

# CONFIRMED MINUTES

## BOARD MEETING - TERM 1 WEEK 4



At the **Board meeting - Term 2 week 4** on **21 May 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Avonside Girls High School
<b>Date:</b>	Wednesday, 19 February 2025
<b>Time:</b>	5:30 pm to 7:15 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 Darren Fidler, Dr Catherine Law, Judah Hobson, Nicole Manawatu-Brennan, Pina Lissaman, Sam Pelham
<b>Attendees:</b>	Jane Bussey

### 1. Opening Meeting

#### 1.1 Opening Karakia

#### 1.2 Attendance and Apologies

Apologies were received by Linda, Paula and Nicole.

#### 1.3 EOTC

Karen addressed the report provided by Karen Smith from the Education Group (EG). The report was incredibly detailed and valuable, making it highly beneficial to have Karen conduct an audit of our EOTC processes. As a result, there has been a noticeable shift in staff mindsets, with a stronger understanding of the importance of EOTC and adherence to a structured plan. There is still a lot of work to go around our policies. Evening events will continue with students meeting at the venue. It will be the parents responsibility to get their young person there. Students will sign out from the event when they leave.

We are trying to fund all staff to complete a First Aid course and will get as many through as we can. Student slips need to be in within 2 weeks prior to the trip. Staff are to check with their insurance company around their policy for taking students in their private car.

With the international department trips we need to look at their international student agreement. From now on there will be no charity box collections which the international students were involved in.

All trips are to have a reveiw and paperwork is only needed to be kept for one year. If sports games run late into the afternoon and a staff member has already done a 13 hour day accommodation will be needed that night, there are guidelines from the NZTA.

## 1.4 NCEA results

### NCEA results

Merit endorsements were down significantly from 2023 across all ethnicities. Excellent endorsement were down from 2023 and 0% for Māori and Pasifika.

Overall literacy and numeracy were also down from 2023, a significant drop, the major reason for this is that the level 1 numeracy is harder.

Level 2 is up slightly from year before and above the national. Little change with merit and excellence between 2023 and 2024. Merit endorsements for Māori and Pasifika students significantly improved since 2023. For the second year Māori and Pasifika did not gain any excellent endorsement.

L2 UE lit improved for all ethnicities which is a big gain.

NCEA Level 3 – results were up (75.5%) from last year and up from the national (68.2%).

Endorsements in Level 3 increased and UE pass rates were up also.

### Literacy and numeracy co-requisite exams

The 2024 results were lower than previous years and below where we would like them to be. It is clear from our data analysis that students need to be working at level 5 to be having success in these exams. In 2025 we will be targeting students to do the exams when we are confident they are capable of having success. Only students working at level 5 will be put through the co-requisite exams in May. We will be providing targeted support for students in level 4 and they will be put through in September if they have made adequate progress in their learning.

## 1.5 Interests Register

Please update the interest register if you have not already done so.

## 1.6 Governance

There was nothing to report on governance.

## 2. Strategic Decisions

### 2.1 Strategic Planning

Catherine spoke to the 2025 priorities AGHS Annual Plan.

### 2.2 Annual Board Plan

### 2.3 Te Tiriti o Waitangi

### 2.4 Instructional Leadership Harvard



#### Instructional Leadership Harvard - Mel McRandle

Moved to approve Mel McRandle attending the above course for the following costs. Flights - Christchurch – Boston approx. \$3,000, Course US\$3,495 / NZD\$6,096.82, Accommodation 6x nights x NZD\$300 = \$1,800.

**Decision Date:** 19 Feb 2025  
**Mover:** Paula Rigby  
**Seconded:** Dr Darren Fidler

**Outcome:** Approved

Catherine said this is good PD for Mel McRandle and can be done within the budget with some being used from the principal fund and the rest from the PD budget.

### 3. Monitoring

#### 3.1 Health and Safety Committee

Health & Safety minutes were taken as read.

#### 3.2 Principal's Report

Principal's report was taken as read.

#### 3.3 Property

Darren gave update from the recent PPP meeting.

##### **IT and Tannoid System:**

Over the Christmas holidays, testing was carried out after replacing some of the amplifiers. Vision Systems will continue with testing and will sign off once they confirm that all contractual obligations have been met. They are uncertain about the cause of the amplifier failures, but if it happens again, further investigation will be required.

##### **Field Work:**

Work is ongoing with the Council and ECON to relocate the bus stop, so students no longer need to cross the fields to reach it.

##### **Project Management:**

Darren will speak with Tom Stroud, who is managing some of the SBHS alterations, to discuss how he is coordinating this project with ShapeEd.

#### 3.4 Board of Trustees PLD

#### 3.5 Finance



##### **Financial statements (Interim) and reports to 31 December 2024**

Moved that the financial statements (interim) and associated reports to 31 December 2024 reporting an operating deficit (\$337,903) working capital of \$1,950,490 and public equity of \$2,433,468 be accepted.

**Decision Date:** 19 Feb 2025  
**Mover:** Nicole Manawatu-Brennan  
**Seconder:** Pina Lissaman  
**Outcome:** Approved



##### **2025 Budget Approval (to be left in draft)**

Moved that the 2025 Budget is approved as a draft with an operating budget deficit of (\$544,312) and capital budget (excluding leased assets) of \$248,00. It is noted that as several lease contracts, are currently being renewed the budget for leases has been excluded and will be presented to the Board for final approval at the March meeting. As will a five-year budget projection. The 2025 budget is approved on the basis to ensure accuracy that post the finalisation of the 2024 audit a budgeted statement of financial position and budgeted

statement of cashflows extracted from the 2024 audited annual accounts will be presented to the Board.

**Decision Date:** 19 Feb 2025  
**Mover:** Bronwyn Parker  
**Seconded:** Nicole Manawatu-Brennan  
**Outcome:** Approved

Catherine mentioned that the 2025 budget is still a work in progress, with Cheryl and Catherine continuing to make adjustments. It will remain in draft form until it is presented for approval at the next board meeting on 19 March.

### 3.6 School Docs

Catherine said that the Board should look at the latest School Docs reviews and go through these. It was suggested that each Board member take a section each to read and make comments if needed.

- Health safety and health care - Bronwyn and Sam
- Safety Management - Darren and Paula
- Risk Management - Sam and Pina
- Health Care, Bronwyn, Judah and Maxi
- Review schedule - Sam
- Board responsibilities - Linda and Nicole



#### **School Docs review - Health safety and health care**

The policy and procedures documents up for review for term 1 are: Health, Safety, and Welfare Policy.

**Due Date:** 18 Mar 2025  
**Owners:** Bronwyn Parker, Sam Pelham



#### **School Docs review - Safety management system**

The policy and procedures documents up for review for term 1 are: Safety Management System

**Due Date:** 18 Mar 2025  
**Owners:** Dr Darren Fidler, Paula Rigby



#### **School Docs review - Risk Management**

The policy and procedures documents up for review for term 1 are: Risk Management.

**Due Date:** 18 Mar 2025  
**Owners:** Pina Lissaman, Sam Pelham



#### **School Docs review - Health Care**

The policy and procedures documents up for review for term 1 are: Health Care.

**Due Date:** 18 Mar 2025  
**Owners:** Bronwyn Parker, Judah Hobson, Maxi McManus



#### **School Docs review - Review schedule**

The policy and procedures documents up for review for term 1 are: Review schedule.

**Due Date:** 18 Mar 2025  
**Owner:** Sam Pelham



### **School Docs review - Board responsibilities**

The policy and procedures documents up for review for term 1 are: Board responsibilities.

**Due Date:** 18 Mar 2025  
**Owners:** Linda Glasgow, Paula Rigby

## **3.7 ICT Board approved costs**



### **ICT Board approved costs.**

Moved that the board accepts the extended Warranty cost of \$13,898 for a warranty until 2027.

**Decision Date:** 19 Feb 2025  
**Mover:** Bronwyn Parker  
**Seconder:** Dr Darren Fidler  
**Outcome:** Approved



### **ICT Board approved costs**

Moved that the board approve the purchase of another school owned camera for Bower Ave at \$5,500.

**Decision Date:** 19 Feb 2025  
**Mover:** Paula Rigby  
**Seconder:** Sam Pelham  
**Outcome:** Approved



### **ICT Board approved costs:**

Moved that the board approve the purchase of 10 school loan laptops at the cost of \$1000 each. This amounts to \$10,000.

**Decision Date:** 19 Feb 2025  
**Mover:** Nicole Manawatu-Brennan  
**Seconder:** Bronwyn Parker  
**Outcome:** Approved



### **ICT Board approved costs**

Moved that Liz work out costs with Finance and make a decision for a year trial.

**Decision Date:** 19 Feb 2025  
**Mover:** Dr Darren Fidler  
**Seconder:** Pina Lissaman  
**Outcome:** Approved

## **3.8 Furniture to remove from school (Spotless owned)**



### **Furniture to be removed from school:**

Moved that the Board give permission to Spotless to remove AGHS surplus furniture as indicated by the school. The Board understands that any further purchase of replacement furniture for the items removed would need to be a Board cost.

**Decision Date:** 19 Feb 2025

**Mover:** Paula Rigby  
**Seconder:** Sam Pelham  
**Outcome:** Approved

### 3.9 Air Rescue and Community Service resolution



#### Air Rescue and Community Service resolution

Moved that an application be made to Air Rescue and Community Services for a grant of \$6,052.17 towards the cost of the 2025 Maadi Regatta.

**Decision Date:** 19 Feb 2025  
**Mover:** Bronwyn Parker  
**Seconder:** Nicole Manawatu-Brennan  
**Outcome:** Approved

## 4. For Information

### 4.1 Email Resolutions Since Last Meeting

### 4.2 Inwards Correspondence

### 4.3 Student Trustee Report

Judah spoke to her student trustee report. The main points being:

- Genesis - the Year 9s have settled well into school and signed up for extracurricular at the expo. The Tabloid sports day saw Mansfield winning with lots of fun had by all.
- Leaders - the Leaders Camp at Boyle River went well with great connections and leadership.
- Sports - the rowing teams did well with a team placing third in the finals. There have been a lot of students sign up for sports via the new Kindo app.

### 4.4 Staff Trustee's Report

### 4.5 PLD Approval

## 5. Administration

### 5.1 Confirm Minutes

AGHS Board meeting 28 Jan 2025, the minutes were confirmed as presented.

### 5.2 Outwards Correspondence

### 5.3 Action Item List

Due Date	Action Title	Owner(s)
1 Sept 2023	Kapa haka uniforms creative design <b>Status:</b> In Progress	Paula Rigby
26 Mar 2024	Staff car parking <b>Status:</b> In Progress	Dr Catherine Law

<b>Due Date</b>	<b>Action Title</b>	<b>Owner(s)</b>
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
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
25 Oct 2024	Purchase rubbish bin for each ELA <b>Status:</b> Completed on 17 Mar 2025	Amanda Wiles
10 Feb 2025	Add EOTC to board annual plan <b>Status:</b> Not Started	Linda Glasgow
10 Mar 2025	Enquiry to move bus stop to QEII side <b>Status:</b> Not Started	Peter Armstrong

## 5.4 AOB



### Co-opting of a Manu Kotiro Board member onto the Board

Moved to co-opt Maxi McManus as a Board member to ensure ākonga Māori voice is heard.

**Decision Date:** 19 Feb 2025  
**Mover:** Nicole Manawatu-Brennan  
**Seconder:** Paula Rigby  
**Outcome:** Approved

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** Board meeting - Term 1 week 8 - 19 Mar 2025, 5:30 pm

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

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