

CONFIRMED MINUTES

AGHS BOARD OF TRUSTEES MEETING - TERM 2 WEEK 2



At the **AGHS Board of Trustees Meeting - Term 2 Week 7** on **7 Jun 2023** these minutes were **confirmed as presented**.

Name:	Avonside Girls High School
Date:	Wednesday, 10 May 2023
Time:	5:30 pm to 8:45 pm (NZST)
Location:	First Floor Seminar Room Orua Paeroa Campus, 209 Travis Road
Board Members:	Linda Glasgow (Chair), Paula Rigby (Chair), Catherine Law, Manaaki Waretini-Beaumont, Nicole Manawatu-Brennan, Sam Pelham, Zoe Croot
Attendees:	Jane Bussey, Andrew Tolman
Apologies:	Pina Lissaman, Bronwyn Parker, Jeremy Faumuinā

1. Opening Meeting

1.1 Opening Karakia

1.2 Attendance and Apologies

Apologies were received by Bronwyn Parker, Pina Lissaman and Jeremy Faumuinā.

1.3 Interests Register

1.4 Welcome to Facilities and Property Manager

Andrew Tolman spoke about his role as the interface between the school and support staff. Staff report any incidents by inputting into GonoGo and Andrew receives these and submits a request to Spotless. He makes bookings for the gyms, theatres and shared spaces to ensure there is a balance and fairness between both schools.

Due to an increase in staffing it has made carparking spaces more sparse. We are currently working on options for carparking with the Ministry which could increase our carparks to 30-40.

We need to keep applying pressure to the Ministry regarding our concerns around property projects which we want to get off the ground. We are working with the Ministry with options for a whare which is a project they may consider as this is part of the curriculum. Nicole suggested we obtain a report from parents with regards to the negative wellbeing of our students with regards to having a whare.



International Department Fees

Resolved that the 2024 homestay weekly fee increase to \$310 (currently \$290) and introduce a one-off homestay placement fee of \$300.

Decision Date: 10 May 2023
Mover: Linda Glasgow
Seconder: Nicole Manawatu-Brennan
Outcome: Approved



Increase the school credit card facility limit (ASB)

Resolved that the School Credit Card facility limit (ASB) be increased from \$45,000 to \$50,000, to ensure sufficient funds are available to cover increase in credit card use and the international department traveling again.

Resolved that Lisa Garrett the International Student Administration Manager be issued a school credit card to assist with managing the increased international department transactions

Decision Date: 10 May 2023
Mover: Linda Glasgow
Seconder: Sam Pelham
Outcome: Approved



Air Rescue Trust Application - Invercargill Netball Tournament

It was **resolved** on 10th May 2023 that an application be made to Air Rescue and Community Services to fund our Travel cost for netball tournament in Invercargill for 2023. The amount requested is \$7491.30 (excl GST).

Decision Date: 10 May 2023
Mover: Linda Glasgow
Seconder: Nicole Manawatu-Brennan
Outcome: Approved



Overseas Travel

Approval for Liz McDowell to attend Ed Tech conference 8 - 11 August 2023, for senior leadership professional development.

Louise Silvester approved international student marketing travel to Vietnam and Thailand visiting schools and agents 16 May - 8 June 2023.

also noted that the following trips were contained in reports earlier in the year, but omitted from noting in the Board minutes that Board approval had been granted for;

- for the CWCPA Principal's professional development trip to Sydney Australia 3-5 May 2023
- International student marketing trip to Japan in Feb/March - Principal and International Director.

Decision Date: 10 May 2023
Mover: Linda Glasgow
Seconder: Sam Pelham
Outcome: Approved

3.8 ERO Assurances

Each Board member to take an area each to ensure that all compliance has been checked or being worked on. Also to check with the Education Act and link to ensure its what we have on our school policies.



ERO Assurances

Jane to assign an area to each Board member for the ERO Assurances.

Due Date: 17 May 2023

Owner: Jane Bussey

4. Overnight trips/Overseas travel

4.1 Board Process Overseas or overnight trips

Now we are able to travel again the audit recommendation for international trips is that an application goes to the Board and a resolution is passed by the Board approving the travel. There is a decision guide for the Board to complete when considering whether to approve overseas travel for students and staff.

4.2 Duke of Edinburgh Proposal

A discussion was had around the proposal for the development of the Duke of Edinburgh Programme and receiving a day in lieu if this was across a Friday and Saturday. As many teachers do school trips and activities over a weekend it would set a precedence if a day in lieu was given for the DoE programme. SLT support the decision not to offer a day in lieu for this.



Duke of Edinburgh day in lieu

The Board declined the proposal of a day in lieu for taking students away for a weekend as it sets a precedence and there are a large number of staff who take groups away on weekends.

Decision Date: 10 May 2023

Mover: Paula Rigby

Seconder: Linda Glasgow

Outcome: Not Approved

4.3 French trip proposal



Move to accept the French department trip for AGHS senior students

The motion to accept the French department offering a trip to France for the senior students in September 2024 for 3 weeks, the last 3 weeks of term 3 and the 2 weeks of school holidays, was accepted.

Decision Date: 10 May 2023

Mover: Linda Glasgow

Seconder: Nicole Manawatu-Brennan

Outcome: Approved

5.3 Staff Trustee's Report - Verbal

No staff rep report.

6. Administration

6.1 Board Wellbeing/ Disciplinary Process

Linda checked on Board wellbeing and spoke about the additional meetings and work load on Board members. There was a discussion regarding suspension meetings being at night and then sharing the decision with Whānau. It was agreed to share the outcome the next day to enable the family to get support and a process around the suspension.

Paula suggested a Board dinner around mid-winter/Matariki and to include the SLT team.



Board dinner

Jane to organise a date and venue for the Board dinner.

Due Date: 7 Jun 2023

Owner: Jane Bussey

6.2 Board payments

Linda has contacted NZSTAR to confirm payments to the Principal for Board meetings and it is best practice to pay the Principal for these meetings. They will be back dated to the start of last year.



Move to pay the Principal for Board meetings.

It was agreed by the Board to pay the Principal for her Board meeting attendance.

Decision Date: 10 May 2023

Mover: Paula Rigby

Seconder: Sam Pelham

Outcome: Approved

As a Board there should be a set amount to pay Board members for Board meetings and other meetings. If a Board member doesn't attend a Board meeting they should still be paid due to behind the scenes work that is done. Board members who have attended extra disciplinary or committee meetings will be back dated from the start of the year.

Nardine Schroder (HOD Social Worker) is to be paid for her attending disciplinary meetings in recognition of her value. A follow up with payroll is that this can't work but we can give her a day in lieu a term.



Move to pay Board members and Nardine for disciplinary and extra meetings

It was agreed that Board members be paid for attending disciplinary/extra meetings as well as the HOD Social Worker.

Decision Date: 10 May 2023

Mover: Linda Glasgow

Seconder: Nicole Manawatu-Brennan

Outcome: Approved

It was agreed by the Board that the school take withholding tax from the Board payments and from now until the end of the year it will be a one off payment instead of a payment at the end of each term.

Due Date	Action Title	Owner
6 Jul 2022	To add- curriculum, NZ Histories, student success and proactive interaction with the media Status: In Progress	Catherine Law
2 Sept 2022	Cellphone use information gathering Status: Completed on 30 Mar 2023	Catherine Law
29 Sept 2022	Action: There needs to be Police vetting done for the French trip. Status: Completed on 30 Mar 2023	Catherine Law
7 Dec 2022	Board Trustee PLD Status: Completed on 19 May 2023	Linda Glasgow
7 Dec 2022	To be discussed at 7 December meeting. Status: Completed on 30 Mar 2023	Catherine Law
7 Dec 2022	Take to Board meeting shade proposal for outdoor area Status: On Hold	Catherine Law
11 Dec 2022	QR code up in offices and around the school Status: Completed on 19 May 2023	Andrew Tolman
12 Dec 2022	Shade Status: In Progress	Andrew Tolman
12 Dec 2022	QR Codes for Gonogo Status: Completed on 31 May 2023	Andrew Tolman
16 Dec 2022	Alarm sounds Status: Completed on 31 May 2023	Andrew Tolman
9 Jan 2023	Obtain dates for February strategic day Status: Completed on 31 May 2023	Jane Bussey
1 Feb 2023	Leadership workshop Status: Completed on 30 Mar 2023	Catherine Law
16 Feb 2023	Cellphone review Status: Completed on 19 May 2023	Sam Pelham
19 Feb 2023	Letter to Ministry re extra supervision Status: In Progress	Nicole Manawatu-Brennan
22 Feb 2023	Catherine to contact Melanie Taite-Pitama Status: Completed on 30 Mar 2023	Catherine Law
24 Feb 2023	Find a couple of Friday dates for the Board. Status: Completed on 19 May 2023	Jane Bussey
24 Feb 2023	Cell Phone Review Status: Completed on 19 May 2023	Sam Pelham
24 Feb 2023	PLD - Board requirements Status: Not Started	Nicole Manawatu-Brennan
17 Mar 2023	Write letters to staff as per resolutions made. Status: Completed on 30 Mar 2023	Jane Bussey
31 Mar 2023	Door stops Status: Completed on 24 Mar 2023	Andrew Tolman
5 Apr 2023	Review SchoolDocs policies. Status: Completed on 4 May 2023	Jane Bussey
7 Apr 2023	Back field duty monitoring Status: Completed on 30 Mar 2023	Karen Powell
7 Apr 2023	PPE frustrations Status: In Progress	Catherine Law
10 Apr 2023	Imogen Spray Status: Completed on 19 May 2023	Jane Bussey
14 Apr 2023	Wet days lunch Status: Completed on 14 Apr 2023	Karen Powell
17 Apr 2023	Panic alarm tone Status: Completed on 31 May 2023	Andrew Tolman
5 May 2023	Annual board plan Status: Completed on 30 Mar 2023	Catherine Law