approval to go to a consultation stage/process.

Craig Scrimgeour (SLT) summarized data and graphs in the presentation doc submitted to the Board, highlighting comparisons with other comparable schools. Emphasizing HGHS is merit heavy, but excellence light in comparison. The Data shows that work has gone into learners, but now there is a wish to lift the excellence students.

Campbell Wood (SLT) mentioned his experience in HBHS with this kind of program, the successes with it, and is proposing to seek consultation with those students who wish to be tested.

Noting that this program can also seek all learners' disposition, but with a focus on the higher end students.

Rebecca Early (SLT) mentioned the marked benefits to staff and summarized these. An opportunity for PD for staff and the timing would align with NCEA package with changes happening on that. Noting the school will still be mindful of staff workload and sign up would be voluntary for staff.

Guest Speaker: Kathleen Lloyd-Parker from Chilton St James Girls School gave a presentation via Zoom. Kathleen summarized her experience with NCEA in a girls' school she worked in and summarized the trial they conducted with IGCSE.

- The results in the first year were positive and surprising.
- Students who took IGCSE went on to more academic careers. eg. Engineering.
- Results and pass rates grew, along with good habits, attitudes and focus in both Maths and English.
- The success in Maths went from Year 13 and right back to Year 9.
- Teachers mentioned that students retained their knowledge.
- PD for teachers invigorated them: Training, mentoring and two teachers are available to share their positive experiences with our staff if required.
- Mental health aspect showed a positive effect: Their motivation, work habits, drive to work and succeed, but also balancing their life with other curricular activities. Those students changed overnight.

Trustee Pundak thanked Kathleen for her presentation.

The Chair asked for the recommendation from the Committee.

Trustee Pundak seeks a resolution from the Board and approval to commence a consultation process and reconvene at the next Board meeting with the consultation result, which will conclude on 26th October. Moved by: Batami Pundak. Seconded: Stan Goldack and all aye.

Trustee Pundak thanked the SLT for their work with this.

The Chair reminded the group and Committee in general on the process with docs read, and key items noted.

Trustee Hohneck left at 7.30pm



Resolution approval

Trustee Pundak seeks a resolution from the Board and approval to commence a consultation process and reconvene at the next Board meeting with the consultation result, which will conclude on 26th October.

Decision Date: 23 Sep 2021
Mover: Batami Pundak
Seconder: Stan Goldsack
Outcome: Approved

7.2 Property Committee Update

Report taken as read.

Trustee Goldsack confirms there were issues with H&S of cladding at the gym which has since been fixed. This is temporary, but needed remedying as it was a hazard. Hepburn is on target to

occur with completion end of Jan. The CSM thanked the staff with the upheaval of this and also for their feedback.

The CSM mentioned the MOE's decision to demo or not demo the gym and decision was made to continue with the Master Plan, MOE's decision hopefully in a week, but work will still progress. The Chair asked when the Master Plan can be viewed. The CSM confirmed that a meeting has been pushed out one week. The Chair noted that 6 months is too long with this process and the design team should have moved on the request. From a Board perspective the Chair is keen to see this, staff and parents consulted, and would like a firm date soon.

The Chair enquired about GG. The CSM mentioned the pressures on their resources and lockdown in Auckland has impacted Hepburn noting the risk of another lockdown. The Chair encourages the Board to maintain their position in demanding outcome rather than waiting for output. 19th October is the next Council growth strategy meeting – will need to provide an update.

Trustee Goldsack moved and Batami Pundak seconded and all aye



Report read and approved

Approved

Decision Date: 23 Sep 2021

Mover: Stan Goldsack

Seconder: Batami Pundak

Outcome: Approved

7.3 Finance Committee Update

Report taken as read.

- Minutes in Board pack are from August so a verbal update for more recent items.
- Deficit was advised, but optimistic the year can be finished positively, but it is tight.
- Personnel and support staff expenses overspend. Trying to mitigate these costs with opportunities to claw back some of this.
- New cleaning contract has been signed and possibly transition cleaners to the new contractor.
- Finance policy review completed and will go back to Trustee Hohneck (Policies Committee) before back to the Board at the next meeting.
- Andersons 35K confirmed.

The Finance Committee propose a resolution to apply for 16.5K for a Lasercutter via the Grassroots Foundation and request Board approval for this. The Chair enquired whether there are multiple applications for Grassroots; the Principal advised this is the first one for awhile. The Chair suggested an opportunity to address a bulk application to key areas of Grassroots fund; applications of this nature would be complimentary to that. The Principal advised a bulk fund application could be moved quickly. A Board minute is needed for the application for a confirmed number to be decided. **The approval for a bulk funding application is minuted. All the Board concurred.**

BP summarized the Sonninghill update and mentioned 13 girls from Auckland who are stuck. The Finance Committee will seek info from other schools with their procedure and will come back to the Board with a recommendation. The Principal advised, from a management perspective there are things to consider also.

The Chair thanked Trustee Pundak and the CSM and hoped to end up with a positive year end result but noting there could be impact with covid. The CSM confirmed there are no issues with year end if further lockdowns occur in 2021. **Trustee Pundak moved the report be accepted and Trustee Goldsack seconded and all aye.**



Report Accepted

Report be accepted.

Decision Date: 23 Sep 2021
Mover: Batami Pundak
Seconder: Stan Goldsack
Outcome: Approved

7.4 Policies and Procedures Update

Will be next month's item, along with Te Toopu Tootika update.

7.5 Staff Update

Report taken as read.

Staff rep Cato summarized the report highlighting challenges during lockdown but also the positivity with the students settling back in. Staff are looking forward to the break.

The Staff rep moved her report be accepted and taken as read. Seconded, Trustee Smith and all aye



Report be accepted

Report accepted.

Decision Date: 23 Sep 2021
Mover: Kristin Cato
Seconder: Greg Smith
Outcome: Approved

7.6 Sport Committee Update

Trustee Smith summarized the Sport strategy and key points in his report.

Roles have been appointed for Sport in the school, acknowledging external help with filling these positions. Now have a point of leadership, Kim Howard, who has great experience. Strategy of the report sits in draft, and there are three parts to this: Hauora, Wellbeing, participation sports and performance of sports. The next phase is to reengage parents and approval of the draft document. Considering aspiration of the school and female success and participation, Trustee Smith would like to seek Board endorsement with policy development around students' extra-curricular activity, making this compulsory with staff involvement. There is a baseline of data with sport participation but there is certainly space to move and improve on that. The Principal wishes to acknowledge the Board with strategic vision on this. The goal is to have a high performing sports department. NB: The Anderson work that finance approved is to build a space at the end, which will become a sport space.

Trustee Smith seeks acceptance of the recommendation and the report. Staff rep Cato seconded and all aye.



Report accepted

Report accepted.

Decision Date: 23 Sep 2021
Mover: Greg Smith
Seconder: Kristin Cato
Outcome: Approved

7.7 Wellbeing Committee Update

Working Group Update. The Chair advised a new trustee member needs to be confirmed. The Principal advised the last meeting didn't take place with key people were away and no trustee available. Grainne O'Mahony will join the working group; the group will adjourn to the next meeting. The Chair enquired if there is a student rep in there, and if not that would be beneficial. The Principal summarized for the Board who's on the committee and agreed with a student rep on there. The Chair emphasized the Wellbeing aspect is a holistic representation.

7.8 Student Update

Emily Shute summarized her report. **Emily Shute moved and Greg Smith seconded the report.** The Chair noted that Emily has offered to help the new student rep over the next meeting or two and thanked Emily.



Report Approved

Report accepted.

Decision Date: 23 Sep 2021
Mover: Milan Phillips
Seconder: Greg Smith
Outcome: Approved

7.9 Te Toopu Tootika Update

The section adjourned and update will be provided for the next BoT meeting.

7.10 Fundraising Update

Trustee Pundak requested the report to be taken as read with the recommendation to establish a fundraising committee and get that underway with a focus around one annual fundraising event. Seeking new members to help lead this.

The Chair mentioned a plan also to tidy up all Committees.

Brad Saxton left the meeting at 8.00pm

Trustee Pundak asked the Board to accept the recommendation with further discussion at the committee. Trustee Smith seconded that and all aye.

The Chair noted the Board will be having a day's workshop on the Sub-Committees and explained this to the visitors and will add fundraising as a part of that discussion.



Recommendation acceptance

Recommendation accepted.

Decision Date: 23 Sep 2021
Mover: Batami Pundak
Seconder: Greg Smith
Outcome: Approved

7.11 Health & Safety Update

Report taken as read.

The CSM mentioned Chris Davis has summarized the report. Election for the Committee members has been held, been announced and a meeting will be held shortly. A new H&S software system

will assist with getting policies and procedures to tidy this up. Chris is also doing extra study to achieve this.

The Chair said if moving to a package to collate data for accidents/incidents that would be good to see what it delivers. Trustee Pundak enquired on data for students wellbeing also, and the CSM confirmed that's also in progress.

The CSM advised it is a noted report only.

7.12 Closing

In closing the Chair welcomed the new co-opted members to the Board and thanked them for attending. The Chair also thanked the contribution of the staff to families, students and thanks to all trustees and visitors for attending tonight and moved to close the meeting

Emily Shute closed the meeting with a karakia. **Meeting closed at 8.09PM**

8. Close Meeting

8.1 Close the meeting

Next meeting: Board of Trustees Meeting - 28 Oct 2021, 5:30 pm

Read and Confirmed:

L Ieremia

Chairperson

Signature: 

Date: 15 November 2021