

CONFIRMED MINUTES

SCHOOL BOARD MEETING



At the **School Board Meeting** on **25 Aug 2022** these minutes were **confirmed as presented**.

Name:	Hamilton Girls' High School
Date:	Wednesday, 22 June 2022
Time:	5:30 pm to 8:13 pm
Location:	Hamilton Girls' High School Boardroom, Ward Street, Hamilton
Board Members:	Lale Ieremia (Chair), Batami Pundak, Brad Saxton, Carissa McCay, Greg Smith, Kristin Cato, Marie Gordon, Matua Taki Turner, Sarah King, Stan Goldsack, Student Representative
Attendees:	Gillian Henderson
Guests:	Grainne O'Mahony (DP), Toti West (DP), Kathleen Christian, Nellie Wallace-Ward
Notes:	Apologies from Rebecca Early

1. Karakia Timatanga

1.1 Meeting Opening

1.2 Attendees/Visitors

1.3 Apologies

2. In Committee 5.42pm

2.1 In-Committee Items

3. Public Meeting 7.10pm

3.1 Welcome to Visitors

3.2 Sport Committee Update

Presentation from Toti West of the Sports Vision Document. Work completed to seek ratification of the strategic plan, North Star 3-5 years. It gives clear guidance around priorities, performance outcomes:- premier, participation and welling. Participation sustainability, aspiration is to be the #1 girls sporting school in NZ, targeted sports codes working with finite resourcing with a sustainability driver. Gap analysis on performance, Sports Committee will come back to the Board

to tap Finance networks and funding streams. Looking at excellence and participation, aspiration is for 75% participation. Achieved through clear participation goals and a top to bottom model looking at both excellence and participation.

Community engagement - Pick up with Redevelopment community engagement plan as a presentation opportunity to wider community.



Community Engagement Presentation

Pick up discussion with Marie, Toti and Gill regarding participation in community consultation / engagement event planned for end of July, beginning of August.

Due Date: 6 Jul 2022
Owner: Greg Smith

3.3 Achievement Committee Update

Attendance Report presented by Grainne O'Mahony on behalf of the Achievement Committee. The At Risk Assessment targets students early on and tracks students who are not working as they should be with achievement. One KPI was to monitor student attendance, which is currently being achieved though whanua engagement, interventions for absences, disparity - keeping an eye on this in regard to attendance.

Next steps - Pastoral structure, analyze what works, nationally attendance levels have dropped, government funding to support increasing attendance. Truancy officers overwhelmed, 6-7 week delay. Breakfast club is working, but bigger barrier to attendance is transport.

4. Administration

4.1 Confirmation of minutes

School Board Meeting 12 May 2022, the minutes were confirmed as presented.



Confirmation of May 2022 Board Minutes

Approved

Decision Date: 22 Jun 2022
Mover: Batami Pundak
Seconder: Sarah King
Outcome: Approved

4.2 Registration of Interest Register

Notify if any new interests need adding to the register.

4.3 Elections

Put a targeted update through to the newsletter regarding Elections.



Newsletter update

Newsletter update around elections
Due Date: 28 Jun 2022
Owner: Gill Henderson

5. General Business

5.1 General Items

Strategic Plan - Principal collated sub-committee recommendations.

Next strategic planning session - July 2022 Board meeting

Call for Board members to join Policies and Te Toopu Tootika Committees: Carissa McCay to join Te Toopu Tootika with Lale to follow up with Matua Turner. Sarah King to join Policies Committee.

Board Plan - June Discussions:

- HR Audit, Principal & Staff Appraisal model unpacked - HR Audit information in HR report (In-Committee), picked up in July 2022 board meeting also
- Budget - Monitor monthly report, Mid-year review - Looking towards 2023 deficit budget within sub-committee structure, SLT and Board
- BOT engagement with community via school events - Event planned for end July / Early August - Redevelopment, sports, Sub-committees and presentations from Principal and students
- Roll Return - 1 July - Roll #'s, slightly down due to Y13 leaving and Covid fatigue



Strategic Planning Session

Strategic Planning Session - July 2022 Board meeting

Due Date: 28 Jul 2022

Owner: Marie Gordon

6. Monitoring

6.1 Principal's Report



Report accepted

Accepted

Decision Date: 22 Jun 2022

Mover: Lale Ieremia

Seconder: Carissa McCay

Outcome: Approved

NAG's 2 - school planning / review. Feedback from DP's, review

International student review - will be presented at the August Board meeting.

EOTC guidelines - Health curriculum changes to be aware of.



International Student Review

International Student Review Presentation

Due Date: 28 Jul 2022

Owner: Marie Gordon

7. Sub-Committees Update

7.1 Finance Committee Update

Report on Donation scheme - recommendation to keep participating in the scheme in 2023. All Aye - Moved Brad Saxton, Seconded Milan Phillips.

Deficit budget - scrutinized discretionary funding via governance and operations. Noted that a loss has been carried for past two year and cannot carry loss moving forward.

Note change to action point - should read actionable by Marie & Karlene rather than Finance Committee.

16.06.22	How do we have a break-even budget without a \$400K deficit for 2023? Strategy around that \$400K to be provided. Support staff and IT review in progress.	Finance Committee	October 2022
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Donation Scheme Participation 2023

Approved

Decision Date: 22 Jun 2022

Mover: Brad Saxton

Seconded: Student Representative

Outcome: Approved

7.2 Property Committee Update

Have been verbally informed that Hepburn is Earthquake prone, no formal report has been received as yet. Property Committee (PC) is in contact with the MOE to source more information. Focus of PC is looking at the Board / School risk and moral issues. Ensure there is no panic created before community consultation can happen. A letter is being sent to the MOE from the Board listing concerns. If concerns are raised, bring forward to the Board.

Redevelopment - Confirmation of concepts and images will happen before going forward to the community consultation event. MOE appointing an architect has started, PC will also push MOE with alternative proposals for delivery.



Earthquake letter to MOE

Letter to MOE regarding Earthquake prone Hepburn building

Due Date: 8 Jul 2022

Owner: Lale Ieremia

7.3 Health & Safety Update

7.4 Staff Update

Suggestion that Toti West talk to his Thesis at an upcoming Board meeting.

Highlight staff tone at present and suggestion that Board could support the staff by being present, in person to meet with staff, pop-in.



Report accepted

Accepted

Decision Date: 22 Jun 2022

Mover: Kristin Cato

Seconded: Sarah King
Outcome: Approved

7.5 Student Update

Thanks to Milan for her report, work and commitment within the student body. Suggest that the Exec prefects come to a Board meeting. Milan to pick this up with team.



Report accepted

Approved

Decision Date: 22 Jun 2022
Mover: Student Representative
Seconded: Stan Goldsack
Outcome: Approved

7.6 Policies and Procedures Update

Sarah King will be stepping into Policies Sub-Committee.
Pastoral team are reviewing policies.

7.7 Wellbeing Committee Update

Recommendation 'Girl's High Way' (HGHS Code of Conduct) will be picked up towards the end of 2022.



HGHS Code of Conduct Review - Girl's High Way

Picked up towards end of 2022.

Due Date: 31 Oct 2022
Owner: Carissa McCay

7.8 Closing

Gill to pass on feedback to Caterers.



Feedback to caterers

Email Board thanks to caterers.

Due Date: 1 Jul 2022
Owner: Gill Henderson

8. Close Meeting

8.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner
3.2	Community Engagement Presentation Due Date: 6 Jul 2022	Greg Smith
4.3	Newsletter update Due Date: 28 Jun 2022	Gill Henderson

Item	Action Title	Owner
5.1	Strategic Planning Session Due Date: 28 Jul 2022	Marie Gordon
6.1	International Student Review Due Date: 28 Jul 2022	Marie Gordon
7.2	Earthquake letter to MOE Due Date: 8 Jul 2022	Lale Ileremia
7.7	HGHS Code of Conduct Review - Girl's High Way Due Date: 31 Oct 2022	Carissa McCay
7.8	Feedback to caterers Due Date: 1 Jul 2022	Gill Henderson

Read and Confirmed:

L Ileremia

Chairperson

Signature: _____



Date: 25/08/2022