

CONFIRMED MINUTES

SCHOOL BOARD MEETING



At the **School Board Meeting** on **29 Sep 2022** these minutes were **confirmed as presented**.

Name:	Hamilton Girls' High School
Date:	Thursday, 25 August 2022
Time:	5:30 pm to 7:03 pm
Location:	Hamilton Girls' High School Boardroom, Ward Street, Hamilton
Board Members:	Carissa McCay, Kristin Cato, Marie Gordon, Sarah King, Student Representative
Attendees:	Lale Ieremia, Batami Pundak, Gillian Henderson
Apologies:	Brad Saxton, Stan Goldsack
Guests/Notes:	Matua Taki

1. Karakia Timatanga

1.1 Meeting Opening

Deputy Chair Pundak to Chair due to the remote access of the Chair Ieremia.

Mauta performed the Karakia

1.2 Attendees/Visitors

1.3 Apologies

2. In Committee 5.40pm

2.1 In-Committee Items

Not published.

2.2 Principal's In-Committee Reports

Not published

3. Public Meeting 6.30pm

3.1 Welcome to Visitors

No external visitors this month.

4. Administration

4.1 Confirmation of minutes

School Board Meeting 22 Jun 2022, the minutes were confirmed as presented.



Minutes confirmed and accepted

Approved

Decision Date: 25 Aug 2022
Mover: Batami Pundak
Seconder: Sarah King
Outcome: Approved

4.2 Registration of Interest Register

No further updates to the interest register for this month.

4.3 Elections

Parent Rep nominations have closed and gone out to parents for voting. 7 Candidates approved. Email reminders have been sent out via Principal - Voting closes September 5th 2022.

Email ratification received for approval of Returning officer for the student elections - Karina Holmes. The election process has started.

5. General Business

5.1 General Items



Ratification of the Strategic Plan

Approved

Decision Date: 25 Aug 2022
Mover: Batami Pundak
Seconder: Carissa McCay
Outcome: Approved

Ratification of the Strategic Plan. All Aye

6. Monitoring

6.1 Principal's Report

Taken as read. NAG school planning and review - Timetable review, sports well cemented and sports depart working well.



Report received and approved

Approved

Decision Date: 25 Aug 2022
Mover: Marie Gordon
Seconder: Sarah King
Outcome: Approved

7. Sub-Committees Update

7.1 Finance Committee Update

Favorable position for July 2022. Questions - Principal answered those and FC happy with answers. Staffing costs lower but does not compromise learning.



Report approved

Approved

Decision Date: 25 Aug 2022
Mover: Student Representative
Seconder: Carissa McCay
Outcome: Approved

7.2 Achievement Committee Update

Mid-Year Report - tracking and monitoring the KPIs that the Board has agreed and accepted. SLT early monitoring and intervention to catch issues or gaps that they find there. Doing it early so there is time to salvage before the end of the year. Working with HOF's with this data. Support from HOF's to departments - some are struggling. No criticism, just looking at identifying where there needs to be support. Credits that the girls are doing at times too high and this is too much work and spreading themselves too thin. PAT testing Y9 Maths and Vocab. Getting girls at the start of the year that are below the national mean. Turning this around quickly in Term 2. Attendance is looking good, even with Covid impact. At risk students highlighted - may not achieve required credits. They are being worked with closely to ensure they are where they need to be at the end of the year.

Education Perfect - Significant change after term 1. Some funding help available. Consolidate the learning rather than instead of. Very difficult if all students don't have access. Surprised at the number of students accessing it out of school. Analysis of data out of Ed Perfect, education around this for the staff is high. 40% of girls have paid for it. Good feedback from the teachers, mitigates the risk from another lockdown. Financial issue is secondary, education is the main business. AC recommend: Commit and buy the 3 year proposal \$85K / year, comprehensive package. From staffing point of view very good product that is easily tailored. Funding will need to be looked at if Board approves. Funding levels should be back on track and international students will be back. Funding support - teaching and learning which is the core business. Computer access at home? Funding, loan devices, financial support provided via external agencies.

All Aye to accept Achievement Committee Recommendation



Recommendation approved Ed Perfect

All Aye approval of accepting the Achievement Committee recommendation to purchase Ed Perfect for 3 years.

Decision Date: 25 Aug 2022

Outcome: Approved

7.3 Property Committee Update

Principal - 5YA projects settled, small sign offs to be done. Wharekai completed. Hepburn just chasing some invoices.

Moderation process - selecting architectural team and will role back into the MOE process. MOE has come back to the school, Rob Dol will go back to them to validate the rule to keep moving faster. Alternative option - Rob will pitch - alternative proposal - design and build pitch - tier 1 contractors and designers. Livingstons and Fosters have the capacity to meet the deliverable criteria of the MOE. Market tight due to unavailable resources. Mobilizing the longwinded process the MOE are proposing. Current program - won't be any building for the next 18 months if HGHS go down the MOE path. New Board will need to decide on what the process is that they want to undertake.

7.4 Health & Safety Update

Report to be taken as read.

Summary of events, another H&S meeting held this week focusing on hazards. Needs to be an over hall in how things are done in the H&S space. Lockdown drill happened today. Following HGHS process

7.5 Staff Update

Report taken as read. Thanks for acknowledging the work of the board.

Low moral - will things change from here or will the holidays refresh people. Wellbeing subcommittee and staff wellbeing committee. Staff need to take ownership of their own wellbeing. If they need something they need to ask for help. Term 3 is a difficult term that ends with lots of assessments. Students also effected - behavior and attitude is lower and that is hard and draining on the staff. All need to be empathetic, kindness and desire to work together for a better outcome.

7.6 Student Update

Another good report.

What is wanted in the report? Exactly what has been provided in the August report. Student rep is the students voice.

7.7 Policies and Procedures Update

Board plan as to which policies that need reviewing.

Bullying policy has changes - in light of keeping HGHS updated. Lot more clarity - definition of bullying is good. Feed up not feed down.

Disclosure policy -

Revisit the HGHS way via the Wellbeing committee.

All Aye



Bullying and Disclosure Policies approved

Approved

Decision Date: 25 Aug 2022
Mover: Marie Gordon
Seconded: Student Representative
Outcome: Approved

7.8 Wellbeing Committee Update

Last meeting - 3rd August - progressing plan on how committee are going to approach the wellbeing of the school. Community conversation will happen. Staff and student pastoral roll out is happening well. Learning skills to be able to cope with the different situations. Staff wellbeing survey closes tomorrow and will go to the people and culture team to compile the data. Looking at interventions, tangible things that we do to be able to assist and support the staff in the wellbeing space. Wellbeing is at the forefront for all. Empowering the staff to look after their own wellbeing. Plan started - HGHS Way will be revisited in Term 4 2022 to tie everything together. DP Turner leads the staff space with the support of M Bali and what they are doing in there is good. Reporting of the results should be transparent back to staff and should be honest. Option given to staff if they want to put their name on the survey they are able to, otherwise it is confidential. Sounds very positive.

Disestablished the Staff newsletter, updated to the Wellbeing newsletter. HR now called People and Culture. Keeping it separate for the staff. Operational and wellbeing are two separate things. There are some things that are working with connection. Social club is active in the school.

7.9 Closing

Few words from Batami - thanks to the Board - learned a lot and enjoyed working with everyone and the contribution made. Special thanks to Lale for his time and knowledge and allowed us to see how professionals act in the governance role. Learned a lot from him and will carry it through into the future.

Closing from Lale - Reflect the contribution that Batami has put into the Board also. Recognise Stan stepping down after over 9 years of contribution and value added even after his children had left. Around the table - Board thanks for the contribution. Hard balancing the business/corporate / community / MOE / education governance. Matua awesome to have him join us at this table. Thanks for taking the time to be part of the conversation and being able to add more than guidance and wise words at the right time. Recognise all cultures within the school. To staff and student reps - Lovely to see the passion and commitment that you always bring to the table. Balance of working with the Union and the wider community for the school. Always important to have the voice of our students at the table of governance, share what the future will look like and have a had to shape that. Enjoyed how put attention into the key issues we have had.

SLT - challenging at times to understand the difference between operations and governance. All intent on doing the best for the community we serve, there will be some overlap.

Marie - challenging times on path, commend ongoing commitment to see the best for the girls, school and community. Board there to support you and the ability to lead your team. Our trust goes to you as our leader of the school, community and our girls. Entrust the care, discipline and wisdom.

Thanks to families and girls who have chosen HGHS and to be part of this school. Board are a small number representing a community to represent those that cannot speak for themselves and to represent the multiple voices that may not be able to be heard.

Community is small, wish best to all members going forward and welcome the new members to this Board.

Response - Matua - wisdom for the staff and team provided.

8. Close Meeting

8.1 Close the meeting

Next meeting: School Board Meeting - 29 Sep 2022, 5:30 pm

Read and Confirmed:

L Ieremia

Chairperson

Signature: _____



Date: 29th September 2022