

CONFIRMED MINUTES

AGHS BOARD OF TRUSTEES MEETING - TERM 1 WEEK 1



At the **AGHS Board of Trustees Meeting - Term 1 Week 6** on **8 Mar 2023** these minutes were **confirmed as presented**.

Name:	Avonside Girls High School
Date:	Wednesday, 1 February 2023
Time:	5:30 pm to 8:00 pm (NZDT)
Location:	First Floor Seminar Room Orua Paeroa Campus, 209 Travis Road
Board Members:	Linda Glasgow (Chair), Catherine Law, Jeremy Faumuinā, Manaaki Waretini-Beaumont, Nicole Manawatu-Brennan, Pina Lissaman, Sam Pelham, Zoe Croot
Attendees:	Jane Bussey
Apologies:	Paula Rigby (Chair), Cheryl English, Bronwyn Parker

1. Opening Meeting

1.1 Opening Karakia

1.2 Attendance and Apologies

1.3 Interests Register

1.4 Imogen Spray Research assistant

Imogen introduced herself and her research at AGHS to find out how young people aged 14 - 15 engage with mental wellbeing in their day-to-day lives at AGHS. The aim of her research is to understand what shapes and contributes to young people's sense of mental wellbeing. She thanked the Board for their support and asked if the Board would like any feedback or had questions. Lynda said it would be good to have Imogen attend a couple more Board meetings this year. Imogen is happy for the Board to phone or email her if there are any questions or concerns she can help with.



Imogen Spray

That Imogen should report back to the Board in person as to the learnings that would be useful for the school

Due Date: 10 Apr 2023
Owner: Jane Bussey

1.5 Delegations 2023

Karen Powell is delegated to be Acting Principal for 2023.



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Acting Principal is to be Karen Powell for 2023

Decision Date: 1 Feb 2023
Mover: Linda Glasgow
Seconder: Jeremy Faumuinā
Outcome: Approved

Nominations for presiding members, Pina nominated Lynda and Paula to continue as Co-Chairs.



Lynda and Paula have been nominated to continue to Co-Chair.

Lynda and Paula have been nominated to continue to Co-Chair.

Decision Date: 1 Feb 2023
Mover: Pina Lissaman
Seconder: Sam Pelham
Outcome: Approved

2. Strategic Decisions

2.1 Governance

Cheryl and Catherine will create a document that looks at the forecasting over the next 2-5 years and why changes have been made in school structures. This will be supported by Nicole.

2.2 Strategic Planning

A discussion was had led by Catherine around moving strategic consulting to Term 3 due to the reasons on her document. The Board were happy with the current Charter and it's update. Catherine shared the new Charter with the new Values in and they are attached in Board Pro.



That the strategic consultation be done in Term 3.

That consultation with community should take place in Term 3 to prepare for 2024

Decision Date: 1 Feb 2023
Outcome: Approved

2.3 Annual Board Plan

Catherine has been reviewing the current Charter and Strategic Plan/Analysis and proposes that the consultation is pushed out to Term 3, August/September to have the new Charter 2024/2026 ready for January 2024.

As a Board there needs to be a decision when the Board will do consultations with the Community. Catherine suggested an informal whanau event with Board connection. Linda advised there is still one more space on the Board and mentioned that a Year 9 parent would be a good fit. Jane to look for two Fridays dates for an informal coffee at AGHS and chat to connect and get to know the Board.



Find a couple of Friday dates for the Board.

Look for a couple of Friday dates for an informal coffee and chat for the Community to connect with the Board.

Due Date: 24 Feb 2023
Owner: Jane Bussey

2.4 Te Tiriti o Waitangi

Hohepa Waitoa is now accredited with MOE PLD team and AGHS have been allocated 60 hours to Leadership.

There was a discussion about what the Board need to do to honour Te Tiriti o Waitangi and the PDL opportunities that are available, what can we do and how can it be meaningful and authentic. Some are at different levels and strengths. We need to gather an understanding about staff leave of competence and an individual assessment would need to get underway.



Catherine to contact Melanie Taite-Pitama

Catherine to make contact with Melanie Taite-Pitama so we can start adding into our plan.

Due Date: 22 Feb 2023
Owner: Catherine Law

2.5 Cell Phone Review

Sam explained how hard it is to try to find a facilitator and mentioned she is impressed with Christ Colleges policy which has been put out. She is happy to take the lead of this review and to work with Liz McDowell around this. Parents, students and staff will need an information pack made available which will need to come from the Board.



Cellphone review

Sam to contact Liz McDowell to work with her around the review.

Due Date: 16 Feb 2023
Owner: Sam Pelham



Cell Phone Review

Sam to make contact with Christ College and Hillmorton High with regards to their policy.

Due Date: 24 Feb 2023
Owner: Sam Pelham

2.6 2023 AGHS Privacy Policy

Board approval for redraft of policy.



Board approved redraft of policy.

Board approved redraft of policy.

Decision Date: 1 Feb 2023
Mover: Linda Glasgow
Outcome: Approved

3. Monitoring

3.1 Health and Safety Committee

No committee meeting as early in the term.

Catherine raised the issue of health and safety of staff and students.

Catherine spoke about 3.5% of young persons coming through this year will be carrying through trauma, will display violent behavior and will need extra supervision. Catherine suggested the Board also go back to the Ministry saying we have not had any response from them and to reiterate we need more funding to enable us to keep students/staff safe.



Letter to Ministry re extra supervision

Jeremy and Nicole to draft a letter to the Ministry advising we have not heard back from them with regards to extra supervision which is urgently needed.

Due Date: 19 Feb 2023

Owner: Nicole Manawatu-Brennan

3.2 Principal's Report

Principals report was taken as read.

There was a discussion around Y8 scholarships and Sam spoke about what a Scholarship meant to her and asked what the criteria would be and that opportunities should be open to everyone. There was a Board discussion around exploring this and this will be bought back to the Board in a couple of months.

Catherine asked of the Board would like her to proceed with the Director of Sport and Business Manager to look for a system for remuneration support for staff.

3.3 Property

Report taken as read.

3.4 Board of Trustees PLD

Nicole will meet with each Board member to determine their levels of skillset and what their requirements are.



PLD - Board requirements

Nicole to meet with each Board member to see what they require.

Due Date: 24 Feb 2023

Owner: Nicole Manawatu-Brennan

3.5 Finance

There was no Finance committee meeting as too early in the term.

3.6 Ongoing summary of progress to date in relation to annual plan

3.7 Department report

3.8 School Docs

3.9 Student Achievement

Catherine went through the achievement in NCEA and UE results and said we have work to do around academic aspirations. Nicole commented that we should be celebrating the success, not compare students to other schools and to be proud of the achievements that AGHS have and not to only look at the statistics.

4. For Information

4.1 Student Trustee's Report

Verbal report from Zoe:

Zoe had her first day back and said how great it was to welcome the new Y9 students into AGHS and it seemed a strong start to the year and hopes the positivity will be retained throughout the year.

4.2 Email Resolutions Since Last Meeting

4.3 Inwards Correspondence

4.4 Student Trustee Report

Verbal report from Manaaki"

Manaaki spoke about the end of January student leadership camp and thought it was a good way to meet each other and to get conversations happening. The camp showed different types of leadership and what to get out of this year and all loved it. With the peer support training it was good to see other Y13 students take on roles which they ordinarily wouldn't have been involved in. She said how great the Mihi Whakatau was.

4.5 Staff Trustee's Report - Verbal

Verbal report from Pina:

Pina said the staff are really positive to be back after a good break. With regards to the Ako classes, some teachers found it hard letting girls go but the idea of smaller classes is positive. There was a good PLD session round Karakia which was good to get more understanding around this.

5. Administration

5.1 Confirm Minutes

AGHS Board of Trustees Meeting - Term 4 Week 8 7 Dec 2022, the minutes were confirmed as presented.

Public Excluded Board of Trustees Meeting - Term 4 Week 8 7 Dec 2022, the minutes were confirmed as presented.

Minutes from the last meeting on 7 December 2022 were confirmed as read.

5.2 Outwards Correspondence

5.3 Action Item List

Due Date	Action Title	Owner
8 Jun 2022	Create a Board action plan for how to incorporate Te Tiriti into Governance and the school Status: On Hold	Laura Failing
6 Jul 2022	To add- curriculum, NZ Histories, student success and proactive interaction with the media Status: Not Started	Catherine Law
2 Sep 2022	Cellphone use information gathering Status: In Progress	Catherine Law
29 Sep 2022	Action: Can Board members please provide a short (40 seconds) video as per below Status: Completed on 28 Feb 2023	Bronwyn Parker
29 Sep 2022	Action: Can Board members please provide a short (40 seconds) video as per below Status: Completed on 21 Dec 2022	Nicole Manawatu-Brennan
29 Sep 2022	Action: Can Board members please provide a short (40 seconds) video as per below Status: Completed on 21 Dec 2022	Paula Rigby
29 Sep 2022	Action: There needs to be Police vetting done for the French trip. Status: On Hold	Catherine Law
7 Dec 2022	Board Trustee PLD Status: Not Started	Linda Glasgow
7 Dec 2022	To be discussed at 7 December meeting. Status: Not Started	Catherine Law
7 Dec 2022	Take to Board meeting shade proposal for outdoor area Status: Not Started	Catherine Law
8 Dec 2022	Ramp or Lift for Stage Status: Completed on 8 Dec 2022	Andrew Tolman
9 Dec 2022	Catherine to advise staff re use of funds Status: Completed on 21 Dec 2022	Catherine Law
11 Dec 2022	QR code up in offices and around the school Status: In Progress	Andrew Tolman
12 Dec 2022	Shade Status: In Progress	Andrew Tolman
12 Dec 2022	QR Codes for Gonogo Status: In Progress	Andrew Tolman
16 Dec 2022	Alarm sounds Status: Not Started	Andrew Tolman
9 Jan 2023	Obtain dates for February strategic day Status: On Hold	Jane Bussey
1 Feb 2023	Leadership workshop Status: Not Started	Catherine Law

5.4 AOB

Sam raised about the hard work of the International department. Catherine suggested the Board acknowledge the long hours Lisa and Louise have put in around the work they have done for the international students. A gift card to them was suggested.



Thank you gift for International Dept.

Board approved gift for both International staff. Jane to source this and Catherine will write a thank you card.

Due Date: 10 Feb 2023
Owner: Jane Bussey

6. Close Meeting

6.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner
1.4	Imogen Spray Due Date: 10 Apr 2023	Jane Bussey
2.3	Find a couple of Friday dates for the Board. Due Date: 24 Feb 2023	Jane Bussey
2.4	Catherine to contact Melanie Taite-Pitama Due Date: 22 Feb 2023	Catherine Law
2.5	Cellphone review Due Date: 16 Feb 2023	Sam Pelham
2.5	Cell Phone Review Due Date: 24 Feb 2023	Sam Pelham
3.1	Letter to Ministry re extra supervision Due Date: 19 Feb 2023	Nicole Manawatu-Brennan
3.4	PLD - Board requirements Due Date: 24 Feb 2023	Nicole Manawatu-Brennan
5.4	Thank you gift for International Dept. Due Date: 10 Feb 2023	Jane Bussey

Signature: _____

Date: _____