

# CONFIRMED MINUTES

## AGHS BOARD MEETING



At the **AGHS Board meeting** on **5 Jun 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Avonside Girls High School
<b>Date:</b>	Wednesday, 27 March 2024
<b>Time:</b>	5:30 pm to 8:40 pm (NZDT)
<b>Location:</b>	First Floor Seminar Room Orua Paeroa Campus, 209 Travis Road
<b>Board Members:</b>	Linda Glasgow (Chair), Bronwyn Parker, Catherine Law, Hinekaea Taratoa-Bannister, Jeremy Faumuinā, Reine Pene, Sam Pelham
<b>Attendees:</b>	Jane Bussey
<b>Apologies:</b>	Paula Rigby (Chair), Pina Lissaman, Nicole Manawatu-Brennan

### 1. Opening Meeting

#### 1.1 Opening Karakia

#### 1.2 Annual Board Plan

The Board went over the annual board plan month by month for 2024. The transition focus final roll set for 27th March has been moved to 29th May. For 4th December under Board process requirements it was decided to set the 2025 dates for Board meetings and to have the February Board meeting earlier in February and not mid-late February.

It was discussed at the next Open Day on Thursday, 30th May and at the Learner hui day (after the school exams in Term 3) that it would be good to have the Board present for community connection.

There was a discussion around having students present at a Board meeting to speak to the Board. Heinkaea and Reine will speak to some teachers to identify some students to come and speak to the Board at the 3 July meeting, once the teachers have identified these students Heinkaea and Reine will speak to those students.

#### 1.3 Attendance and Apologies

Apologies from Paula Rigby, Nicole Manawatu-Brennan and Lissaman.

Catherine Law had to leave the meeting at 6.30pm due to a medical emergency at home.



#### Apologies accepted

Resolved that the apologies be accepted.

**Decision Date:** 27 Mar 2024

**Mover:** Linda Glasgow

**Outcome:** Approved

## **1.4 New HOLAs introduction**

Linda said it was important for the Board to hear the voices of the Pouako in our kura.

Jane Turner introduced herself. She has taught in many North and South Island schools and overseas and has come from different types of kura with middle management experience at Darfield High and Hornby High being the last school she taught at. Ross Gibson also from Hornby High came across also and it has been good for them bouncing off each other. Jane spoke of loving it at AGHS, her line manager, Mel McRandle, and the rest of SLT and Catherine have been very supportive and encouraging. The kaitiaki team are the best she's seen and has the strongest pastoral care she has witnessed at a school. Her transitioning to a HOLA has been interesting for her and she is asking a lot of questions. Having an SLP member allocated to each HOD has been great and also having lots of regular HOLA meetings. Catherine's curriculum focus has been really positive,

Jane says the systems for pastoral care are quite a process and doesn't think there needs to be so many steps. She has noticed a lack of confidence from girls in all levels and feels pushing the expectations up would help this. She has seen a lot of involvement with the students extra curricular activities which has been great to see.

She mentioned having a bubby teacher from a different department would be helpful and more social activities to get to know others would be great for new teachers joining AGHS. Also a tour of both schools and more of a connection with SBHS would be beneficial. The learning spaces in the school have been stressful to teach in and it would be better for junior students to be in closed spaces. There is a lot of photocopying and paper used and using Teams more would save the photocopying. She says it would be good to have a budget for each department and having a couple of devices for the students who don't have laptops and can't borrow them from the library would make a huge difference to students learning. Catherine commented that all this would be good to note and put down in the next survey.

Zara Dolan introduced herself. She said there has been a change in culture since the last time she taught here 9 years ago. She commented that Catherine has been inspiring, and very encouraging. The staff all seem positive and students are keen and willing to learn, although most of her students are seniors. She felt that the students are settling in with the changes really well. As Zara is an artist and has deadlines herself she says this seems to have inspired the students. They are excited to learn. Zara said there does not seem to be any hierarchy in the school especially with SLT who are always supportive and helpful.

## **1.5 Interests Register**

## **2. Strategic Decisions**

### **2.1 Strategic Planning**

Strategic Planning documents were taken as read.

### **2.2 Te Tiriti o Waitangi**

## **3. Monitoring**

### **3.1 Health and Safety Committee**

Hinekaea went through the Health & Safety minutes from the meeting.

There is work starting on the Travis/Bower/Rookwood intersection that Isaac construction will be carrying out on behalf of Christchurch City Council. This will start the week of 8th April for

approximately 8 weeks with a 4 pronged Stop/Go sign approach. Traffic could be backed up at peak times either side of the day.

### 3.2 Property

The property reports were taken as read.

Paula and Linda have had an initial meeting with SBHS Board Chair who will speak to the SBHS Board at the next meeting. They thought it would be beneficial to have a lawyer look over the contacts which would be a shared cost between AGHS and SBHS and a sub-committee would be formed.

### 3.3 International Department

The international department report was taken as read.



#### Increase in tuition and homestay fees

Resolved to approve the increase in tuition fees from \$16,000 to \$16,500 per year and Homestay fees from \$310 per week to \$350 per week.

**Decision Date:** 27 Mar 2024  
**Mover:** Linda Glasgow  
**Outcome:** Approved



#### Travel to Vietnam, Thailand and Europe

Resolved to approve Louise Silvester's travel to Vietnam, Thailand and Europe for the purpose of international travel.

Vietnam and Thailand travel is for agent events, family fairs and MoU school visits.

Europe travel is an invitation from Step In's High School who promotes high school programs to interested students and parents. Two partners per country have been invited and this trip is a great chance for AGHS to secure international students from Europe.

**Decision Date:** 27 Mar 2024  
**Mover:** Linda Glasgow  
**Outcome:** Approved

### 3.4 Principal's Report

Catherine's Principal's report was taken as read.

There was a discussion around Year 9 attendance and Bronwyn thought it would be good to invites some Year 9s to a Board meeting.

### 3.5 School Docs

Taken as read, there are no changes to School Docs.

### 3.6 Promise to new teachers - PPTA

Linda has signed the Promise to new teachers for Principals and Board of Trustees as employers of teachers starting out their careers in education.

### 3.7 Finance

Linda noted we should look at paper costs versus the cost of laptops. Jane will email Cheryl to see if this can be investigated.

The finance papers were taken as read.



#### Financial Statements and Reports to 29 February 2024

Resolved to approve the interim Financial Statements and associated reports to 29 February 2024 reporting an operating deficit of (\$86,461) working capital of \$2,058,819 and public equity of \$2,570,136 as accepted.

**Decision Date:** 27 Mar 2024  
**Mover:** Jeremy Faumuinā  
**Seconded:** Bronwyn Parker  
**Outcome:** Approved

### 3.8 Board Suspension meeting processes and roles

There was a discussion around the process of Board suspension meeting processes and roles.

It was agreed that the role of the Social Worker is to prep the whānau and the student and for them to use their own voice. It felt there is an imbalance with the victim not having an advocacy.

Sam Pelham will ring NZSTA to get a clear process around the Board suspension meetings and clarification of roles and responsibilities. She will ask how they see a meeting should run and around what roles and if the Social Worker needs to attend the meetings. Sam will email the Board with the outcome.



#### NZSTA processes around Board suspension meeting processes and roles

Sam Pelham to ring NZSTA to get a clear process around the Board suspension meetings and clarification of roles and responsibilities.

**Due Date:** 12 Apr 2024  
**Owner:** Sam Pelham

### 3.9 Board of Trustees PLD

#### 3.10 Board casual vacancy

There was a discussion around the Board casual vacancy and that we should have 6 parent rep vacancies, this means we have 1 casual vacancy to fill which can be done by a selection process. As we are wanting someone with expertise in the property area it would be ideal to fill this role with someone with property experience.

Sam will phone NZSTAR to see if they have a template to advertise for a parent rep vacancy and then we can go out to the community to see if anyone has any property experience.



#### NZSTA parent rep vacancy template

Sam to phone NZSTA to see if there is a template we can use to advertise to the community for our parent rep vacancy.

**Due Date:** 12 Apr 2024  
**Owner:** Sam Pelham

### 3.11 Fuata'i Laikong Board Proposal



#### Fuata'I Laikong increase in hours

It was resolved to accept the proposal for Fuata's Laikong's 10 hours per week to increase to 12 hours per week.

<b>Decision Date:</b>	27 Mar 2024
<b>Mover:</b>	Jeremy Faumuinā
<b>Seconder:</b>	Bronwyn Parker
<b>Outcome:</b>	Approved

## 4. For Information

### 4.1 Email Resolutions Since Last Meeting

### 4.2 Inwards Correspondence

### 4.3 Student Trustee Report

Hinekaea spoke to her student board report.

- Two mixed teams from AGHS and SBHS attended the Kio Rahi Waitaha Regionals. AGHS got 5th out of 16 teams.
- Kapa haka has 87 students signed up for the term with 53 students practicing on Monday nights.
- Students helped out at the Terea te waka workshop which was held at AGHS 23 and 24 March and was a huge success.
- The first first whānau hui was held on 11th March. 20 whānau attended which was an improvement over previous years.
- Student leaders are to have a meeting to involve whānau to help out with the uniform designs.

### 4.4 Student Trustee Report

Reine Pene spoke to her report.

Students have requested that shorts be added to the school uniform and roman sandals in the summer terms. This will be taken to SLT for their approval and comments.

Te Ropu Hine-Titama have been discussing a Te Reo Māori trip in 2025 to Rarotonga.

There have been issues with the school bus not stopping down Bassett Street to pick up students. Jane will speak to Liz and see if she can contact the bus company.

The Year 12 students found their was a lack of communication with the RYDA driving course held on 26 March. In future they have asked for more information and communication around events.

There have been a lot of students in the toilets and which has meant some students have been walking to the other side of the school to use a toilet.

Te Paeroa doesn't have a rubbish bin in the whare and would like one and it be emptied by Spotless. There has been a lot of rubbish on the fields during lunchtime which sports teams with training after school are having to pick up and it takes up their training time.

## 4.5 Staff Trustee's Report

As Pina Lissaman was an apology Katrina Boxall's document was discussed.

The Board agreed that AGHS pay an equitable contribution with Shirley Boys for the funding of VEX Robotics.



### VEX Robotics

The Board agreed that AGHS pay an equitable contribution with Shirley Boys for the funding of VEX Robotics.

**Decision Date:** 27 Mar 2024  
**Mover:** Jeremy Faumuinā  
**Seconder:** Bronwyn Parker  
**Outcome:** Approved

## 5. Administration

### 5.1 Confirm Minutes

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

### 5.2 Inwards Correspondence

### 5.3 Outwards Correspondence

### 5.4 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> On Hold	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

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
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
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
26 Mar 2024	Staff car parking <b>Status:</b> Not Started	Catherine Law
29 Mar 2024	Traffic Island road safety speed humps <b>Status:</b> Completed on 15 May 2024	Catherine Law
9 Apr 2024	PP meeting follow up for lockdown PA not being heard. <b>Status:</b> Not Started	Catherine Law

## 5.5 AOB

## 6. Public Excluded Discussion

### 6.1 Public Excluded Discussion

The committee moved to Public Excluded at 8..35pm. Refer to public excluded minutes.

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

### New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner</b>
3.8	NZSTA processes around Board suspension meeting processes and roles <b>Due Date:</b> 12 Apr 2024	Sam Pelham
3.10	NZSTA parent rep vacancy template <b>Due Date:</b> 12 Apr 2024	Sam Pelham

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

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