

CONFIRMED MINUTES

SCHOOL BOARD MEETING



At the **School Board Meeting** on **1 Dec 2022** these minutes were **confirmed as presented**.

Name:	Hamilton Girls' High School
Date:	Thursday, 10 November 2022
Time:	5:30 pm to 7:29 pm (NZDT)
Location:	Hamilton Girls' High School Boardroom, Ward Street, Hamilton
Board Members:	Carissa McCay (Chair), Kristin Cato, Marie Gordon, Dr Shane Edwards, Sarah King, Jess Hona
Attendees:	Gillian Henderson
Apologies:	Josephine Satini, Santjie Stols, Student Representative

1. Opening Meeting

1.1 Karakia

In Attendance - Nicole Male (Lead Councilor)

Welcome to the Board members and to the Public and to the Guests.

1.2 Property Report

MOE reps - Theo & Alana (Surnames)

- Discussions held around the Masterplan, history of the process to date provided. Currently MOE and HGHS working to revise the project scope and stage delivery of previous targets to fit budget constraints. Essential to upgrade compromised infrastructure and maximization of space against budget constraints.
- A teaching space can be of many different parameters, key is to make sure it caters to high performance, a bookable space.
- Costs are rising due to time delays. QS estimate 25% contingency for price escalations.
- HGHS will continue to build the roll and the masterplan is based on the increased capacity expected.
- Engaging a lot of different demographics to voice on the project - students, SLT, past students, sport staff, wider community, possible Board interaction. Everyone on the same page and present to them to get feedback. Board in supportive roll rather than being actively involved.
- Board funded - Decision made to progress Ministry scope alone, but there is a provision there to add Board funded spaces. MOE provisioned for a later date Board funded project, thinking and planning over the next 12 months for the Board.

- Next Steps: High level program - finish the rescoping process in 2022 and start looking at design and delivery in 2023. project and site due diligence is being undertaken.

1.3 Whakawhanaungatanga

1.4 Confirm Minutes

School Board Meeting 29 Sep 2022, the minutes were confirmed as presented.

Moved Shane Edwards

Second Jess Hona



Minutes Approved

Approved

Decision Date: 10 Nov 2022
Mover: Dr Shane Edwards
Seconder: Jess Hona
Outcome: Approved

1.5 Interests Register

2. Strategic Discussions

2.1 Items

Strategic discussions:

- New Board to be aware of the strategic plan - new board - important to know the direction the school is heading in and what the strategic priorities are.
- 2023 do work to strategic plan for 2024, trying to move away from 3 year onto an annual.



Strategic Plan Document delivered to all Board Members

Email all board members a copy of Strategic Plan

Due Date: 21 Nov 2022
Owner: Gill Henderson



Plan for Charter Development

Develop a plan for charter development, consultation and co-construction with community needs to be strong. **Action - usually Chair and Principal own it and work together. Start the piece of work - process, comms, input, reflection, redesign, moving through until approved and adopted. Identify the key stakeholders - staff, iwi etc.**

Due Date: 1 Dec 2022
Owner: Marie Gordon

3. Monitoring

3.1 Principal Report

Report accepted as read with the following discussions raised:

- Incredibly busy time with staffing, delays in in funding.
- Y10 camp - EOTC implications, what role does the Board play?
- Management expectations of the Board is for reviewing the Board's part of that process. Goes through Senior leadership, look at reporting it through the board or hand it back to the Board for review?
- Red activities - Board assume responsibility and cannot delegate out of that. One pager to Board to provide assurance
- Police vetting for overnight trips - HGHS policy is to police vet for overnights and paid coaches. Volunteers are not required to be vetted. Ignorance will not be accepted when it comes to risk. Internal process is good, Board wants assurance - one pager.
- Evidence based approach is the norm now - has real relevance now, picking up trends, informs best practice. Puts a spotlight on particular areas of teachers, look at it as an opportunity to grow. Enhanced maturity and professionalism and ownership.



Report taken as read and approved

Report taken as read and approved.

Decision Date: 10 Nov 2022
Mover: Marie Gordon
Seconder: Sarah King
Outcome: Approved



Marie to follow up with EOTC requirements for trips planned in 2022.

Action Marie to follow up with EOTC for trips for the rest of the year.

Due Date: 1 Dec 2022
Owner: Marie Gordon



Check Police Vetting Policy

Marie to check Police Vetting Policy and report back to Board on status of who needs to be vetted for trips.

Due Date: 1 Dec 2022
Owner: Marie Gordon

3.2 Finance Report

Reports taken as read and accepted

- Highlight banking staffing sitting well.
- School budget - First draft to Finance Committee and presented to Board at the last Board meeting, still in draft form. Moved into equity funding - prove to the MOE by submission around numbers. Challenges in funding from ministry. Role will be higher in 2023.
- Hostel - Sitting steady, numbers dropped through covid. 50 on the wait list to get into the hostel - building it back up. Y9 bigger cohort. Big junior school coming through to counteract the senior school. 10 more Y9 students than normal. Still having challenges with the catering company.



Reports taken as read and approved.

Reports taken as read and accepted

Decision Date: 10 Nov 2022
Mover: Marie Gordon

Seconded: Sarah King
Outcome: Approved

3.3 Student Representative Report

Student Representative commended on a very well written report. Recommendations sent from Student Representative understood and approved:

- Board to commend particular students - looking at the top achievers in different areas and acknowledging them.
- Thanks to T West for work completed within the Sports department building into achievement strategy how to acknowledge achievers.
- A lot more that can be done to celebrate achievement:
 - Sell court advertising for each court.
 - Recognize earlier in the year for recognition so that students can have the acknowledgment of their achievement.
- Acknowledgement to staff for prize giving's and how well they ran.



Report taken as read and approved

Report taken as read and approved

Decision Date: 10 Nov 2022
Mover: Student Representative
Seconded: Carissa McCay
Outcome: Approved



Send letters to top of each prize giving.

Management team to arrange letters of support to each of the top achievers recognized at Prize Giving.

Due Date: 1 Dec 2022
Owner: Marie Gordon

3.4 Closing of Public meeting at 7.00pm

4. In-Committee

4.1 In-Committee

5. Close Meeting

5.1 Close the meeting

Next meeting: School Board Meeting - 1 Dec 2022, 5:15 pm

Signature: _____

Date: 1st December 2022
