

# CONFIRMED MINUTES

## AGHS BOARD OF TRUSTEES MEETING - TERM 1 WEEK



At the **AGHS Board meeting** on **27 Mar 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Avonside Girls High School
<b>Date:</b>	Wednesday, 21 February 2024
<b>Time:</b>	5:30 pm to 8:30 pm (NZDT)
<b>Location:</b>	First Floor Seminar Room Orua Paeroa Campus, 209 Travis Road
<b>Board Members:</b>	Linda Glasgow (Chair), Paula Rigby (Chair), Bronwyn Parker, Catherine Law, Hinekaea Taratoa-Bannister, Pina Lissaman, Reine Pene, Sam Pelham
<b>Attendees:</b>	Jane Bussey
<b>Apologies:</b>	Jeremy Faumuinā, Nicole Manawatu-Brennan

### 1. Opening Meeting

#### 1.1 Opening Karakia

#### 1.2 Attendance and Apologies



##### Apologies accepted

Resolved that the apologies be accepted.

<b>Decision Date:</b>	21 Feb 2024
<b>Mover:</b>	Catherine Law
<b>Seconder:</b>	Linda Glasgow
<b>Outcome:</b>	Approved

#### 1.3 Interests Register

#### 1.4 Governance



##### Nomination of Board Co-hairs - Linda Glasgow and Paula Rigby

Resolved to appoint Linda Glasgow as Co-Chair and appoint Paula Rigby as Co-Board Chair.

<b>Decision Date:</b>	21 Feb 2024
<b>Mover:</b>	Pina Lissaman
<b>Seconder:</b>	Sam Pelham
<b>Outcome:</b>	Approved



### **Deputy Chair appointed - Sam Pelham**

Resolved to appoint Sam Pelham as Deputy Chair. As there is no Deputy Chair it was felt Sam would be a good candidate to upskill and for growth and sustainability.

**Decision Date:** 21 Feb 2024  
**Mover:** Bronwyn Parker  
**Seconder:** Pina Lissaman  
**Outcome:** Approved

## **1.5 Delegations 2024**



### **Acting Principal**

Resolved for Mel McRandle to be appointed as Acting Principal.

**Decision Date:** 21 Feb 2024  
**Mover:** Linda Glasgow  
**Seconder:** Sam Pelham  
**Outcome:** Approved

It was agreed to have the following Board present for 2024 meetings:

- Personal/HR meetings- to have a minimum of 2 people at these meetings and 1 Chair.
- Suspension meetings - to have 3 Board members, whoever is available at the time.
- Finance meetings - to have 2 Board members, Nicole and Pina are on the Committee already and Bronwyn will attend these meetings also. The meetings will now start at 5pm instead of 4pm.
- Health & Safety - Sam to attend these meetings and Hinekaea.
- Property meetings - at present we do not have a separate Property meeting but when these are established Reine will attend these.

## **2. Strategic Decisions**

### **2.1 Strategic Planning**

The strategic vision is in place.

Staff have put together a list which SLT will go through. By the next meeting in March the Board will have a full action plan to be approved at the meeting.

### **2.2 Annual Board Plan**

Catherine will change the work plan and send to Linda and Paula as a draft for the Board to review.

It was discussed to invite to a Board meeting:

- Heads of Departments
- Student Groups
- Pasifika
- Māori
- A group of Year 9 students
- Pride Council

- Non-teaching staff.

There was a discussion for PLD around trauma, media and procedures which would be beneficial for staff.

## 2.3 Te Tiriti o Waitangi

Catherine spoke to the Kaupapa Māori roles and responsibilities.

For the first Whānau hui on Monday, 11 March it would be good to have a Board member present. This will commence at 5.30pm with doors open at 5pm.

Our Mihi Whakatau to welcome new staff on Friday, 26 January went very well. We had two tane staff members who stepped up and fulfilled the roles exceptionally.

Catherine mentioned we will have two or three Mihi Whakatau again this year to welcome new staff as they arise.

## 3. Monitoring

### 3.1 Health and Safety Committee

Andrew Tolman has resigned his position as Property Mangers as of 1st March. Peter Armstrong has taken over Andrews position until the end of Term 2.

Locks in the disabled toilets will be changed but in the meantime mobile phones should be taken into the toilets.

Update on Travis Road improvements - traffic lights will not happen immediately but an additional speed hump will be installed.

Lockdown training with Harrison Tew is scheduled for 28 and 29 February.

There have been students staying around school after the final school bell so another bell will go off at 4pm to advise students to leave the school.

The carparking issue is still ongoing and has got worse with more staff arriving at the start of this year, Catherine will follow up with the Council as to using land around QEII to gain more staff carparks.



### Staff car parking

Follow up with the Council regarding using land to gain more staff carparks.

**Due Date:** 26 Mar 2024

**Owner:** Catherine Law

### 3.2 Travis Bower Rookwood - additional speed hump

### 3.3 Principal's Report

The Principal's report was taken as read.

### 3.4 Property

The Property report was taken as read.

### 3.5 Board of Trustees PLD

### 3.6 Finance



#### Interim Financial Statements and Associated reports to 31 December 2023

Resolved that the interim financial statements and associated reports to 31 December 2023 reporting an operation deficit of (\$327,714) working capital of \$2,018,705 and public equity of \$2,557,670 be accepted.

**Decision Date:** 21 Feb 2024  
**Mover:** Paula Rigby  
**Seconded:** Sam Pelham  
**Outcome:** Approved



#### Resolve signed statement of responsibility

Resolved that the Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2023 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

**Decision Date:** 21 Feb 2024  
**Mover:** Linda Glasgow  
**Seconded:** Pina Lissaman  
**Outcome:** Approved



#### Budget balance sheets

Resolved to that the Board approves the 2023 budgeted Statement of Financial Position and 2023 budgeted Statement of Cash Flows, which are both derived from the Board's approved 2023 operating and capital budget.

**Decision Date:** 21 Feb 2024  
**Mover:** Linda Glasgow  
**Seconded:** Sam Pelham  
**Outcome:** Approved



#### 2024 Budget

Resolved that the Board approves the 2024 Annual Budget with an Operating deficit of (\$425,295), capital budget of \$279,145, including finance lease repayments of \$69,145.

**Decision Date:** 21 Feb 2024  
**Mover:** Linda Glasgow  
**Seconded:** Sam Pelham  
**Outcome:** Approved

### 3.7 NZQA

NZQA assessment report taken as read.

### **3.8 Process of disclosure VCA about Principal**

Under the Vulnerable Children's Act if a concern involves the principal, it should be reported to the Board. The process for this is for an email will be sent to Jane as Board Secretary and she will pass onto the Board. Jane will communicate this with Nardine Schroder.

### **3.9 School Docs**

Board to look at the Board assurances and make any comments at the next meeting.

### **3.10 Student Achievement**

The 2023 NCEA results reflected culture and results. Overall the merit and endorsements were pleasing.

### **3.11 Complaint - Deposit for France Trip**

There had been a complaint from a parent not getting his \$1,000 deposit back when he cancelled his daughter out of the French trip. The parent was late paying his deposit and then decided to pull out. There was a clause stating that any deposit is non-refundable. As goodwill the Board Chairs offered him \$250 back but the parent wanted the full \$1,000. Because of this late pull out the girls in the trip have had to fund an extra \$500 each. There was a discussion around this and the Board have decided to go back and offer him the \$250 again but this will be the final offer.

## **4. For Information**

### **4.1 Email Resolutions Since Last Meeting**

### **4.2 Inwards Correspondence**

Orion NZ Ltd have sponsored hoodies for the rowing squad which will be Avonside branded and having Rowing on the back and a small discreet Orion logo on the sleeve. Jane to write to Orion NZ to thank them for their sponsorship on behalf of the Board.

Student Health Services come on site once a week. There was a discussion around what they can offer and how we can advance the contract with them.

The café lease with DTB Distributors Ltd has been signed.

### **4.3 Student Trustee Report**

Hinekaea spoke to her Board report. As there is a big uptake in kapa haka this year there was a discussion around the cost of uniforms. Each piupiu is quite expensive and Paula suggested we do something different and suggested tapestry or screen print to go on the skirt or bodice which would be more cost effective. Paula said she was happy to come in and help with this.

### **4.4 Student Trustee Report**

Reine spoke to her student report.

### **4.5 Staff Trustee's Report**

Pina spoke to her report and said a lot of staff are still talking about the lack of carparking. Catherine will be talking to the Council about extra carparking around QEII.

## 5. Administration

### 5.1 Confirm Minutes

**Health & Safety meeting 15 Feb 2024**, the minutes were confirmed as presented.

**AGHS Board of Trustees Meeting - Term 4 Week 9 4 Dec 2023**, the minutes were confirmed as presented.

### 5.2 Outwards Correspondence

### 5.3 Action Item List

Due Date	Action Title	Owner
6 Jul 2022	To add- curriculum, NZ Histories, student success and proactive interaction with the media <b>Status:</b> Completed on 21 Feb 2024	Catherine Law
7 Dec 2022	Take to Board meeting shade proposal for outdoor area <b>Status:</b> In Progress	Catherine Law
12 Dec 2022	Shade <b>Status:</b> In Progress	Andrew Tolman
19 Feb 2023	Letter to Ministry re extra supervision <b>Status:</b> Completed on 6 Mar 2024	Nicole Manawatu-Brennan
24 Feb 2023	PLD - Board requirements <b>Status:</b> Not Started	Nicole Manawatu-Brennan
7 Apr 2023	PPE frustrations <b>Status:</b> In Progress	Catherine Law
16 Jun 2023	Current Whānau hui organisation <b>Status:</b> Completed on 6 Mar 2024	Paula Rigby
13 Jul 2023	Facilitator for strategic planning <b>Status:</b> Completed on 21 Feb 2024	Catherine Law
31 Aug 2023	Central shelving unit to go up to protect space in Te Paeroa. <b>Status:</b> In Progress	Andrew Tolman
31 Aug 2023	Strategic planning consultation <b>Status:</b> Completed on 21 Feb 2024	Catherine Law
1 Sept 2023	Kapa haka uniforms creative design <b>Status:</b> In Progress	Paula Rigby
20 Oct 2023	Rata Foundation application <b>Status:</b> Not Started	Amanda Wiles
27 Oct 2023	Application to Aotearoa Funding Trust <b>Status:</b> Not Started	Amanda Wiles
28 Nov 2023	Lock on disabled toilet <b>Status:</b> In Progress	Andrew Tolman
29 Jan 2024	Nicole to look at Draft budget for 2024 <b>Status:</b> In Progress	Nicole Manawatu-Brennan
12 Feb 2024	Oven left running. <b>Status:</b> Completed on 6 Mar 2024	Andrew Tolman
12 Feb 2024	Blocked fire exits <b>Status:</b> Completed on 6 Mar 2024	Andrew Tolman
12 Feb 2024	Doors left open <b>Status:</b> Completed on 6 Mar 2024	Andrew Tolman
12 Feb 2024	Lucy Hone session <b>Status:</b> In Progress	Catherine Law

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
19 Feb 2024	Dedicated funding person <b>Status:</b> Completed on 6 Mar 2024	Sam Pelham
22 Feb 2024	Cost of getting locks changed ourselves <b>Status:</b> Completed on 6 Mar 2024	Andrew Tolman

#### 5.4 AOB

### 6. Close Meeting

#### 6.1 Close the meeting

**Next meeting:** AGHS Board meeting - 27 Mar 2024, 5:30 pm

#### New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner</b>
3.1	Staff car parking <b>Due Date:</b> 26 Mar 2024	Catherine Law

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_