

CONFIRMED MINUTES

SCHOOL BOARD MEETING



At the **School Board Meeting** on **10 Nov 2022** these minutes were **confirmed as presented**.

Name:	Hamilton Girls' High School
Date:	Thursday, 29 September 2022
Time:	5:30 pm to 8:10 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, Student Representative
Attendees:	Gillian Henderson
Apologies:	Josephine Satini
Guests/Notes:	Sydney Greer

1. Opening Meeting

1.1 Karakia

School Karakia

1.2 Whakawhanaungatanga

Welcome to the new Board.

Introduction of Board Members:

Dr Shane Edwards (Trustee Edwards), Sarah King (Trustee King), Kristin Cato (Staff Rep), Carissa McCay (Trustee McCay / Board Chair), Jordan Devoy (Student Rep), Jess Hona (Trustee Hona), Josephine Satini (Trustee Satini - Apologies), Marie Gordon (Principal).

1.3 Appointment of the Board Chair



Board Chair Appointment

Trustee McCay nominated, accepted and appointed the position of Board Chair.

Decision Date: 29 Sep 2022

Mover: Kristin Cato

Seconder: Sarah King

Outcome: Approved

Call for nominations for Board Chair by Principal EA (in the absence of BOT Secretary)

Nomination received: Trustee McCay Staff Rep / Trustee King

Nomination received: Trustee McCay Student Rep

Nomination received: Trustee Edwards Trustee Hona - Trustee Edwards declined

Trustee McCay accepted the nomination and was appointed as the new HGHS Board Chair.

1.4 HGHS Governance Handbook

The Governance Handbook focuses on the roles and responsibilities of key stakeholders. The BOT Chair encouraged all trustees to read this document and ensure they are familiar with their roles. The demarcation between governance and management is very clear. Specific attention from the BOT Chair to the following sections:

- Code of Conduct - All Board trustees to sign
- Governance training for Board and SLT which will be run via NZSTA.
- Board Work Plan.



Sign Code of Conduct

All Board Members to sign the Code of Conduct.

Due Date: 8 Oct 2022

Owner: Gillian Henderson

1.5 Confirm Minutes

School Board Meeting 25 Aug 2022, the minutes were confirmed as presented.



Confirmation of August 2022 Board Minutes

Moved as accepted

Decision Date: 29 Sep 2022

Mover: Kristin Cato

Seconder: Sarah King

Outcome: Approved

1.6 Interests Register

Declare Interests - BOT Secretary to record conflict of interest in a shared document and on BoardPro.



Email Interest Register

Email to Board Members

Due Date: 7 Oct 2022

Owner: Gillian Henderson

2. Strategic Discussions

2.1 Items

Sub-Committee Structure:

A brief discussion ensued around the background of the Sub-Committee structure, purpose and role. Concerns voiced re the number of sub-committees and the importance of the full Board being involved in discussions:

- Recommendation to merge:
 - Property & Finance Sub-Committees
 - Hauora (Wellbeing) and Health and Safety Committees
- The Principal's report will reflect reporting against strategic goals, including student achievement and KPI's.
- The Disciplinary Committee will be made up of Board members as needed.
- Fundraising will be removed from the Board.
- Te Tooku sub-committee to be removed from the sub-committees

Hauora (new name for Wellbeing) & Health and Safety Portfolio - Board Member

All other committees to move back under Principal reporting.



Sub-committee structure Changes

Recommendation:

Merge Property / Finance Portfolio

Merge Hauora & Health and Safety Portfolio

Decision Date: 29 Sep 2022
Mover: Carissa McCay
Seconder: Kristin Cato
Outcome: Approved

3. Monitoring

3.1 Principal Report

Report taken as read noting the below items raised:

- Draft proposal for trip to Hawaii for 2023. Recommendation Board approve the proposal. Board approves the recommendation with more information to come regarding specifics of the trip.
- Trustee Edwards requested achievement reporting to also include neuro-diverse learners and special learners.
- Further discussion regarding Year 9 enrollments for 2022. Considerations given regarding Enrolment zone and the barriers to access for incoming whanau. The Principal discussed the Masterplan process that will address roll growth over the next 5 years.

The Board Chair acknowledged the Principal, SLT and staff for the well organized and well attended Open Day.



Report Accepted

That the Board approve the draft proposal of the 2023 Kapa Haka trip to Hawaii, subject to final costs, itinerary and risk assessment management systems.

That the Board table, note and accept the report.

Decision Date: 29 Sep 2022
Mover: Marie Gordon

Seconder: Sarah King
Outcome: Approved

3.2 Finance Report

Sonninghill Hostel:

- Statement of Financial Position:
 - The August YTD accounts show a surplus of \$501,669 compared to an estimated budget YTD surplus of \$309,000. The surplus for the same period YTD last year was \$455,000.
 - The estimated year end forecasted surplus is \$70,000 compared to the budgeted surplus of \$20,000.

Facilities hireage has increased and cap expenditure spend is lower than budgeted.

HGHS School:

- Statement of Financial Position
 - The August YTD accounts show a surplus of \$70,000 compared to an estimated budget deficit YTD of (\$178,000). The deficit for the same period YTD last year was (\$85,000).
 - This surplus was achieved by savings in the Personnel and Personnel-Support Staff costs. In this period, the YTD actual personnel costs were \$220,000 less than our YTD budgeted costs.
 - The estimated year end forecast deficit is (\$297,000) compared to the budgeted deficit of (\$393,000).

Notes to the Financial Reports:

- The school accounts are currently tracking better than the budgeted deficit.
- Thanks to the Principal and SLT for picking up the extra roles:
 - Property Manager
 - Finance Manager
 - Payroll
 - Human Resource Support
 - Enrolment Administrator
 - 2IC / Deputy Principal responsibilities
- Banking staffing is currently (\$4,000). The school is sitting in a good position.
- Relief budget tracking well.



Finance Report Moved and accepted

Moved and accepted

Decision Date: 29 Sep 2022
Mover: Dr Shane Edwards
Seconder: Jess Hona
Outcome: Approved

3.3 Property Report

Report taken as read noting the below item raised:

- Electrical Upgrade - Greenstone and MOE currently exploring the review of the 5YA, given that this funding has been utilized within the Hepburn Project.



Property Report taken as read and moved

Report approved

Decision Date: 29 Sep 2022
Mover: Sarah King
Seconder: Jess Hona
Outcome: Approved

3.4 Wellbeing Report

Report to be taken as read, noting the below items raised:

- Pulse survey - summary of the report to come in from the Staff Wellbeing team.
- Resignation of Matua West and the Secondary School Sector is a great loss.

A formal letter written by the Board Secretary, signed by the Board Chair to show appreciation for the work Matua West has put into HGHS.



Report taken as read and moved

Approved

Decision Date: 29 Sep 2022
Mover: Kristin Cato
Seconder: Jess Hona
Outcome: Approved



Letter to Matua West

A formal letter written by the Board Secretary, signed by the Board Chair to show appreciation for the work Matua West has put into HGHS.

Due Date: 17 Oct 2022
Owner: Gill Henderson

3.5 Staff Representative Report

Report taken as read, noting the below items raised:

- Request to pass on gratitude of the Board to the staff for all the work they have put in Term 3, 2022.
- Board to allocate a budget in 2023 to acknowledge staff.
- A "Save the Date" flyer to be sent to the Board for October - December. Board representation at each event is important.



Report taken as read and moved

Accepted

Decision Date: 29 Sep 2022
Mover: Kristin Cato
Seconder: Sarah King
Outcome: Approved

3.6 Student Representative Report

Report taken as read noting the below items raised (Written by the outgoing Student Rep (M Phillips)):

- Student Rep Devoy acknowledges the outstanding organization and attendance of the subject decision evening.
- A formal letter is to be drafted, written by the Board Secretary, signed by the Board Chair, to show appreciation for all the work exiting Student Rep Phillips has put into HGHS.
- Sporting, Cultural and Arts Photographs:
 - Professional photos of momentous achievements could become the norm for the students to remember the times, friends and achievements, which will form an important part of the school's history.



Report to be taken as read and moved.

Approved

Decision Date: 29 Sep 2022
Mover: Student Representative
Outcome: Approved



Letter to exiting Student Rep - Trustee Phillips

A formal letter is to be drafted, written by the Board Secretary, signed by the Board Chair, to show appreciation for all the work exiting Student Rep Phillips has put into HGHS.

Due Date: 17 Oct 2022
Owner: Gill Henderson

3.7 Closing of Public Meeting @ 7.28pm

4. In-Committee

4.1 In-Committee

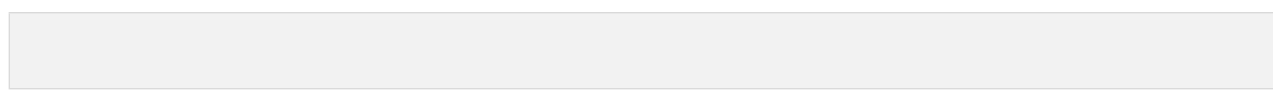
5. Close Meeting

5.1 Close the meeting

Next meeting: School Board Meeting - 10 Nov 2022, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
1.4	Sign Code of Conduct Due Date: 8 Oct 2022	Gillian Henderson
1.6	Email Interest Register Due Date: 7 Oct 2022	Gillian Henderson
3.4	Letter to Matua West Due Date: 17 Oct 2022	Gill Henderson
3.6	Letter to exiting Student Rep - Trustee Phillips Due Date: 17 Oct 2022	Gill Henderson



A handwritten signature in black ink, appearing to read "R. McCay", is positioned above the signature line.

Signature: _____

Date: 10th November 2022 _____