

CONFIRMED MINUTES

AGHS BOARD OF TRUSTEES MEETING - TERM 4 WEEK 9



At the **AGHS Board of Trustees meeting - Term 1 week** on **21 Feb 2024** these minutes were **confirmed as presented**.

Name:	Avonside Girls High School
Date:	Monday, 4 December 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), Paula Rigby (Chair), Bronwyn Parker, Catherine Law, Jeremy Faumuinā, Nicole Manawatu-Brennan, Pina Lissaman, Sam Pelham, Reine Pene, Hinekaea Taratoa-Bannister
Attendees:	Jane Bussey, Cheryl English

1. Opening Meeting

1.1 Opening Karakia

1.2 Attendance and Apologies



Apologies accepted

Resolved that the apologies be accepted by Paula Rigby, Nicole Manawatu-Brennan and Reine Pene.

Decision Date:	4 Dec 2023
Mover:	Linda Glasgow
Seconder:	Sam Pelham
Outcome:	Approved

1.3 Interests Register

2. Strategic Decisions

2.1 Proposed overseas trip 2025



World Challenge proposal for 2025

Moved to accept the World Challenge proposal for Bianca de Heer and Maya Livermore-Lewis to begin fundraising and selecting students to attend Kubah National Park and Turtle conservation trip in Borneo 2025.

World Challenge provides overseas experiences for students, a maximum of 15 and minimum of 12 students are able to be taken on this trip which will cost each student \$8,200. The girls have a few ideas for fundraising and getting the community involved and will look at community grants and a ministry grant also. Two teachers are required to attend the trip and there is one teacher confirmed already.

Decision Date: 4 Dec 2023
Mover: Linda Glasgow
Secunder: Pina Lissaman
Outcome: Approved

2.2 Finance

Finance reports were taken as read.

It was noted there have been a lot of pay equity settlements with \$270k deficit and two staff over.

There was a discussion around funding and the need for a dedicated funding person. Sam has contacts so will do some research and ask around.



Dedicated funding person

Sam to research and ask around for a funding person to help with AGHS fundraising. Importance of supporting fundraising efforts to target \$100,000 for items in the budget that are subject to fundraising.

Due Date: 19 Feb 2024
Owner: Sam Pelham



Finance Statements and Associated reports to 31 October 2023

Resolved that the financial statements and associated reports to 31 October 2023 reporting an operating deficit of (\$337,783) working capital of \$2,001,160 and public equity of \$2,547.659 be accepted.

Decision Date: 4 Dec 2023
Mover: Linda Glasgow
Secunder: Jeremy Faumuinā
Outcome: Approved



Cleaning, apply fire retardant to curtains

Resolved to accept the quote for cleaning, applying fire retardant to curtains, clean, tag and test spotlights in theatres as a shared expense with SBHS and AGHS.

Decision Date: 4 Dec 2023
Mover: Linda Glasgow
Secunder: Pina Lissaman
Outcome: Approved



Lower bench height in technology room

Resolved to accept the quote for lowering the bench height in AG12-22 technology maker space. This will be done over the Christmas holiday break.

Decision Date: 4 Dec 2023
Mover: Linda Glasgow
Secunder: Pina Lissaman
Outcome: Approved

New site signage change will be shared as a Board. SBHS are putting up new signage in Reception and around their side of the school and AGHS will also have new signage at reception with the Māori name underneath.



Site signage change

Resolved for new site signage change to be shared as a Board. The decision was moved that the schools Māori name would be placed first before the English name.

Decision Date: 4 Dec 2023
Mover: Linda Glasgow
Seconder: Jeremy Faumuinā
Outcome: Approved

2.3 2024 Draft Budget

Lynda suggested Nicole Manawatu-Brennan take a look at the draft budget and if a meeting is needed this can be arranged or to talk with Amanda Wiles.



Nicole to look at Draft budget for 2024

Nicole Manawatu-Brennan to take a look at the draft budget.

Due Date: 29 Jan 2024
Owner: Nicole Manawatu-Brennan

2.4 Te Tiriti o Waitangi

2.5 Gym Hire agreements 2024



Approve SBHS as site third party lease representative

Resolved to approve Shirley Boys' High School Board Presiding Member as the site 3rd party lease representative to complete the application for approval in principal to enter a license to occupy agreement with Canterbury Basketball starting February 2024 for use of the three gymnasiums.

Decision Date: 4 Dec 2023
Mover: Sam Pelham
Seconder: Pina Lissaman
Outcome: Approved

3. Monitoring

3.1 Principal's Report

Catherine's principal report was taken as read.

3.2 Principal PGC



Catherine Law annual endorsement

Resolved to accept Catherine Law's annual endorsement in accordance with the requirements of the Professional Growth Cycle.

Decision Date: 4 Dec 2023

Mover: Linda Glasgow
Seconder: Pina Lissaman
Outcome: Approved

3.3 WSL Lead role reports

The Board noted it was good to see accountability in the reports written by the WSL leads.

3.4 Property

Property reports were taken as read.

3.5 Health and Safety Committee

3.6 School Docs

No changes needed to be made to the current School Docs policies.

3.7 Education Review Office (ERO)

3.8 MOU agreement 2023



Moved to vote no to sign the Greater Christchurch State Secondary Schools Enrolment MOU

Resolved to not sign the the Memorandum of understanding regarding the enrolment of out of zone schools as a single sex school, the school and Board are not keen for numbers to be reduced in providing single sex education. Boys schools not happy to sign this and Burnside have refused to sign this. There is an intent to all work together and there is no down side for AGHS not signing this.

Decision Date: 4 Dec 2023
Mover: Linda Glasgow
Seconder: Sam Pelham
Outcome: Approved

3.9 Travis / Bower / Rookwood intersection safety improvements

The Council are seeking feedback to make the Travis Road/Bower Avenue/Rockwood Avenue intersection safer by taking out the left hand lane, installing bumps to slow down traffic and making the island bigger. At a meeting with the Council some of the students felt strongly that traffic lights need to be installed. The Council have asked if both SBHS and AGHS could submit a joint decision. SBHS are writing something up.

3.10 Board Assurance Principal Wellbeing Fund



Principal wellbeing fund

Resolved to move the spending of \$6,000 Principal wellbeing fund. Term 4 \$5,760 was spent on coaching for the SLT team and \$240 on training sessions for the Principal gym usage.

Decision Date: 4 Dec 2023
Mover: Linda Glasgow
Seconder: Pina Lissaman
Outcome: Approved

3.11 Physical Restraint Assurance

All teaching staff need to complete the physical restraint assurance by February 2024.

4. For Information

4.1 Student Trustee Report

Hinekaea Taratoa-Bannister spoke to Board report.

4.2 Student Trustee's Report

Reine Pene attached her student report as she was not at the meeting to present this.

4.3 Staff Trustee's Report

Pina spoke to her report commenting that there have been a lot of Y8 transition events lead by Tanya and the LSA team.

It has been a very busy few weeks with teachers getting students across the line for exams.

5. Administration

5.1 Email Resolutions Since Last Meeting

5.2 Confirm Minutes

AGHS Board of Trustees Meeting - Term 4 Week 4 1 Nov 2023, the minutes were confirmed as presented.

5.3 Inwards Correspondence

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: Completed on 21 Feb 2024	Catherine Law
7 Dec 2022	Take to Board meeting shade proposal for outdoor area Status: In Progress	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

Due Date	Action Title	Owner
13 Jul 2023	Facilitator for strategic planning Status: Completed on 21 Feb 2024	Catherine Law
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: Completed on 21 Feb 2024	Catherine Law
1 Sept 2023	Kapa haka uniforms creative design Status: Not Started	Paula Rigby
20 Oct 2023	Rata Foundation application Status: Not Started	Amanda Wiles
27 Oct 2023	Application to Aotearoa Funding Trust Status: Not Started	Amanda Wiles
28 Nov 2023	Lock on disabled toilet Status: Not Started	Andrew Tolman
4 Dec 2023	Submit a joint decision from both SBHS and AGHS for the safety improvements Status: Completed on 21 Dec 2023	Sam Pelham
12 Feb 2024	Oven left running. Status: Not Started	Andrew Tolman
12 Feb 2024	Blocked fire exits Status: Not Started	Andrew Tolman
12 Feb 2024	Doors left open Status: Not Started	Andrew Tolman
12 Feb 2024	Lucy Hone session Status: Not Started	Catherine Law

5.6 AOB

6. Public Excluded Discussion

6.1 Public Excluded Discussion

Moved into Public excluded session at 7.41pm and out of Public excluded session at 8pm.

7. Close Meeting

7.1 Close the meeting

Next meeting: AGHS Board of Trustees meeting - Term 1 week - 21 Feb 2024, 5:30 pm

New Actions raised in this meeting

Item	Action Title	Owner
2.2	Dedicated funding person Due Date: 19 Feb 2024	Sam Pelham
2.3	Nicole to look at Draft budget for 2024 Due Date: 29 Jan 2024	Nicole Manawatu-Brennan

Signature: _____

Date: _____