

# CONFIRMED MINUTES

## AGHS BOARD MEETING



At the **AGHS Board meeting** on **28 Jan 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Avonside Girls High School
<b>Date:</b>	Wednesday, 4 December 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, Dr Catherine Law, Hinekaea Taratoa-Bannister, Judah Hobson, Jeremy Faumuina, Pina Lissaman, Sam Pelham, Dr Darren Fidler
<b>Attendees:</b>	Jane Bussey
<b>Apologies:</b>	Nicole Manawatu-Brennan

### 1. Opening Meeting

#### 1.1 Opening Karakia

#### 1.2 Attendance and Apologies

Apologies noted from Nicole Manawatu-Brennan.

#### 1.3 Interests Register

### 2. Strategic Decisions

#### 2.1 Governance

It was decided that the first Board meeting of 2025 will be held on Tuesday, January 28th, as the EOTC auditor will be visiting Avonside that day and will be available to speak to the Board. There was a discussion about the Heads of Learning Areas (HOLAs) and Deans selecting students to present to the Board. The focus will be on students who are academically in the middle range and may not be overly vocal.

#### 2.2 Strategic Planning

#### 2.3 Te Tiriti o Waitangi

## 2.4 Board position

Jeremy has informed the Board that he will be stepping down from his position as a Board of Trustees member next year, and this meeting will be his last. A discussion took place regarding whether the Board should leave the position vacant until the September elections or appoint a replacement sooner. It was proposed that the Board should co-opt a member from the Pasifika community to serve as a Board member until the elections in September. The aim would be to ensure that the Pasifika community has representation on the Board, and to actively target this community for future involvement on the board.

## 3. Monitoring

### 3.1 Annual Board Plan

The Principal and the Principal's EA will work on the Board plan in January and bring a draft back to the Board for review. Additionally, it was agreed that the Board will attend the Tuahiwi Marae professional development (PD) training for teachers.

### 3.2 Health and Safety Committee

- **PPP Meetings Discussion:**

It was discussed that the Board would like a formal process for minuting the meetings to be presented at the PPP meetings.

- **Property Committee Formation with SBHS:**

The Board discussed the formation of a property committee in collaboration with SBHS. Paula will reach out to Dani to obtain the contact details of the SBHS property expert and to begin forming the committee.



#### **Adoption for Darren to take to next PPP meeting the Board request to minute the meetings**

Moved that Darren take to the next PPP meeting a request from the Board that the meetings are minuted.

**Decision Date:** 4 Dec 2024  
**Mover:** Linda Glasgow  
**Seconder:** Pina Lissaman  
**Outcome:** Approved



#### **Property Committee Formation with SBHS:**

Paula will reach out to Dani to obtain the contact details of the SBHS property expert and to begin forming the committee.

**Due Date:** 3 Feb 2025  
**Owner:** Paula Rigby

### 3.3 Student Achievement and Attendance data

Student achievement and attendance data was taken as read. The Principal wanted to signal to the Board that the Level 1 results were lower due to this year being a big year and without enough information to teachers. All schools across the country will be in the same position.

### 3.4 Principal's Report

The Principal's report was taken as read.

### 3.5 Property

The Property report was taken as read.

### 3.6 Board of Trustees PLD

### 3.7 Finance



#### **Adoption of Financial Statements and reports to 31 October 2024**

Moved that the financial statements and associated reports to 31 October 2024 reporting an operating deficit (\$415,834) working capital of \$1,862,426 and public equity of \$2,355,537 be accepted.

**Decision Date:** 4 Dec 2024  
**Mover:** Linda Glasgow  
**Seconder:** Paula Rigby  
**Outcome:** Approved



#### **Adoption of signed statement of responsibility**

Moved that the Board authorised the Presiding Member and Principal to sign the Statement of Responsibility for the 2024 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

**Decision Date:** 4 Dec 2024  
**Mover:** Linda Glasgow  
**Seconder:** Sam Pelham  
**Outcome:** Approved



#### **Adoption to make a small adjustment to the financial policy**

Moved to adjust the Financial Policy under Managing income and expenditure, Segregation of Duties, to include a reference to manual journals as suggested below:

- Accounting/reconciling recording the transaction in the ledger, drafting and approving manual journals and month-end reconciliation process.

**Decision Date:** 4 Dec 2024  
**Mover:** Linda Glasgow  
**Seconder:** Bronwyn Parker  
**Outcome:** Approved

### 3.8 2024 Budget summary & budget cashflow



#### **Adoption to approve budget statement of financial position and budgeted statement of cashflows.**

Moved to approve budgeted statement of financial position and budgeted statement of cashflows, extracted from the approved 2024 operating and capital budgets for use in the 2024 annual accounts. We acknowledge that these reports are prepared post 2023 audit finalisation to ensure the accuracy and usefulness in the 2024 annual accounts. On this basis the Board approves the use of these documents in the 2024 annual reports.

**Decision Date:** 4 Dec 2024  
**Mover:** Linda Glasgow  
**Seconder:** Bronwyn Parker  
**Outcome:** Approved

### 3.9 2025 Draft Budget



#### Adoption to approve draft budget to take to the Board

Moved to approve the draft 2025 budget for submission to take to the Board for final approval in March 2025.

Draft budget currently sitting at operating deficit of (\$181,140) added in comparative budget columns for revised June 2024 budget and original approved budget in February 2024.

**Decision Date:** 4 Dec 2024  
**Mover:** Linda Glasgow  
**Seconder:** Sam Pelham  
**Outcome:** Approved

### 3.10 International report

The International report was taken as read and the travel proposal for 2025 was approved.



#### Adoption to approve international travel for the International department proposed trip for 2025

Moved to approve the International Director's proposed trips for international travel in 2025 as per below:

- June - Vietnam and Thailand - estimated costs \$8,000
- Date TBC - Japan - estimated costs \$8,000
- Date TBC - South Korea, China, Hong Kong - estimated costs \$5 - 6,000)

**Decision Date:** 4 Dec 2024  
**Mover:** Linda Glasgow  
**Seconder:** Bronwyn Parker  
**Outcome:** Approved

### 3.11 With School Lead and Kanui Ako Reports

Within School Lead and Kanui Ako reports were all taken as read.

### 3.12 School Docs

There were no alternations to be made to the current term 4 School Docs.

## 4. For Information

### 4.1 School software Reviewed Google and Microsoft licensing

The School software Reviewed Google and Microsoft licensing article was taken as read.

### 4.2 Email Resolutions Since Last Meeting



#### Adoption to apply to Aotearoa Gaming Trust for a grant of \$18,000

Moved that the school apply to Aotearoa Gaming Trust for a grant of \$18,000 towards the cost of Rowing Coaches for the 2024/2025 Rowing Season.

**Decision Date:** 4 Dec 2024  
**Mover:** Linda Glasgow  
**Seconder:** Paula Rigby  
**Outcome:** Approved



#### **Adoption to apply to Trillian Trust for a grant of \$32,442**

Moved that the school apply to Trillian Trust for a grant of \$32,442 towards the cost of a quad hall (4person rowing boat).

**Decision Date:** 4 Dec 2024

### **4.3 Board meeting dates 2025**

The proposed Board meeting dates as per below were agreed by all and have been set for 2025.

- Tuesday, 28 January (EOTC Audit)
- Wednesday, 19 February
- Wednesday, 19 March
- Wednesday, 21 May
- Wednesday, 18 June
- Wednesday, 23 July
- Wednesday, 20 August
- Wednesday, 22 October
- Wednesday, 3 December

### **4.4 Audit proposal letter 2024 - 2026**

Deloitte has been appointed as the auditors for the school's financial statements for the next three years. While their fees are higher, the Board recognises that we are in a difficult position and must proceed with this appointment.

### **4.5 Student Trustee Report**

Judah spoke to her student trustee report. Key highlights were:

Junior students are now in the end of year programme.

Polynesian Panthers Visit

Junior Art show, Fono/Fia fia night, Whakanui and Senior prizegiving

### **4.6 Staff Trustee's Report**

Pina gave a verbal staff trustees report.

She said a special mention of thanks to the SLT team who have done an amazing job and all the events went off well.

There were mixed reviews from staff with the end of year programme but students who attended the days enjoyed it.

Thank you to the Board for the staff lunch which will be held on Monday, 9 December.

## 5. Administration

### 5.1 Confirm Minutes

**AGHS Board meeting 30 Oct 2024**, the minutes were confirmed as presented.



#### Adoption of minutes from the Board meeting held on 30 October 2024.

Moved that the minutes from the Board meeting held on 30 October 2024, having been circulated, be approved as a true and correct record of that meeting.

**Decision Date:** 4 Dec 2024  
**Mover:** Sam Pelham  
**Seconder:** Jeremy Faumuina  
**Outcome:** Approved

### 5.2 Outwards Correspondence

### 5.3 Inwards Correspondence

### 5.4 Action Item List

Due Date	Action Title	Owner(s)
1 Sept 2023	Kapa haka uniforms creative design <b>Status:</b> In Progress	Paula Rigby
29 Jan 2024	Nicole to look at Draft budget for 2024 <b>Status:</b> Completed on 28 Jan 2025	Nicole Manawatu-Brennan
26 Mar 2024	Staff car parking <b>Status:</b> In Progress	Dr Catherine Law
20 Jun 2024	Tsunami processes <b>Status:</b> In Progress	Peter Armstrong
20 Jun 2024	Student Leaders lunch time rubbish <b>Status:</b> In Progress	Hinekaea Taratoa-Bannister
1 Aug 2024	Small Theatre light switches <b>Status:</b> On Hold	Peter Armstrong
5 Aug 2024	Catherine and Pina to meet re LWOP breakdowns and implications of the cost of leave. <b>Status:</b> Completed on 5 Feb 2025	Dr Catherine Law
29 Aug 2024	Small theatre lighting <b>Status:</b> Not Started	Peter Armstrong
4 Sept 2024	Site H & S meetings <b>Status:</b> Not Started	Peter Armstrong
11 Sept 2024	EONZ paperwork audit <b>Status:</b> Completed on 17 Mar 2025	Amanda Wiles
14 Oct 2024	PLD Board spreadsheet <b>Status:</b> In Progress	Jane Bussey
21 Oct 2024	Follow up on no report for tripod burns and follow up with HOLAs around reporting of incidents <b>Status:</b> Not Started	Peter Armstrong
21 Oct 2024	Advise nursing staff to ask staff to report injuries in GoNoGo <b>Status:</b> Not Started	Peter Armstrong
21 Oct 2024	Phone list for nursing staff at every phone station <b>Status:</b> Not Started	Peter Armstrong
21 Oct 2024	Take Creative in Schools programme to Finance committee <b>Status:</b> Completed on 28 Jan 2025	Nicole Manawatu-Brennan

<b>Due Date</b>	<b>Action Title</b>	<b>Owner(s)</b>
25 Oct 2024	Purchase rubbish bin for each ELA <b>Status:</b> Completed on 17 Mar 2025	Amanda Wiles

**5.5 AOB**

**6. Close Meeting**

**6.1 Close the meeting**

**Next meeting:** AGHS Board meeting - 28 Jan 2025, 5:30 pm

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

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