

CONFIRMED MINUTES

SCHOOL BOARD MEETING



At the **School Board Meeting** on **12 May 2022** these minutes were **confirmed as presented**.

Name:	Hamilton Girls' High School
Date:	Thursday, 31 March 2022
Time:	5:30 pm to 8:43 pm
Location:	Hamilton Girls' High School Boardroom, Ward Street, Hamilton
Board Members:	Lale Ieremia (Chair), Batami Pundak, Brad Saxton, Kristin Cato, Marie Gordon, Sarah King, Stan Goldsack, Student Representative
Apologies:	Greg Smith, Carissa McCay, Matua Taki Turner
Guests/Notes:	Val Rolfe (HOF Maths), Greer Sydney (HOF English), Cheryl Dibley (HOF Science), Josephine Maplesden (HOF Social Studies), Sally Berridge (HOF P.E/Health), Karlene Verryt (CSM), Rebecca Early (AP)

1. Karakia Timatanga

1.1 Meeting Opening

All staff present participated in opening Karakia

1.2 Attendees/Visitors

Attending

Board Members:

Lale Ieremia (Chair)

Batami Pundak

Brad Saxton

Staff Rep - Kristin Cato

Marie Gordon

Sarah King

Stand Goldsack

Student Rep - Milan Phillips

Permanent Attending Guests:

Rebecca Early

Karlene Verryt

Guests:

Val Rolfe (HOF Maths)

Greer Sydney (HOF English)

Cheryl Dibley (HOF Science)

Josephine Maplesden (HOF Social Studies)

Sally Berridge (HOF PE / Health)

1.3 Apologies

Apologies from Greg Smith (BOT Member - Attending a funeral)

Apologies from Carissa McCay (BOT Member - unable to attend)

Apologies from Matua Taki Turner (BOT Member - unable to attend)

Mere Meha-Uelese PPTA - Unable to attend

2. In Committee 5.30pm

2.1 In-Committee Items

In-Committee - Entered at 5.35pm

In-Committee - Closed at 6.20pm

3. Public Meeting 6.41pm

3.1 Welcome to Visitors

Welcome to HOF's and SLT to the public section of the BOT Meeting

3.2 HOF Presentations

HOF Presentations (Purpose – KPI – every student reaches highest possible learning standard).

- Maths – Val Rolfe

Imbedded routines – starter questions which challenge students from what they have done in the past. Focus on growing mindset, where they are and where we want to take them. Pre-tests to secure knowledge. Develop relationships, connect with individuals, teaching for understanding is premise, monitor attendance, connect with Whanau. Help develop excellence within. Writing challenge questions each week. Ed Perfect, teach with and support, schoology utilized. Active discussion around problem solving and new learning. Using Social Media, team solving exercise. Results indicate good selection process for placing students into classes where they can get their best.

MP Question - What will the planned strategies to increase Merit and Excellence rates look like for students in the classroom and outside of it (Isolation / Online Learning)?

HOF Answer: Schoology – Weeks work set in the weekend.

LI Question - Cultural context & Is HGHS getting better at Maths?

HOF Answer- Cultural Context - Navigation, southern cross, bringing it into context. Getting better at identifying where kids are at and where we can move them forward. Trying to pass that onto staff, mentoring.

- English - Greer Sydney

11 programs running in 2021. Making meaning and creating meaning. Visual learning and presenting in a visual way, producing and presenting course, extension, literacy. Renamed all programs, open visual, Students could choose the course by taking away pre-reqs. Disparity recognition – making meaning context, 2.5 years of lockdowns, students very passive in their learning, disparity came with the speaking and creating things of their own. When looking at literature they were very engaged, very contemporary content. Limiting disparity focus, very little disparity as a whole. Heavily written context creates disparity due to high level of fluency required. 2022 taken away those courses, created a general English course. New and engaging text, real engagement and focus on issues around the text. Very relational in English, greetings, knowing them, interests in them and families key to know them and bring them in and gain enjoyment. Deliberant teaching, breaking down language barriers, scaffold building to build confidence, exemplars, what works and what doesn't work, flipped classrooms, peer marking, Gemma course, UE literacy focus at L2, ensure time for growth. L3 program growing, more interest in program, students come with open mind, student voice, scholarship encouragement at a lower level in year 9. Staff love the time with Year 9 classes, would like more time with them to develop English more.

BS Question - What is your plan to better engage Maori and Pasifika students in written text?

HOF Answer – Lots of new text brought in – Pacifica and Maori text, Jnr. program – themes from Maori and Pacifica legend. Works with social sciences, work hand in hand with each other.

- Science - Cheryl Dibley

Working hard on Schoology, new ideas to bring in new NCEA standards and Maori into science. External standards broken into key concepts, common, formative tasks, extra feedback from staff, help staff pinpoint any errors early, building upon concepts, milestone and identify where students are having difficulty. Student lead tutorials, small video clips for review of key concepts, utilizing schoology, promote study and thinking skills, bring in fun also. Disparity, At end of each assessment create a grade summary, compare grades against attendance. Staff choose 5 students, 'Fab 5', target with strategies to assist with learning, trial. Achievements may change over the groups of Fab 5. Consider more Maori context within teaching, also coming in with new NCEA standards. Jnr school – do you know sheets? Schoology quiz, helps staff identify where student needs revision on, targeted revision.

LI Question – Do you have a results expectations?

HOF Answer - More scholarships, higher grades across all levels, more Maori Pacifica girls taking Chemistry and Physics.

- Social Studies – Josephine Maplesden

History & Geography, Classics, Legal Studies, Tourism, Global Studies. Department caters to larger group of students. Middle to bottom achievement levels majority of participation. Don't tend to have large number of the top students. Lots of choice within the subject. In most areas' little evident disparity. Scholarships NYU scholarship. Maori concepts become center of some of the courses. Local history studied. Staff engage with students and ensure success, lots of work to do with this. Histories curriculum, changes being made to teaching, history specific, most subjects there is one particular standard that need to be worked on by Maori students. Noted problems with students completing the work. Covid is making it harder, when students are working online, some students are not engaging online. Need to increase Merits and Excellences in specific standards. Celebrations of achievements. NCEA trial – new kinds of assessments NCEA are trying to do. 2024 will be challenging with the changes coming to 2024.

KC Question – Could you outline the support and/or actions required from our SLT to enable your team to strengthen and advance the areas identified for improvement, so that your team can deliver on the BOT goals for Merit & Excellence - 35% & 20% respectively.

HOF Answer - Being aware of what introducing the new histories curriculum, what resourcing will be needed around this introduction. PDL – support for staff around this. Costs associated with this change. Thinking outside bubble – Need to think about that and come back to SLT. Bi-cultural empowering issues are being dealt with, but in next 2 years it will need to be more. Hope is the school will get on board with this, may need much more investment (financial) to achieve this.

SLT – Strategies planning already happening to achieve BOT goals.

- PE / Health– Sally Berridge

Look back to go forward. High lights, low lights and opportunities. Mock finals v external, external better. Pacifica disparity was negative. Scaffolding of resources and scenarios. PAT data to inform teaching and learning, comprehension and vocab, close work with ELA, scaffolding. Restructure of content, Maori outperformed NZ European but received less excellence grades. APO, similar approach to break down full assessment. Expectations followed through with teacher, conversations had with student and family when expectations not being met. Increase M & E, greater contact with Whanau, greater emphasis on communications and relationships. Attendance, standards and protocol is being introduced next week. Standards are broken down more. PD with staff to get greater understanding. Exam practice. Isolating students, loom videos, weekly online uploaded. Catch up sessions weekly, New format of EBR. Disparity - PAT data, PD being completed in this area, Jnr Units and Senior Units, creating history of Maori, power sharing, co-operative teaching and learning from students. Test students when they are ready.

BP Question – Are physical activity & sport participation numbers measured? How so?

HOF Answer - Informal feedback through survey with students. Aquatics – jnr girls high non participation rate – due to changing rooms facilities being open plan and they are not comfortable changing in that kind of space. Sport & H&PE are two different things.

Thanks passed onto SLT and HOF's for their presentations. The Board was pleased with the opportunity to communicate strategic plans directly with the HOF's. The Board acknowledges the work and cooperation between HOF's and SLT to plan and achieve the academic goals and focus areas as set by the Board and the Academic Achievement Committee.

4. Administration

4.1 Confirmation of minutes

School Board Meeting 23 Feb 2022, the minutes were confirmed as presented.



Feb 2022 Minutes confirmed and approved

All Yes

Decision Date: 31 Mar 2022

Mover: Lale Ieremia

Seconder: Kristin Cato

Outcome: Approved

4.2 Registration of Interest Register

Reminder to let BOT Secretary know if any new conflicts come up.

4.3 Elections

BOT looking to confirm who will be standing again.

NZSTA – Triennial Elections recommended to take place on Sept 7th 2022 – BOT Accepted.

BOT Secretary nominated to be Returning Officer - BOT Accepted as long as no conflict occurs. BOT Secretary to confirm.

It is suggested if possible to run the election process online, with all communications being done electronically rather than via snail mail. - BOT Secretary to confirm.

Resignation of Terri Hohneck accepted by the Board, she will be invited to a BOT dinner to express BOT thanks for her service.

Change of Position for Brad Saxton from Co-opted member to Selected Member. (Filling a casual vacancy) BOT Ratified.



Check Conflict for BOT Sec to become Returning Officer

BOT Sec to check conflict for Sec to become Returning Officer.

Complete - No Conflict Exists

Due Date: 8 Apr 2022

Owner: Gill Henderson



Electronic Elections

BOT Sec to check if the elections can be run electronically rather than Snail Mail.

Completed - Have notified NZSTA that HGHS would like to run electronically as much as possible.

Due Date: 8 Apr 2022

Owner: Gill Henderson



Letter to Terri Hohneck

Letter of thanks for service and acceptance of resignation.

Due Date: 8 Apr 2022

Owner: Gill Henderson

5. General Business

5.1 General Items

Be aware of the High Needs Review– noted

Board Plan 2022 – Action outstanding. Sitting with LI as a draft, to be circulated at the next meeting to finalize and approve.



Circulate Draft Board Plan 2022

<https://drive.google.com/drive/u/0/search?q=board%20plan>

Due Date: 8 Apr 2022

Owner: Gill Henderson

6. Monitoring

6.1 Principal's Report

Report noted as read

Requested that in-school Counselling be highlight in the next newsletter.



Report accepted

All yes

Decision Date: 31 Mar 2022

Mover: Marie Gordon
Seconder: Sarah King
Outcome: Approved



Newsletter Update - Access to Counselling

Update newsletter

Due Date: 11 Apr 2022
Owner: Marie Gordon

7. Sub-Committees Update

7.1 Achievement Committee Update

Noted that HGHS is now a Cambridge School - starting 2023, staff upskilling happening now.

Academic section on website very dated - SLT and DP's to look at this and follow up with Toti. MG to lead this.

Report noted as read



Website update - Academic Section

Update information on Website - Academic Section

Due Date: 22 Apr 2022
Owner: Marie Gordon

7.2 Finance Committee Update

Some expenses showing as higher this year – Relates to timing issues, will be adjusted moving forward.

On track for proposed Deficit



Report moved to be accepted

All yes

Decision Date: 31 Mar 2022
Mover: Batami Pundak
Seconder: Stan Goldsack
Outcome: Approved

7.3 Property Committee Update

- Hepburn – Students in first day Term 2.
 - Chair reminded CSM to get practical completion certificate before occupancy. Following PM lead. Items (furniture etc.) can be put in but staff or students are to remain outside until practical completion received. Practical completion expected before end of the term 1. Re-iterated that if HGHS occupy, deemed to have accepted, be mindful, Greenstone need to get the practical completion letter and pass on.
 - Overrun in property for Hepburn – small overrun for BOT 12K, no recovery position from this. Everything else MOE, transferred from Electrical Upgrade to complete this. Pressure is kept on MOE to replace this funding.
- Redevelopment & HCC Presentation

- Council position is supportive of the current plan. There is money to be spent in this area by the council, although there is a race with Melville around integrated facilities for the community. HGHS need to be clear what asking for. Need to highlight the benefits that will come from what we are asking. Opportunity is now as council elections happening this year. Need to get confirmation into 24th April's meeting – Communities meeting.
- Questions raised around when the financial exercise is going to happen. PC stated that this has already started with collection of the Deloittes proposal and sourcing of Greenstone PM. Once this is received it should not take long for Rough Order Estimate. It will not come to Finance Committee (FC) until PC have there is more clarity.

7.4 Health & Safety Update

Report noted as read

7.5 Staff Update

Report noted as read

7.6 Student Update

Report noted as read

7.7 Policies and Procedures Update

- BOT would like to acknowledge mahi over the last few years, monumental shift in this space. Policies Committee are aiming to get the Policies into a 3 yearly cycle. Making submissions as required. It was questioned if the BOT members were satisfied with policies via the Sub-Committees, which was acknowledged as having happened. Legislation and sub-committee will initiate changes in Policy as needed.
- Policies Paper now ready for execution – BOT happy – Can execute them on the BOT behalf – Becomes new Baseline.
- School Docs contract May-May – new framework supersedes this, therefore School Docs will now be cancelled.

BOT Sec to supply approval of BOT Chair electronic signature to be attached to Policies 2022.



New Policies to be accepted

All Yes

Decision Date: 31 Mar 2022

Mover: Kristin Cato

Seconder: Lale Ieremia

Outcome: Approved



All policies to be signed by Board Chair

Electronic Signature of Board Chair

Due Date: 7 Apr 2022

Owner: Gill Henderson

7.8 Wellbeing Committee Update

Report noted as read.

Good structure in place – changes in structure – timelines of managing things is good. Grainne work is very good. Horizontal structure working much more efficiently. Support in the pastoral aspect much better. Personal acknowledgement of the work that is being done pastorally. Surveys have been done and working through responses now.

7.9 Sport Committee Update

- BOT Chair reporting on Behalf of Sports Committee Chair who was not able to attend. The report presented was missing reporting on participation. Suggestion that the Sports Committee needs to follow the flow of information and ensure reporting is as required by the BOT. Report to be pushed back to Sports Committee.
- Requests for funding should go through to Senior Management & Finance Committee first rather than straight to BOT. Each request for funds should come with a business case, including comparison with other schools and how the funds be utilized?

7.10 Closing

Meeting closed with Karakia from staff

Closed @ 8.43pm

8. Close Meeting

8.1 Close the meeting

Next meeting: School Board Meeting - 12 May 2022, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
4.3	Check Conflict for BOT Sec to become Returning Officer Due Date: 8 Apr 2022	Gill Henderson
4.3	Electronic Elections Due Date: 8 Apr 2022	Gill Henderson
4.3	Letter to Terri Hohneck Due Date: 8 Apr 2022	Gill Henderson
5.1	Circulate Draft Board Plan 2022 Due Date: 8 Apr 2022	Gill Henderson
6.1	Newsletter Update - Access to Counselling Due Date: 11 Apr 2022	Marie Gordon
7.1	Website update - Academic Section Due Date: 22 Apr 2022	Marie Gordon
7.7	All policies to be signed by Board Chair Due Date: 7 Apr 2022	Gill Henderson

Read and Confirmed:

L Ieremia

Chairperson



Signature: _____

Date: 12 May 2022