

CONFIRMED MINUTES

SCHOOL BOARD MEETING



At the **School Board Meeting** on **22 Jun 2022** these minutes were **confirmed as presented**.

Name:	Hamilton Girls' High School
Date:	Thursday, 12 May 2022
Time:	5:30 pm to 9:04 pm
Location:	Hamilton Girls' High School Boardroom, Ward Street, Hamilton
Board Members:	Lale Ieremia (Chair), Batami Pundak, Carissa McCay, Kristin Cato, Matua Taki Turner, Sarah King, Stan Goldsack, Student Representative
Apologies:	Brad Saxton, Greg Smith, Marie Gordon
Guests:	Karlene Verryt, Rebecca Early, Margie Wynne-Jones, Gillian Dibley, Darron Cutler, Patsy Hall, Greer Sydney, Campbell Wood
Notes:	Sarah King to connect via zoom as is isolating.

1. Karakia Timatanga

1.1 Meeting Opening

Welcome Karakia

1.2 Attendees/Visitors

1.3 Apologies

2. In Committee 5.38pm

2.1 In-Committee Items

Opened In-Committee - 5.38pm

Closed In-Committee - 6.52pm

3. Public Meeting 6.52pm

3.1 Welcome to Visitors

3.2 HOF Presentations

Margie Wynne-Jones – HOF – Arts (see attachment)

Across all subject areas, the mission is to encourage creativity within students. Make them confident to express themselves in ways that are authentic to them. Building deep relationships and making safe environments within the faculty. The teachers work hard to know the learners strengths and learning challenges.

1. Survey - Encourages students to be reflective and understand goals.
2. Mentoring – Leads to high success in scholarships and performance awards.
3. Differentiation – Extend range of content they can work from in art, including Maori and Pacifica art forms. Changes in structure according to the student. Authentic content. Involve Maori artists into learning and drama, use of text. Make them accessible to everyone. Different learning for different abilities, multi-level.

Staff work on preparing students for external exams. Prep booklets. PLD staff goals – Literacy initiative and Mana dove tails in with school goals. Sustaining or increasing attendance would increase the result potential moving forward. In this space the students work collaboratively and poor attendance affects everybody. There is a policy of 'no failures', the teachers offer lots of extra coaching and encouragement to succeed and pass. Teachers discover a lot about the students when they are performing or expressing themselves in these subjects. Classrooms are happy places, students are free with conversations about family, friends, free with learning and movement. In regard to teaching staff there are 2 for Drama, 2 for Dance, 2 for Music and 4 for Art. It is a super collaborative team that share everything, work well together. The faculty is a happy place for staff and students. There is not much work happening with Creative Waikato, more links are with Wintec as the music department is very strong there. The students show art within the community at shows like Community Swallow.

(Q) What is one thing that the Board could do to help your department?

MYJ: An injection of funding – updating lighting equipment in school. No new lighting gear has been purchased for over 30 years. Could kit ourselves out for approx. \$20K. Currently have to hire equipment for approx \$18K every 2 years. Net impact - ???, not sure as the exercise has not been completed.

BP: There is a process that should be followed. In November, the Finance Committee looks at the school needs before CapEx gets set. In the first instance, department needs to approach CSM who will work with the HOF to produce a proposal to be submitted to Finance Committee for consideration.

Gillian Dibley – HOF Technology

Strategies – Exemplars for portfolio subjects. Checklists, what is needed for merit and excellence, derived from standard. Use checkpoints, students submit draft for feedback. Physical example is often used, made or demonstrated. Example assessments are created.

Disparity – Pacifica and Maori teacher within the department. That staff member has a deeper cultural understanding and shows the other staff how to work within certain cultural specific situations. Attendance issues, catch up sessions work well. The staff guide students into particular subject choice. Help them find their best fit. PLD sessions for the staff are helpful and they are encouraged to apply learning around Pacific and relational teaching. There are no targets around passes, just an overall want to increase them. Individually if the department see the potential in a student then we work with them to achieve that. Have seen results from some implementations, early days still in some aspects. The strategy for increasing achievement in Food and Nutrition is to provide example assessments. Realise where students are struggling, is it in the style of report they need to write? It is also about guiding the students into the correct subject choice.

(Q) What is one thing that the Board could do to help your department?

GD: A replacement policy for equipment. Ovens, sewing machines etc. Equipment should be on a revolving rotation process for replacement. Small investment if done regularly otherwise a large cost. Suggest should look at 2-3 big ticket items per year.

Darron Cutler – HOF - Learning support (across all subject areas and levels)

Support a class of 1700, works across every department, mixes with teachers and students. The team has been extended this year to ensure there is a responsive approach to the needs of students. These people are hired for specific areas and reasons and they have excellent interpersonal skills. The vision of this department is: recognise, respect, respond and review. Every student has the ability to learn, no one has a learning difficulty. 1 in 5 within a classroom has a learning difference. Some mild, some not as mild. They all learn differently. There is a respect of culture and background. Roundtree learning. Support given in the wider school community. Across the school the team have every learning style identified and have the staff to support this. Provide a safe space for the students to be comfortable within the school. Learn how to learn, gaps fulfilled, learning successful. Attendance – making sure that the ones attending are succeeding. Context of attendance is different in this focus. Students experience success as they move along. Support across the wider school. SAC is well represented within the school for the NZQA, above what is required. The department work directly with NZQA to ensure that the students are represented. The department provide opportunities, plug the gaps and change mindsets, create belief. Growth is shown in how we can provide for the students, academically, resources needed and being nice people. Always looking for ways to improve. Help required would be around the roll growth and what can be provided in respect of that. Dependent on resources back into school. Appreciate the money Board provides, the team constantly look at different funding pools and see the need to be creative and think outside the box for funding. There are a number of students who do not get identified upon enrolment as requiring assistance. This can be due to many factors, including non-disclosure so as to not jeopardize out of zone enrollment opportunities. Every term there are new SAC applications approx 15 for Term 1, 2022.

Joshua Mansill - HoF - Business Studies

There are 5 staff members within this department, 4 of the 5 have additional responsibilities within the school, so have heavy workloads. Accounting / Economics and Business Studies are taught at Level 1-3. There is also a course called Money Start Business that teaches both business and personal finance. The strategies utilized in this department include seeing formative assessments as learning opportunities. This enables the department to see patterns emerging. They hold open and honest discussions about best practice and culture focused solutions rather than people focused. Writing frames used throughout the department are currently in review to achieve a higher standard. Lunchtime tutorials are popular for both formative and summative work. In regard to disparity, the staff prioritize relationships with students in a way that is genuine, sharing and with an idea that 'they will care when they know you care'. Use of Te Reo and Waikato Taimui Business planning has introduced more culture into this department, along with the 2024 NCEA changes will show Te Reo having more value. The team are always looking at new courses that could be offered.

Patsy Hall - HoF - Languages

This department is involved in pilot work with the MOE on the new NCEA requirements. Each teacher in this department has another skill set. The learning is very student directed and there are strong connections between staff and students, with potentially the student having the same teacher for 5 years. There are a number of students within this department who do not choose to sit exams. Retention is the biggest issue for achievement. There is just not a large amount of students sitting for NCEA, potentially on 5 in one year. If there is non-attainment for one student it skews the results negatively. There is ongoing discussions about what languages will be offered

with a suggestion that offering more Pacific languages may allow for more achievement in students who would not normally take a language. Looking at what is the student's first language and how learning in your own language can set the students up for success.

4. Administration

4.1 Confirmation of minutes

School Board Meeting 31 Mar 2022, the minutes were confirmed as presented.



Approved

All Aye

Decision Date: 12 May 2022
Mover: Stan Goldsack
Seconder: Batami Pundak
Outcome: Approved

4.2 Registration of Interest Register

No updates in this area

4.3 Elections

- Nothing required from the board until approx July.

5. General Business

5.1 General Items

Board Plan:

- Start thinking about what the Board needs to achieve within 2022. Review Board Plan 2022 Doc, any suggestions?

BoT Hostel Tour & Dinner:

- This has been cancelled as the Board would like to focus instead on the dinner with BoT and partners, SLT and partners and Prefects and parents. Karla (EA) and Gill (BoT Sec) to facilitate.



Dinner with BoT, SLT and prefects

Liase with Karla (EA), Marie & Lale to organise the postponed dinner from YE 2021.

Due Date: 31 May 2022
Owner: Gill Henderson



Board Plan - Emailed to Board

Email Board Plan 2022 back out to Board for review and suggestion of any new items.

Due Date: 20 May 2022
Owner: Gill Henderson

6. Monitoring

6.1 Principal's Report

School Charter discussion was lead by BP. Questions were asked as to why this was submitted to the MOE before it was signed off by the Sub-Committees and Board? It was suggested that 2022 was a transition year. The dates on this charter are incorrect in their reading of 2020 - 2025. It was questioned if this document should only be for 1 year, ie. 2022. There is concern that this document does not reflect the KPI's from the Academic Achievement Committee and thus does not effectively reflect HGHS itself. The document needs to be circulated back through Sub-Committee's for approval before being presented back to the Board for sign off.

Marie, Sub-Committees and SLT to engage in this space to shore up the guidelines around this before presentation to the Board.



Tidy up of School Charter

Discussion with Sub-Committee's and SLT regarding guidelines and process of the document through Sub-Committees for presentation to Board in June 2022.

Due Date: 31 May 2022
Owner: Marie Gordon

7. Sub-Committees Update

7.1 Achievement Committee Update

7.2 Sport Committee Update

The report for the Sports Committee was tabled but not discussed as it was decided that the BoT Lead would need to speak to this report and he was unable to attend the May meeting. No actions or motions were passed in this area.

7.3 Finance Committee Update

Discussion regarding Annual Report, lead by BP and LI.

The annual report's purpose is to validate the audited report. The Finance Committee are happy to announce that there is a much smaller deficit for 2021 than expected, which they are happy has been validated through the financial variance report.

The Annual report still requires editing to take out the information that is not required for compliance. It had been decided within the Finance Committee that for the 2021 year, HGHS will only be reporting on compliance rather than the full report normally submitted. This is due to time constraints within the start of 2022, and the understanding that there was not time for the full annual report to go through the Sub-Committees and SLT for sign off and presentation to the Board before lodgment deadlines.

Marie and Rebecca Early are to work with Batami to redevelop the Annual Report to ensure that it is only reporting on compliance. Once complete the Updated Annual Report will be distributed to the Board for electronic approval before 31 May 2022.



Annual Report Review

Marie and Rebecca Early are to work with Batami to redevelop the Annual Report to ensure that it is only reporting on compliance. Once complete the Updated Annual Report will be distributed to the Board for electronic approval before 31 May 2022.

Due Date: 20 May 2022

Owner: Batami Pundak

7.4 Property Committee Update

7.5 Health & Safety Update

7.6 Staff Update

7.7 Student Update

7.8 Policies and Procedures Update

7.9 Wellbeing Committee Update

7.10 Closing

Closing Karakia

8. Close Meeting

8.1 Close the meeting

Next meeting: School Board Meeting - 22 Jun 2022, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
5.1	Dinner with BoT, SLT and prefects Due Date: 31 May 2022	Gill Henderson
5.1	Board Plan - Emailed to Board Due Date: 20 May 2022	Gill Henderson
6.1	Tidy up of School Charter Due Date: 31 May 2022	Marie Gordon
7.3	Annual Report Review Due Date: 20 May 2022	Batami Pundak

Read and Confirmed:

L Ieremia

Chairperson

Signature:  _____

Date: 22.06.2022