

CONFIRMED MINUTES

AGHS BOARD OF TRUSTEES MEETING - TERM 3 WEEK 3



At the **AGHS Board of Trustees Meeting - Term 3 Week 8** on **6 Sept 2023** these minutes were **confirmed as presented**.

Name:	Avonside Girls High School
Date:	Wednesday, 2 August 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), Bronwyn Parker, Catherine Law, Manaaki Waretini-Beaumont, Nicole Manawatu-Brennan, Pina Lissaman, Sam Pelham, Zoe Croot
Attendees:	Jane Bussey
Apologies:	Jeremy Faumuinā

1. Opening Meeting

1.1 Opening Karakia

1.2 Attendance and Apologies

Apologies were received by Jeremy Faumuinā.

1.3 Interests Register

There were no updates to the Interests Register.

2. Strategic Decisions

2.1 Finance

Finance reports were taken as read. The school is continuing to perform well against the budget. This is largely as a result of several positive income results. There are more international students than predicted with near full capacity next year. There was discussion around making sure that the Māori community budget was spent and the students should develop ideas as to whether this is Kākahu or other opportunities.

The auditor has signed off on the annual accounts.



Financial statements and associated reports to 30 June 2023 be accepted.

Resolved that the financial statements and associated reports to 30 June 2023 reporting an operating deficit (\$195,435) working capital of \$2,079,601 and public equity of \$2,689,978 be accepted.

Decision Date: 2 Aug 2023
Mover: Linda Glasgow
Seconder: Sam Pelham
Outcome: Approved



Opt in to donations scheme 2024

Resolved that as AGHS opt in for the 2024 donation scheme.

Decision Date: 2 Aug 2023
Mover: Linda Glasgow
Seconder: Bronwyn Parker
Outcome: Approved



2023 budget approved

Resolved that the 2023 budget be adopted as per reports detailing operation budgeted deficit of (\$806,424), capital purchases (excluding leases) of \$163,500, increase in leases \$80,000 and lease repayments of \$136,956.

Decision Date: 2 Aug 2023
Mover: Pina Lissaman
Seconder: Sam Pelham
Outcome: Approved



Overseas travel for International Director travel to Germany

Resolved that the International Director travel to Germany on a marketing trip in September/October (dated TBC). There is \$8,000 remaining in the budget for student recruitment, the trip is estimated to cost \$10,000.

Decision Date: 2 Aug 2023
Mover: Linda Glasgow
Seconder: Bronwyn Parker
Outcome: Approved

Dates and details to be confirmed for the languages trip to Japan in 2024.

2.2 Board Payments

There was a discussion around Board payments. It was agreed that if any Board member is required to take leave from their day job and at a loss of pay for a Board meeting then they should be compensated for this. Anything that is required over an hour would be paid, an hour or under would not.

The Board will continue with quarterly Board payments for meetings, subcommittee meetings or any other meetings which are an hour. If any Board member is required for more than an hour and would incur a loss of earning that Board member would put in a casual time sheet which would be equivalent to a normal Board payment.

Any Board members who are not at the Board meeting will still be paid due to the work that would have been done prior to the meeting.

Should a Board member be given paid time off by their employer to attend any Board meetings at school then they would not be paid for the meeting by the school.

If a Board member is at school for any other business connected to the school but not related to Board matters they will not be reimbursed.

If a student representative is required on a weekend day and they will miss work they would also be reimbursed.

This discussion is in response to the growing number of discipline meetings, consultations and interviews which are required during the day and for Board members who incur a loss of earning.



Board payments

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Any Board member is required for more than an hour and incurs a loss of earning they would put in a casual time sheet which is equivalent to a normal Board payment.

Decision Date: 2 Aug 2023
Mover: Linda Glasgow
Secunder: Catherine Law
Outcome: Approved

2.3 Te Tiriti o Waitangi

Nothing to report.

2.4 Strategic Planning

Catherine spoke about the strategic planning consultation and advised that we have a lot of information and feedback already and have collected a lot of voice so now its about bringing it to the table.

Board members thought the questions in the pack provided are good. Catherine and Paula thought something visual would be effective to clarify for staff, students and community the direction and identify of AGHS.

It was agreed on Saturday, 23 September at 10am for the hui with SLT invited to bring extra voice, understanding and vision.

Catherine will speak to Jeremy with who should be invited from the community. Board to think who should be around the table and come back to the 6 September meeting.



Strategic planning consultation

Catherine to check with Jeremy who in the community should be invited to the consultation on 23 September.

Due Date: 31 Aug 2023
Owner: Catherine Law

2.5 Kapa haka proposal



Kapa haka tutor

It was agreed by the Board to cover the cost of paying for the kapa haka tutor for Terms 3 and 4 2024..

Decision Date: 2 Aug 2023
Mover: Linda Glasgow
Seconder: Paula Rigby
Outcome: Approved

In regards to the Christchurch Creative communities application to cover kapa haka uniforms Paula advised that they only pay if the uniforms are made. Catherine said the design on the bodices of the uniforms would need to be checked if the creative design is appropriate, Paula will check that this is correct. This cost could be covered in the Maori and development fund where there is more budget to be spent.



Kapa haka uniforms creative design

Paula to check if the creative design is appropriate on the bodices of the kapa haka uniforms.

Due Date: 1 Sept 2023
Owner: Paula Rigby

2.6 National VEX EDR Competition



National VEX EDR Competition travel to Auckland

Resolved to move the Robotic team from Orua Paeroa travel to Auckland on 9th - 12th February 2024 to attend the National Vex EDR Competition in Auckland.

Decision Date: 2 Aug 2023
Mover: Catherine Law
Seconder: Linda Glasgow
Outcome: Approved

3. Monitoring

3.1 Principal's Report

Catherine asked the Board if they are happy with the new layout for her Board report. All agreed they were.

If there are any questions the Board wish to raise for any Board meeting they can email Jane and she will advise Catherine who will comment in her Principals report.

Catherine mentioned this is the first time Avonside Girls' will not have an out of zone ballot as numbers' have been reached which is very pleasing to see.

3.2 Strategic Annual Plan AOV 2023

There were no questions from the Board on the Strategic Annual Plan AOV 2023.

3.3 Property

Arnika Macphail from impactED has put together a local curriculum proposal focusing on pastoral culture not just physical space to send to the Ministry.

We have heard back from the Property Advisor at MoE and the schools are within their rights to modify public rights access to the site so a fence can be erected.

3.4 Health and Safety Committee

Health & Safety minutes were taken as read.

There is ongoing toilet vandalism which is a concern. Pina suggested a swipe card system with each teacher having a card for their own area could be an option. Portaloo on the site is not an option the Board were comfortable with. The Board confirmed they are happy to approve any decision SLT make.

EOTC staff protocols was presented to staff for helpful EOTC reminders.

3.5 School Docs

Linda mentioned to have a look at the current SchoolDoc assurances to report on at the next Board meeting on 6 September.

3.6 Student Achievement Update

Sam asked what a reasonable time was for credits to be given back to students. Catherine advised the Heads of Department should be checking the timeframe on this.

Catherine will present student achievement update at every board meeting.

4. For Information

4.1 Student Trustee Report

Manaaki spoke to her student report. Se commented that there was a big increase in participation this year with the Matariki celebration which is very pleasing to see.

Many head students from other schools came to AGHS for the One School Network which was co-hosted alongside Shirley Boys'. It is the first time it has been hosted at AGHS and on the East side.

4.2 Student Trustee's Report

Zoe spoke to her student trustees report and her draft process around toilet doors being opened by staff. The Board were happy to approve the policy and Zoe will turn this into a flowchart.

Zoe commented on the temperature regulation on classrooms and how in some areas it is very cold but other areas overwhelming hot and there is an odor coming from some of the classrooms.

Nicole asked how does Avonside success get celebrated and there was a discussion around adverting success in local papers for advertising. Zoe will speak to her dad re advertising in the Press as he works there.



Advertising in The Press

Zoe to speak to her dad re adverting in The Press to show success at Avonside.

Due Date: 4 Sept 2023
Owner: Zoe Croot

4.3 Staff Trustee's Report - Verbal

Pina spoke to her staff trustees report.

She will put forward a proposal for Year 12s to attend the formal as many Year 12s will not be going onto Year 13 so miss out.

Pina advised staff are asking about vans for EOTC which are hard to book with only one. Catherine advised a van proposal is going in this week.

5. Administration

5.1 Student Board Trustee elections

5.2 Email Resolutions Since Last Meeting

It was approved via email on 3 August for Jane to be the returning officer to manage the 2023 Student Representative Elections on Thursday, 14th September 2023.

5.3 Confirm Minutes

AGHS Board of Trustees Meeting - Term 2 Week 7 7 Jun 2023, the minutes were confirmed as presented.



Minutes from 7 June 2023 were confirmed as presented.

It was moved that the Board minutes from 7 June 2023 were confirmed as presented.

Decision Date: 2 Aug 2023
Mover: Sam Pelham
Seconder: Bronwyn Parker
Outcome: Approved

5.4 Inwards Correspondence

5.5 Outwards Correspondence

5.6 Action Item List

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
7 Dec 2022	Take to Board meeting shade proposal for outdoor area Status: On Hold	Catherine Law
12 Dec 2022	Shade Status: In Progress	Andrew Tolman
19 Feb 2023	Letter to Ministry re extra supervision Status: In Progress	Nicole Manawatu-Brennan
24 Feb 2023	PLD - Board requirements Status: Not Started	Nicole Manawatu-Brennan
7 Apr 2023	PPE frustrations Status: In Progress	Catherine Law

Due Date	Action Title	Owner
7 Jun 2023	Board dinner Status: Completed on 16 Jun 2023	Jane Bussey
15 Jun 2023	Catherine to take to Co-location testing time of alarm and speaker in Boardroom turned off Status: Completed on 14 Jun 2023	Catherine Law
16 Jun 2023	Current Whānau hui organisation Status: On Hold	Paula Rigby
7 Jul 2023	Toilet process Status: Completed on 25 Jul 2023	Catherine Law
13 Jul 2023	Facilitator for strategic planning Status: In Progress	Catherine Law
14 Jul 2023	Staff wellbeing Status: Completed on 25 Jul 2023	Catherine Law
24 Jul 2023	Process around teachers entering locked student toilets. Status: Completed on 23 Jul 2023	Zoe Croot
11 Aug 2023	Turning off alarm in Boardroom Status: In Progress	Andrew Tolman
11 Aug 2023	Communication to Ferndale in an event Status: In Progress	Andrew Tolman
31 Aug 2023	Turn bathroom unlocking into a flow chart diagram Status: Completed on 28 Aug 2023	Zoe Croot
31 Aug 2023	Central shelving unit to go up to protect space in Te Paeroa. Status: In Progress	Andrew Tolman

5.7 AOB

6. Close Meeting

6.1 Close the meeting

Next meeting: Health & Safety subcommittee meeting - 31 Aug 2023, 4:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.4	Strategic planning consultation Due Date: 31 Aug 2023	Catherine Law
2.5	Kapa haka uniforms creative design Due Date: 1 Sept 2023	Paula Rigby
4.2	Advertising in The Press Due Date: 4 Sept 2023	Zoe Croot

Signature: _____

Date: _____