

CONFIRMED MINUTES

AGHS BOARD OF TRUSTEES MEETING - TERM 3 WEEK 8



At the **AGHS Board of Trustees Meeting - Term 4 Week 4** on **1 Nov 2023** these minutes were **confirmed with the following changes:**

The application to the Aotearoa Funding Trust for rowing coaches wages should have stated \$18,000 and not \$20,000.

Name:	Avonside Girls High School
Date:	Wednesday, 6 September 2023
Time:	5:30 pm to 8:30 pm (NZST)
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, Zoe Croot
Attendees:	Jane Bussey
Apologies:	Pina Lissaman, Paula Rigby (Chair), Sam Pelham, Bronwyn Parker

1. Opening Meeting

1.1 Opening Karakia

1.2 Attendance and Apologies

Apologies were received by Bronwyn Parker, Paula Rigby, Pina Lissaman and Manaaki Waretini-Beaumont.



Apologies accepted

Resolved that the apologies be accepted for: Bronwyn Parker, Paula Rigby, Pina Lissaman and Manaaki Waretini-Beaumont.

Decision Date: 6 Sept 2023
Mover: Linda Glasgow
Outcome: Approved

1.3 Interests Register

1.4 International students

Five of the international students introduced themselves to the Board. These students were from Japan (3), Hong Kong and Thailand. The students all enjoyed attending Avonside and particular like the school uniform. There is a great variety of activities which have helped them to get to know about NZ as a country and the culture of NZ. They enjoy the variety of subjects and being able to choose subjects they like and also the extra curricular activities available. The

International Department looks after the students well and they feel listened to and can ask the teachers anything they are unsure of and need more understanding and help with.

Our agent introduced herself and said that Avonside is known having great pastoral care, a variety of subjects and good home stay care. The students are happy and well looked after and she has confidence sending international students to Avonside.

Sam commented on the great job the International Department do with the care they put into the students.

When an international student finished at Avonside there is a survey for them to complete. Of note is the state of the toilets which is an issue. One student asked if there is a Gateway programme for the international students. It was explained that STAR courses can be done but not a Gateway programme. Louise has been speaking to the Careers department to how we can fund this and make some contacts.

Nicole asked if the students have learnt about the Māori culture. One of the students felt they didn't get to learn the greetings and more could be done around this and the meaning of the karakia and more connection with Te Reo and Māori culture. The students have been to visit a marae and during exam weeks they have had experience making poi.

1.5 Pasifika Education Plan presentation

Lesieli presented her Pasifika Education Plan presentation. There is a strong Pasifika achievement team with members from across school, SLT, kaitiaki, LSCs, Kaiako and LSAs.

A decision has been made to work on a 5 year action plan as the last action plan was written in 2020. In Lesieli's Kahui Ako role she is working on:

- Staff awareness of stereotyping and understanding of different Pasifika cultures
- For students to feel valued and supported by staff
- Students encouraged to see beyond Polyfest and engage with School to the end of the academic year



Work with Albany Peseta on a 6 month programme for a Pasifika Culture Group

Resolved that the Board approve the Creatives in School Proposal in the current round to work with Albany Peseta on a 6 month programme for a Pasifika Culture Group.

Decision Date: 6 Sept 2023
Mover: Linda Glasgow
Outcome: Approved

1.6 HoD Science

Debby Schefer Head of Department Science introduced herself to the Board.

The science department have 12 teachers and 1 lab technician. The department have a closed in classroom which is used for assessments and a flexible open area for labs and practical work. The areas work very well and there is nothing that needs changing.

The Pūhoro scheme is a great programme, and pathway Māori into high value careers to revolutionise the landscape. This mentors Maori students with days out a Ara, only 6 students are taken.

The Science department offer activities and opportunities outside the classroom with a Epro8 Challenge and they run an Environmental council which set up a native tree nursery and tree planting in the red zone, setting up worm warms, clothes swap, beeswax wraps, a community food

bank and beach clean ups. A gardening club has also been set up. During the school holidays there was a Eco-Quest ecology trip with 17 students and 2 teachers

Debby spoke about the Curriculum, previous and the new curriculum and NCA changes with no mechanics in the curriculum and a lot of big areas which are missing and very limited in what has been given. More time is needed as well as more information from the ministry on the curriculum and NCEA.

2. Strategic Decisions

2.1 New Era and N4L

Liz McDowell presented her N4L data project proposal to the Board.

Presently both schools utilize a single shared FortiGate appliance and AGHS are responsible for managing the internet connection to Spotless. This has worked well but AGHS would like to access internet usage reports but it would be a breach of privacy for either school to view the internet usage data of the other and N4L lack the capacity to separate usage data.

Two potential solutions have been proposed:

- To implement a School-Funded FortiGate. This additional FortiGate appliance sits between each schools network and N4L's FortiGate which would allow the separation of internet data to each school
- Manual data export and filtering by New Era Technology. The technicians would be responsible for filtering and separating data ensuring that each school only has access to the internet usage record of their own staff and students. This would be labour intensive and provide raw data without additional analytics.

Liz would like input and feedback on these 2 options for New Era to work on the solution in Term 4.

The Board also agreed to read a document on AI before the next meeting in preparation for Liz McDowell to bring policy.

2.2 Finance



Apply to Rātā foundation for cost of purchasing a second school van

Resolved to apply to the Rātā foundation for \$20,000 towards the cost of purchasing a second school van to support transporting students to extracurricular sports and cultural activities.

Resolution for the rowing committee to apply to the Aotearoa Funding Trust for \$20,000 for the rowing coaching wages.

Decision Date: 6 Sept 2023
Mover: Nicole Manawatu-Brennan
Seconder: Linda Glasgow
Outcome: Approved



Rowing committee to apply to Aotearoa Funding Trust

Resolved for the rowing committee to apply to the Aotearoa Funding Trust for \$20,000 for the rowing coaching wages.

Decision Date: 6 Sept 2023
Mover: Nicole Manawatu-Brennan
Seconder: Linda Glasgow
Outcome: Approved

Financial statements and the deficit operating result hasn't changed much in the last two months. Key drivers are on operating grant funding, international students and relief recoveries are more than has been budgeted for. We have picked up more in interest earning than was budgeted for. Expenditure is ticking along as predicted, salaries continue to be unpredictable due to pay equity and collective agreement settlements.

As we get funding from other avenues it doesn't reflect what we actually spend and looks like we are spending it. Catherine will be able to report this in her Principal report to make it clear that we are addressing our priorities. A summary will be prepared at the next Finance Committee meeting to clarify the hidden investment.

Nicole mentioned she would like us to investigate more into the Spotless charges and costs to us.

Move that the board accept the recommendations as approved by the finance committee. Nicole moved, Linda seconded.

The Board would like to look at budgeting more towards robotics equipment next year.

Linda advised that Gap filler are selling their Grandstandium and the school could purchase this as an asset to both schools. Catherine will take this offer to co-location.



Motion to accept the financial statements as at 31 July 2023

Resolved that the financial statements to 31 July 2023 reporting public equity of \$2,684,526, an operating deficit of (\$200,887) and net working capital of \$2,093,072 be accepted.

Decision Date: 6 Sept 2023
Mover: Nicole Manawatu-Brennan
Seconded: Linda Glasgow
Outcome: Approved



Rata Foundation application

Apply to Rata Foundation for \$20,000 towards a second van.

Due Date: 20 Oct 2023
Owner: Amanda Wiles



Application to Aotearoa Funding Trust

Apply to Aotearoa Funding Trust for rowing coaching wages.

Due Date: 27 Oct 2023
Owner: Amanda Wiles

2.3 Te Tiriti o Waitangi

Linda and Zoe both attended the Ōtākaro Kāhui Ako combined Board hui with Tuahiwi on 29 August.

2.4 Strategic Planning

This is being worked on with SLT. There will be flyers available on Learner Hui day next week with a QR code to access the questionnaire, this questionnaire will be limited to 5 questions. A pressie card as a prize draw for all to go into when the quiz is completed.

Linda asked if we should ask these questions to the wider community, Sam thought the purpose is for our immediate community.

2.5 Moderation and MNA Documentation

Taken as read.

2.6 Staff Christmas lunch

The Board approved paying for the staff Christmas lunch on Wednesday, 13 December.

3. Monitoring

3.1 Principal's Report

The Principal's report was taken as read.

Arnika McPhail is undergoing an application to the Moe for a PLD proposal to commission an external review of the current pastoral spaces at both schools. Catherine asked if the Board were happy for Arnika to apply on our behalf.



Arnika McPhail to submit a PLD proposal to the MoE

Resolved that Arnika McPhail to undergo an application to the MoE for a PLD proposal to commission an external review of the current pastoral spaces at both schools.

Decision Date:	6 Sept 2023
Mover:	Linda Glasgow
Seconder:	Sam Pelham
Outcome:	Approved

3.2 Property

Taken as read.

3.3 Health and Safety Committee

Taken as read.

3.4 School Docs

3.5 Achievement Data

Nicole will talk to the students when she is back at AGHS to see if they have NCA level 1.

Mock exam attendance was higher than expected apart from a few areas which also have low credits.

Linda asked if at the next meeting the current data and new data can be put alongside each other. Catherine said she will do this.

3.6 International

Taken as read.

4. For Information

4.1 Student Trustee Report

There was no report from Manaaki.

4.2 Student Trustee's Report

Zoe spoke to her report which was taken as read.

4.3 Staff Trustee's Report

There was no staff trustee's report as Pina has been away at Tournament week.

5. Administration

5.1 Email Resolutions Since Last Meeting

5.2 Confirm Minutes

AGHS Board of Trustees Meeting - Term 3 Week 3 2 Aug 2023, the minutes were confirmed as presented.

5.3 Inwards Correspondence



Move to public excluded session

That the meeting moves into Public Excluded session at 8.15pm to discuss the HR and student discipline matters section of the Principal's Report and to protect the privacy of natural persons.

Decision Date: 6 Sept 2023
Mover: Linda Glasgow
Outcome: Approved



Move out of Public Excluded session

That the meeting moves out of Public Excluded Session at 8.35pm and confirm that the business discussed in the Public Excluded Sessions remains confidential to the Board. Decisions relating to staffing are delegated to the Principal to action notify accordingly.

Decision Date: 6 Sept 2023
Mover: Linda Glasgow
Outcome: Approved

5.4 Outwards Correspondence

5.5 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

Due Date	Action Title	Owner
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
16 Jun 2023	Current Whānau hui organisation Status: On Hold	Paula Rigby
13 Jul 2023	Facilitator for strategic planning Status: In Progress	Catherine Law
11 Aug 2023	Turning off alarm in Boardroom Status: Completed on 27 Sept 2023	Andrew Tolman
11 Aug 2023	Communication to Ferndale in an event Status: Completed on 27 Sept 2023	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
31 Aug 2023	Strategic planning consultation Status: In Progress	Catherine Law
1 Sept 2023	Kapa haka uniforms creative design Status: Not Started	Paula Rigby
4 Sept 2023	Advertising in The Press Status: Completed on 28 Aug 2023	Zoe Croot

5.6 AOB

Nicole asked if the Board would like to sponsor a staff member to attend Indigenous whanau conference in Harvard. The cost is \$7.5k per person and is run by Harvard University. Nicole is attending this conference. There was a discussion around Elaina Smith attending and this will be put to her.



Whanau conference in Harvard

Resolved to sponsor a staff to attend Indigenous whanau conference in Harvard.

Decision Date: 6 Sept 2023
Mover: Linda Glasgow
Seconder: Sam Pelham
Outcome: Approved

6. Close Meeting

6.1 Close the meeting

Next meeting: AGHS Board of Trustees Meeting - Term 4 Week 4 - 1 Nov 2023, 5:00 pm

Signature: _____

Date: _____