

CONFIRMED MINUTES

AGHS BOARD MEETING



At the **AGHS Board meeting** on **4 Dec 2024** these minutes were **confirmed as presented**.

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

1. Opening Meeting

1.1 Opening Karakia

1.2 Attendance and Apologies

Apologies noted from Nicole Manawatu-Brennan, Paula Rigby and Hinekaea Taratoa-Bannister.

1.3 Interests Register

No changes or updates required.

2. Strategic Decisions

2.1 HOLA Mathematics introduction

Joel, HOLA Maths, introduced himself and his team with a presentation. As this is Joel's first year he has been observing and getting to know the school. He spoke of a lot of change this year but said there will be more stability next year.

Points from Joels' presentation:

Strenghts:

- Great team spirit with lots of experience and support with systems and resources
- Level 1 exams have been a success in execution but not to return
- Level 2 and 3 courses run smoothly
- Great opening evening with games
- A lot of enthusiasm to develop pedagogy with a lot of research and sharing good practice
- Sparx maths online learning platform has been beneficial. Have been really excited having Sparx.

- Great embedded systems for assessment and moderation
- Regularly weekly clubs to support.

Challenges:

- Physical space is not ideal
- Busy environment near stairs which is distracting, frosting would help and walls, although seeing other departments with newly erected walls haven't been positive
- Some spaces are too small but there is understanding that not much can be done around this
- Responsibility of resources, calculators and books may go missing
- Literacy is needed to access numeracy
- Knowledge in year 9 from time at a previous school as students maths are not where the department would like them to be
- Bringing equipment
- Movement between spaces too frequent
- Parents are not always supporting learning
- Exam anxiety, could work on year 9 and 10 curriculum and uncertainty on exams

Goals:

- Year 9 and 10 curriculum
- Research driven department
- Focus on aspiration
- Raising achievement with Māori and Pasifika students

2.2 DP Data

Karen spoke to her presentation on DP Data.

The appointment of Ian, the new Data Analyst, has been hugely beneficial and valuable. 2024 data projects are a work in progress with SLT/Board reports and insights, student engagement survey and data for each student in one place. Ian is learning what information Kamar is able to provide.

Data for each student in one place, this includes:

- credits achieved, available credits, teacher estimates, success rate estimates, rank in subject, literacy, numeracy, co-requisites and attendance in each subject.
- this can be filtered by student, ako, year, ethnicity and core classes
- data has been used to target underachievers and used for subject ranking and academic prizes

Once NCEA results are in data can be updated to identify trends. The spreadsheet can be created again for 2025 and shared with staff for monitoring and tracking during the year.

The student engagement survey was created to gather student voice and find out how they feel about learning in each of their subjects.

There is a decision to be made to continue working with EdPotential Dashboard and create in-house extras or create a live PowerBI dashboard.

For junior tracking and reporting where we need to be is:

- ELAs to be able to report progress across junior school for individuals and groups
- Students knowing what level they are working at
- To be able to set accurate ELA targets for NCEA
- HOLAs producing a junior data report for each year

Karen asked the Board if there was anything they would like in addition to term 4 and 2025 data projects? Board advised they would like to see attendance verses achievement.

2.3 UDL project feedback

Katrina presented her UDL project feedback. Board had approved the Universal Design learning for 2 years and this has now come to an end.

What was hoped to be achieved in the project was:

- Students moving in and out of socialised groups, staff knowing how to make harmonious groups and how to persist when groups are not harmonious
- Learning focused culture we all are in it together and happy for another's progress
- To enable cooperating learning, assessment for learning and if the teacher knows the student

Katrina said that UDL relies on good working knowledge of assessment for learning and marking. It relies on good working knowledge of TEAMS etc and channels are infrequently used.

2.4 ICT Presentation

Liz presented items for consideration in ICT budget for 2025.

Items for the budget are:

- Shared costs - server UPS upgrade, warranty, server protection recommended

We have extended warranty until 2027. We would like to refresh the UPS for servers and back up for \$27,796 total; \$13,898 each per school in 2025.

New Era are recommending higher level protection server software than the one currently funded by MOE from 2022. Cost is \$462/month shared. This is specifically to provide better protection as Defender does not have Ransomware protection. The Board asked Liz to go back to the MOE to request Sophos AV and if unsuccessful AGHS will pay for this.

- Shared costs - camera, set up of meeting room

Purchase another schools' owned camera for Bower Ave entrance to help with student behaviour, crown damage and theft. Approx \$5,500 per school.

Meeting room will be shared cost with upstairs seminar room started first and if this works well next would be the Boardroom. Will make set up easier for staff and guests across both schools. Cost unknown, looking at showroom soon.

- AGHS cost - 10 loan laptops to replace EOL ones

Currently there are 17 EOL laptops used as library loans and we require funding for 10 more laptops at a cost of approx \$1,000.

- New Era have recommended installing remote agents on school owned devices for staff and students to give us a greater level of analysis and monitoring, this is at a cost of \$312 per month. AGHS cost - monitoring software. There is a difference between what is monitored now and what could be. Liz to check with colleagues in IT as to whether this is critical.
- AGHS cost - software decisions

Software use has increased in the last 6 years. This is split between admin software and teaching and learning software. 0365 and Windows are funded by MOE and we are moving to Windows 11 in December. Maths department would like to use Sparx instead of Ed Perfect. EP should be retained at a junior lever and in languages Y9 -Y13. Liz to work out costs with Finance and make decision for a year trial.

- AGHS costs - TVs and projectors, chromecasts
- OP vs AGHS/SBHS

Currently we can not see separate data between AGHS and SBHS. It was recommended to go out to tender as we have been with our current system for 6 years and it would be beneficial to see what else is in the market as a solution that suits us and is future proofed

- Office 365 vs Google

There was a discussion on this. Office 365 is a new operating system for students coming into Year 9, although this is the most used software in the world. It was thought to put the option of Office 365 vs Google out to the community as there are good points on both systems.

The board discussed these budget options agreed that installing the cameras would be the first priority with the purchase of laps the second priority.

2.5 Governance

Nothing to discuss.

2.6 Strategic Planning

There was nothing to discuss.

2.7 Te Tiriti o Waitangi

The Board liked the new Pou designs and it was good to get positive student feedback.



Adoption to the new Pou designs.

Moved to adopt the new Pou designs.

Decision Date: 30 Oct 2024
Mover: Jeremy Faumuina
Seconder: Pina Lissaman
Outcome: Approved

2.8 Delegations



Adoption to delegate Darren to be on the Finance and Property subcommittee.

Moved that Darren Fiddler attend the Finance and Property meetings and he will attend the Health and Safety meetings as and when he can.

Decision Date: 30 Oct 2024
Mover: Linda Glasgow
Seconder: Sam Pelham
Outcome: Approved

2.9 Board Teacher Research Decision

The Board discussed the decision to award one or two research grants annually. To date, we have received two applications, and the deadline for submissions is 31 October. It was agreed that the research projects should focus on a specific topic relevant to the applicant's area of expertise, with the goal of sharing the findings with others in the department. The awards will be presented during the prize-giving ceremony. From the two applications received, the Board have agreed to award the scholarship to Gina Langridge.



Adoption of Teacher Research Scholarship 2025

Moved that Gina Langridge receive the Teacher Research Scholarship for 2025. This will be awarded to her at prizegiving.

Decision Date: 30 Oct 2024
Mover: Linda Glasgow
Seconder: Pina Lissaman
Outcome: Approved

2.10 PPTA Branch Resolution against Charter School Conversion



Adoption of PPTA resolution

Moved that the Board approve the PPTA Branch Resolution against Charter School conversion.

Decision Date: 30 Oct 2024
Mover: Linda Glasgow
Seconder: Sam Pelham
Outcome: Approved

2.11 Community Consultation



Adoption to approve the Community Consultation letter

Moved to approve the Community Consultation letter for the biennial health consultation.

Decision Date: 30 Oct 2024
Mover: Linda Glasgow
Seconder: Sam Pelham
Outcome: Approved

3. Monitoring

3.1 Annual Board Plan

No changes were made to the current annual board plan. An agenda item will be set for December to plan for next year.

3.2 Health and Safety Committee



Adoption to proceed with proposal to review EOTC procedures.

Moved Board to proceed with the proposal from Karen Smith from The Education Group to review our EOTC procedures.

Decision Date: 30 Oct 2024
Mover: Linda Glasgow
Seconder: Sam Pelham
Outcome: Approved

3.3 Student Achievement and Attendance data

Student achievement and attendance data was taken as read.

3.4 Principal's Report

Principal's report for October 2024 was taken as read.

3.5 Property

Darren will attend the next PPP meeting and is collaborating with Peter (Facilities and Event Manager) on the action items. Darren mentioned that if the actions are low-cost, we should move forward with them, but will push back on larger, more complex property items. To ensure progress it's best to focus on the major activities.

3.6 Board of Trustees PLD

3.7 Finance



Adoption of financial statements and reports to 30 September 2024

Resolved that the financial statements and associated reports to 30 September 2024 reporting an operating deficit (\$404,720) working capital of \$1,857,533 and public equity of \$2,366,651 be accepted.

Decision Date:	30 Oct 2024
Mover:	Sam Pelham
Seconder:	Jeremy Faumuinā
Outcome:	Approved

The finance reports were taken as read. The predicted deficit for 2025 will be \$450k.

3.8 School Docs

Linda asked the Board to check through the School Docs policies up for review which are live until the end of term 4 and to make any comments to any policy on School Docs.

4. For Information

4.1 Email Resolutions Since Last Meeting

4.2 Inwards Correspondence

4.3 Student Trustee's Report

Judah spoke to her Student rep report.

Key highlights:

- Batten won the lip synch at the end of term 3
- Y13s prank week
- The kayaking team placed 2nd in 200m and 500m finals
- Sports prizegiving - Phoebe won seniors and Isabella won juniors
- Libby won the national title for gymnastics
- There were 2 overseas trips at the end of Term 3 to Japan and France
- Students had requested summer umbrellas and for outdoor education

4.4 Staff Trustee's Report

Pina gave a verbal report.

- The Year 13 breakfast went well with a lot of staff helping out and most of Y13s attending
- The Year 12 semi-formal was a great success, with much of the support coming from Year 13 students
- A request from staff for extra carparking. Unfortunately a solution has not been found yet and this is not a very easy solvable problem.

5. Administration

5.1 Confirm Minutes

AGHS Board meeting 25 Sept 2024, the minutes were confirmed as presented.



Adoption of minutes from the Board meeting held on 25 September 2024

Moved that the minutes from the Board meeting held on 25 September 2024, having been circulated, be approved as a true and correct record of that meeting.

Decision Date: 30 Oct 2024
Mover: Linda Glasgow
Seconder: Bronwyn Parker
Outcome: Approved

5.2 Outwards Correspondence

5.3 Action Item List

Due Date	Action Title	Owner(s)
1 Sept 2023	Kapa haka uniforms creative design Status: In Progress	Paula Rigby
29 Jan 2024	Nicole to look at Draft budget for 2024 Status: In Progress	Nicole Manawatu-Brennan
26 Mar 2024	Staff car parking Status: In Progress	Dr Catherine Law
20 Jun 2024	Tsunami processes Status: In Progress	Peter Armstrong
20 Jun 2024	Student Leaders lunch time rubbish Status: In Progress	Hinekaea Taratoa-Bannister
1 Aug 2024	Small Theatre light switches Status: On Hold	Peter Armstrong
5 Aug 2024	Catherine and Pina to meet re LWOP breakdowns and implications of the cost of leave. Status: In Progress	Dr Catherine Law
29 Aug 2024	Small theatre lighting Status: Not Started	Peter Armstrong
4 Sept 2024	Site H & S meetings Status: Not Started	Peter Armstrong
11 Sept 2024	EONZ paperwork audit Status: Not Started	Amanda Wiles
14 Oct 2024	PLD Board spreadsheet Status: In Progress	Jane Bussey

Due Date	Action Title	Owner(s)
21 Oct 2024	Follow up on no report for tripod burns and follow up with HOLAs around reporting of incidents Status: Not Started	Peter Armstrong
21 Oct 2024	Advise nursing staff to ask staff to report injuries in GoNoGo Status: Not Started	Peter Armstrong
21 Oct 2024	Phone list for nursing staff at every phone station Status: Not Started	Peter Armstrong
21 Oct 2024	Take Creative in Schools programme to Finance committee Status: Not Started	Nicole Manawatu-Brennan
25 Oct 2024	Purchase rubbish bin for each ELA Status: Not Started	Amanda Wiles

5.4 AOB

6. Close Meeting

6.1 Close the meeting

Next meeting: AGHS Board meeting - 4 Dec 2024, 5:30 pm

Signature: _____

Date: _____