

# CONFIRMED MINUTES

## SCHOOL BOARD MEETING



At the **School Board Meeting** on **31 Mar 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Hamilton Girls' High School
<b>Date:</b>	Wednesday, 23 February 2022
<b>Time:</b>	5:30 pm to 7:08 pm
<b>Location:</b>	Online Meeting (via Zoom) , HGHS Zoom Meeting Room (via BoT Secretary)
<b>Board Members:</b>	Batami Pundak, Brad Saxton, Carissa McCay, Greg Smith, Kristin Cato, Marie Gordon, Sarah King, Stan Goldsack, Student Representative
<b>Apologies:</b>	Lale Ieremia (Chair), Matua Taki Turner
<b>Guests:</b>	Rebecca Early, Karlene Verryt, Campbell Wood
<b>Notes:</b>	Student Rep: Milan Phillips. Board Secretary: Gill Henderson

## 1. Karakia Timatanga

### 1.1 Meeting Opening

The Principal opened the meeting with a Karakia

### 1.2 Attendees/Visitors

Campbell Wood (SLT), Monika Bali (PPTA Rep)

### 1.3 Apologies

Board member Smith put in his apologies for the meeting start and will join the meeting later.

Board member McCay will need to leave the meeting a bit earlier.

Matua Taki Turner sends apologies.

## 2. In Committee 5.30pm

### 2.1 In-Committee Items

### 3. Public Meeting 6.30pm

#### 3.1 Welcome to Visitors

The Deputy Chair Pundak welcomed Campbell Wood and Monika Bali to the public part of the Board meeting.

### 4. Administration

#### 4.1 Confirmation of minutes

**Board of Trustees Meeting 17 Nov 2021**, the minutes were confirmed as presented.



#### **Deputy Chair Pundak asked for any comments or corrections to Nove...**

Deputy Chair Pundak asked for any comments or corrections to November 2021 minutes, otherwise those taken as **accepted and approved**. **Deputy Chair Pundak moved the minutes be accepted.**

**Decision Date:** 23 Feb 2022  
**Mover:** Batami Pundak  
**Outcome:** Approved

#### 4.2 Registration of Interest Register

Nothing to report

### 5. General Business

#### 5.1 General Items

No general items to add or discuss.

### 6. Monitoring

#### 6.1 Principal's Report

SLT – Covid Continuity Plan - What is Kura going to look like. Biggest challenge is staffing. How do we manage close contacts around staffing?

International students – Boarder open changes noted. Team developed – Principal, R Early (2Ic), Gill Austin (Lead international teacher) on the team, looking at where we are at now and where we are going.

Must keep international students coming to us. Looking at what is happening in the classroom, ensure an excellent experience within the school. Will look at KPI's around this. Focusing within the hostel around sport, arts, leadership

Deputy Chair Pundak asked if there were target goals for number of students hoping to attract in 2023? Principal responded that KPI's may be known by next Board meeting as there is a need to put together policies around Covid. All new and will take time. If HGHS can achieve 10 new students by 2023 that would be a good outcome.

Deputy Chair Pundak asked if HGHS has received confirmation to increase school roll? The Principal states that the waiting lists for Year 9, 10 and 12 are increasing, unfortunately there is no

classroom space, could not go anywhere as HGHS doesn't have the room. Must work within the Covid space also. Possibly in 2023 could look at increasing numbers.

The report is noted.



### **Reporting on target KPI's for International Students in 2023**

Deputy Chair Pundak asked if there were target goal for number of students hoping to attract in 2023? Principal responded that Principal may know KPS's by next Board meeting as there is a need to put together policies around Covid. All new and will take time. If HGHS can achieve 10 new students by 2023 that would be a good outcome.

Marie Reports 5 students. (24/03/2022)

**Due Date:** 31 Mar 2022

**Owner:** Marie Gordon

## **7. Sub-Committees Update**

### **7.1 Finance Committee Update**

- Waiting for audit and finalising last year numbers and January numbers.
- CSM states that Committee is working towards producing YE results for December 2021. Draft will be ready by end of next week by finance committee and will go to audit after that. Was a tough year and has rolled out as expected.
- Jan 2022 accounts – Boarding numbers, watch carefully. Thinking about the open day coming up and how we sell our story a little better than we do currently, online presence, video stories from the girls. Feeling the pressure from other schools, taking HGHS boarders. Principal mentioned that the Marketing team and R Early (SLT) already working on that. Online open day rather than face-to-face.
- Questions raised around the Relief Staff Budget, answered by the Principal stating there are different layers in place strategy wise, rolling levels home, to alleviate staffing levels, staff applying for compensation. Will keep BoT informed.

The Report is noted.

### **7.2 Achievement Committee Update**

- R Early (SLT) – Summing up academic achievement – Over last 3 years best ever recordings of pass rates – level 1-3. Level 3 UE disparity growth. Spotlight onto excellence and scholarships. 1<sup>st</sup> step – IGCSC. Culture change, public acknowledgement of teachers who work with scholarship students. Sharing our success – Atrium wall. Celebrating amazing work we do, girls and staff that create these girls. Working with the HOF closely.
- Campbell Wood (SLT) – Monday Kathy Loyde-Parker did assessment on school readying school to be signed off as a Cambridge Compliant School – Cambridge International Assessment – looks favourable – internationally recognised curriculum therefore very formal process. Will support Year 10 & 11. PLD will incorporate study to support this.

The report is noted.

### **7.3 Property Committee Update**

- · Hepburn block delayed – known before 2021 end. Greenstone managing this well with moving ahead and doing what we can do
- · Share thanks to Marie Gordon, Karlene Verryt and Chris Davis and staff – thanks from the Board as to coming to school on Sunday to sort out the issues and closure of the school for those few days and working through this.
- · Masterplan – Very exciting, overall school masterplan, not just gym, different stages, gym and 3 story at same time would be a great effort. Deloitte – Keep moving with BoT section, community support and council support. Keep ball rolling.

The report is noted.

### **7.4 Health & Safety Update**

Nothing to report

### **7.5 Staff Update**

- · Deeply appreciative of acknowledgement of keeping the school running last week. Moral is good within the staff and are aware not an easy path to navigate and looking forward to new buildings.
- · The Deputy Chair asked if the board could assist?
- · The Staff Rep – Acknowledgement at staff briefing Thurs morning
- · Deputy Chair requested that the principal pass on the boards appreciation to staff's flexibility and short notice changes as a result of the storm damages and school closure for 3 days.
- · BoT Secretary to be made aware of newsletter dates and prepare a draft for the newsletter.

The report is noted.

### **7.6 Student Update**

The Student Rep asked her report to be taken as read and accepted and highlighted key points: Including acknowledging the staff for their fantastic work; highlighting connections program, in-house Captain process and Induction Day completed for this. Confirmed students generally liking the horizontal structure around the tutor groups.

Report noted.

### **7.7 Policies and Procedures Update**

Deputy Chair Pundak acknowledges the policies manual as a great reference document with next steps engaging the Board around the published policies and acknowledging the hard work of Shawnee Hooper (Graphics Department). The living document allows flexibility and noted that some policies still need to be approved. Deputy Chair Pundak also requested a review date on the policies be added to the manual if possible.

The report is noted.

## 7.8 Te Toopu Tootika Update

Nothing here – Committee has not meet yet

Calendar entry on 29/03/2022 on HGHS Calendar stating Cultural Competency Training Workshop 5.30pm – 7.30pm

## 7.9 Wellbeing Committee Update

No meeting in 2022 yet but will set up within the next couple of weeks

## 7.10 Sport Committee Update

Apologies from Board Member Smith for being late.

Principal – Appreciated Greg coming into meet with us on Tuesday 22/02/2022. Consistent meeting time for sub-committee preferred. Focuses on strategic plan – put action plan in place and address everything. Kim Howard (Director of Sport) presented sports program, Greg Smith acknowledge leadership and sports team for the work they have been doing and progress has been excellent. Look at priorities.

Greg Smith – Key focus for 2022 capture what we have gained and priorities what we need to achieve our aspiration.

The report is noted.

## 7.11 Fundraising Update

Board member Saxton was pleased with the first meeting at the school and the numbers attending. Suggested a one-pager highlighting HGHS's positive community focus to approach people with. This is in development with the Principal and also incorporating work underway with the Prospectus.

The report is noted.

## 7.12 Closing

Meeting closed 7.08pm

Closed with Karakia

Next meeting: School Board Meeting - 31 Mar 2022, 5:30 pm

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** School Board Meeting - 31 Mar 2022, 5:30 pm

Read and Confirmed:

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Chairperson



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

**Date:** 31/03/2022