

CONFIRMED MINUTES

BOARD OF TRUSTEES MEETING



At the **School Board Meeting** on **23 Feb 2022** these minutes were **confirmed as presented**.

Name:	Hamilton Girls' High School
Date:	Wednesday, 17 November 2021
Time:	5:30 pm to 8:16 pm
Location:	Hamilton Girls' High School Boardroom, Ward Street, Hamilton
Board Members:	Lale Ieremia (Chair), Batami Pundak, Student Representative, Greg Smith, Kristin Cato, Marie Gordon, Stan Goldsack, Terri Hohneck, Brad Saxton, Carissa McCay, Sarah King, Matua Taki Turner
Attendees:	Fiona Benefield

1. Karakia Timatanga

1.1 Meeting Opening

Matua Taki opened with a karakia. Meeting opened at 5.33pm

1.2 Attendees/Visitors

Matua Toti West (AP), Nellie Wallace-Ward (Teacher, PPTA), Claire Coulson-Dalton (English Teacher & Ignite Lead), Greer Sydney (HOD English), Debra Leong (Assistant HOD Maths), Wendy Calder (Director of Careers), Val Rolfe (HOD Maths), Sam Garland (Teacher of Maths), Josephine Maplesden (HOD Social Sciences), Olive Jellyman (Teacher of Maths)

1.3 Apologies

No apologies.

2. In Committee 5.30pm

2.1 In-Committee Items

The Chair moved to go into the In-Committee section of the Board meeting @ 5.36pm

3. Public Meeting 6.30pm

3.1 Welcome to Visitors

The Chair welcomed everyone to tonight's meeting and invited Matua Taki to share some thoughts, along with Matua Toti.

4. Administration

4.1 Confirmation of minutes

Board of Trustees Meeting 28 Oct 2021, the minutes were confirmed as presented.

The Chair asked for any comments or corrections to October's minutes, otherwise take those as **accepted and approved. Trustee Pundak moved and Trustee Smith seconded and all aye.**



Approved

Approved

Decision Date: 17 Nov 2021
Mover: Batami Pundak
Seconder: Greg Smith
Outcome: Approved

4.2 Conflict of Interest Register

The Chair advised this item will now be termed 'Registration of interest'. Noted that Trustee Goldsack has already advised a COI, and anyone else to note and identify those interests. The Principal noted representation on two Committees/Boards, but they are school related: Waikato Secondary School's Principals Committee & School Sport NZ, but nothing that sits outside of school.

5. General Business

5.1 General Items

The Chair advised the procedure is papers are noted and read, and Committee leads please summarize key areas, call out key points, then quick discussion from a Board perspective to move papers going forward.

The Chair requested before moving into the Sub-Committee section of the meeting that everyone quickly introduce themselves.

6. Monitoring

6.1 Principal's Report

The Principal thanked and acknowledged Nellie Wallace-Ward stepping down as PPTA rep, and contribution to PPTA, staff panels and Boards. The Chair also thanked and acknowledged Nellie's contribution.

The Principal mentioned Covid and transition back to school for staff, highlighting the good team approach to how they've managed over the past few weeks with work and home commitments;

outstanding leadership and collegial support. Good decision to bring teachers only day forward. Juniors start back next Monday and Senior students preparing for NCEA.

The Principal moved her report be accepted, Trustee Pundak seconded and all aye.



Report approved

Approved

Decision Date: 17 Nov 2021
Mover: Marie Gordon
Seconded: Batami Pundak
Outcome: Approved

7. Sub-Committees Update

7.1 Achievement Committee Update

Trustee Pundak summarised the wide consultation process undertaken as best practice and highlighted the overwhelming support from parents and students and gave a brief outline of supportive comments as these are not summarised in the AC report. A wide and transparent consultation process was conducted that provided full information and was well communicated. The summary report focused on the questions and all issues raised. The SLT were thanked for their input and consideration of all comments. As a result of the feedback a couple of areas were amended, including intro of maths in year 11 only, and flexibility of cohorts in their recommendation.

The Chair opened the discussion for the Board for their comments and noted for the members of the public, this is a Board discussion who are reviewing a process that's undertaken by the Committee and was widely consulted. The Chair will not endorse a public discussion on this as the committee has considered all input and discussion. The Principal added the process was transparent and confidential to the Principal and her EA only. Feedback was forwarded to the Academic achievement committee with non-identifying information, for full and detailed consideration.

Trustee Pundak emphasized to the members of the public that this is in the early stage and will appreciate contribution moving forward, but the decision tonight is based on everything received and simply whether IGCSE should be implemented or not. SLTs will continue working on mode of delivery and specific course content. The Chair advised a paper has been provided and recommendation allows to move forward and further discussion with the process to take into consideration. Decision tonight is in principle to go ahead and implement IGCSE for an initial group of 30 students.

The Chair thanked Trustee Pundak, the AC and the teachers for feedback and put the vote to the Board for confirmation. **For the Board to ratify the introduction of the Achievement Committee's recommendation to implement IGCSE at HGHS. The voting took place and there was a unanimous decision from the Board in support of this**

Trustee Pundak moved the report be accepted and seconded by Trustee Goldsack and all aye.



Report approved

Approved

Decision Date: 17 Nov 2021
Mover: Batami Pundak
Seconded: Stan Goldsack
Outcome: Approved

7.2 Finance Committee Update

Trustee Pundak summarised key points:

- Progressing towards budgeted deficit for year end. Lots of maintenance work to catch up from previous years and higher expense for relief staff.
- Credit for hostel families considered and decided on 60% which accounts for both Terms 3 & 4 and to note the hostel still had fixed costs and expenses with no subsidies received. Comms to parents will go out. This decision was delegated to FC by the BOT at its previous meeting.
- Note in Finance report, anything extra-curricular will be charged to students involved in activity as take-home component.
- Heads up for the Board to discuss at 7th Dec workshop meeting. Dedicating Budget 2022 for first part of the workshop.

Trustee Pundak asked the Board to approve the report. Seconded by Trustee King and all aye.



Report approved

Approved

Decision Date:	17 Nov 2021
Mover:	Batami Pundak
Seconder:	Sarah King
Outcome:	Approved

7.3 Property Committee Update

Trustee Goldsack has taken the report as read, provided an update and summarized key points and recommendations to confirm:

- Approval for 10YPP amendment sort
- Hepburn block is progressing, is on track and keep progressing forward in that same way.
- Wharekai; Option 1 or 2. Reason for this there's been a change of plan and direction. Cost put forward. Recommend to proceed with Option 2.

Recommendations:

10YPP: Requirement is due to the Hepburn project. Discussion about MOE with cost. The resolution was to put through this amendment, to allocate this funding into Hepburn by removing from other projects; this is the easiest way for MOE to get funding into Hepburn quickly. The Chair understands the amendment and recommendation which is straightforward.

The Chair asked if the Board is in agreement on this recommendation going forward, all agreed. The CSM asked for the Chair to provide his approval for his e-signature to be used for this approval.

Wharekai Item: The CSM summarised that money taken from that, is wanting to go elsewhere and would like to go ahead with stainless steel cabinetry. Recommendation is to go ahead with Option 2. The Chair asked for any questions or queries on that process, which has been robust.

The Chair recommended to move this forward, and all agreed. The Board Secretary is to action the e-signature on the required document.

Master Plan:

The Principal mentioned a discussion around cultural narrative with Matu Toti and the Te Toopu Tootika lead. The Architects are looking at a specific design layout and looking at use of classrooms. Has met with HODs to look at spaces. The Architect is waiting for that last piece around cultural narrative. The CSM said the key thing has been the school continues in an operational phase, no

direct impact or buildings taken out: When construction happens no disruption to learning places of the school. The Principal thanked Matua Taki's guidance which has been inspirational. Matua Taki thanked everyone.

The Chair mentioned the time taken to get this project over the line and keeping MOE moving forward. As a broad context all big ideas being considered and the Board will be responsible to seek Community or other funding for those buildings that won't be delivered or funded by the MOE: MOE are allowing the ambitions. The Chair thanked the Property team and acknowledged what Theo (MOE) has achieved on the Master Plan to get this through before Christmas. Any Board comments on this to contact Trustee Goldsack.

Wharenui:

The Principal advised a recommendation has gone through to the architect who's waiting for final words to allow to move the Wharenui (with regards to meetings last week). The Principal to firm that up.

Trustee Goldsack moved his report be accepted and seconded by Trustee Pundak and all aye.



Report approved

Report Approved

Decision Date: 17 Nov 2021
Mover: Stan Goldsack
Seconded: Batami Pundak
Outcome: Approved

7.4 Health & Safety Update

The Principal advised there was nothing more to report (no incidents) since the last Board meeting. Shifting back to level 2 and finalising paperwork for that and will go back through the committee. The report was noted.

7.5 Policies and Procedures Update

Trustee Hohneck summarized, noting policy discussions still ongoing and capacity has been limited during lockdown. The Chair mentioned if there is enough admin resource in this space if Trustee Hohneck needs help and advised management roles vs governance space with this.

7.6 Staff Update

The Staff rep acknowledged the Board and SLT on behalf of the staff. Having tutorial week has been good and well attended and looked forward to having juniors back for 3 weeks.

Staff rep Cato moved her report is read and accepted, and seconded by Matua Taki. All aye.



Report approved

Approved

Decision Date: 17 Nov 2021
Mover: Kristin Cato
Seconded: Matua Taki Turner
Outcome: Approved

7.7 Sport Committee Update

Trustee Smith mentioned his report is for noting. There has been progress in structure of the committee. Governance, management and leadership has met and minutes will be reported on. Document around operating model that the team will use in lines of consultation. Process of consultation is going out soon to stakeholders and will provide a benchmark. The Principal commented that it's a very good team going forward and thanks to Trustee Smith for his leadership and guidance on that.

The report is taken as noted. The Chair advised, is looking forward to more parent involvement and what might happen next year.

7.8 Wellbeing Committee Update

Trustee McCay welcomed the staff who have joined on public forum and advised the Wellbeing Committee have met with a good supportive group and will take the report (minutes from the meeting) as read. Update on Wellbeing survey is being approved and will go live tomorrow. Grainne O'Mahony supervising the student survey which will go out and confirmed this will be a confidential survey. The Committee decided with pressures of covid, that they will hold off on surveying the community and look again next year. Trustee McCay confirmed many questions from the previous survey are the same, as it's important to keep consistency.

The Chair has taken the report as noted.

7.9 Student Update

Student Rep Phillips provided a brief update on student life and achievement. Applications for student council occurred and results are in. The year 13 celebrations with civics day and bag days were mentioned as well as mocks and NCEA changes with focus and plans. The student rep acknowledged the student team working on the Hamiltonia magazine and also the sporting success of Maddy Cox with her indoor rowing.

Student rep Phillips would like her report taken as read and accepted. Seconded by Staff rep Cato and all aye.



Report approved

Approved

Decision Date: 17 Nov 2021

Mover: Student Representative

Seconder: Kristin Cato

Outcome: Approved

7.10 Te Toopu Tootika Update

Trustee Hohneck summarised and mentioned the Hui around the cultural narrative for the Master Plan and tautokos and discussion that's been happening in that space, and acknowledged the mahi to date and pleasing to see this come to light. Discussion with Matua Toti around next steps by the end of the year and can update the Board via email.

The Chair noted the report.

7.11 Fundraising Update

Trustee Pundak advised this is to be discussed on the 7th December at the Board workshop which will form part of the Budget discussion, suggesting some contribution from a foundation or some sort of parent activity. Bring in a group of parents who can help with fundraising activities. The activity of

this Committee will be critical next year and planting the seed for other Board members to think about being on this Committee.

The Chair mentioned supporting programmes in the school with one of the opportunities for a school to provide those business pathways for some of those students who could be considered; some students could support through mutual commitment with the businesses. The Principal will touch base with Careers; a business approach with career pathways. The Principal also mentioned the other fundraising space is the Alumni.

7.12 Closing

The Chair thanked the Principal and staff with level transitions and handling the girls end of year. The Chair would like to encourage parents to join committees and help with positive changes for the school. More room for parent leadership in this space. He also said for the student rep to convey to students a thanks for being part of the school.

8. Close Meeting

8.1 Close the meeting

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

Read and Confirmed:

L Ieremia

Chairperson

Signature: _____



Date: 23 February 2022