

1 PRESENT

- Andrew Swift (Chair), Mike Fowler, Terri Gledhill, Suzanne Waters, Laurence Mote, Karen Johnston

1.1 In attendance

- Jenni Holden, Marie Stribling, Rowan Milburn, Sheryl Crase (minutes)

2 APOLOGIES

- Mel Graham, Madeleine Hawkesby-Browne, Sara Gordon

3 ELECTION OF OFFICERS

3.1 Chair

- Andrew stood down from the Chair, and Board Secretary called for nominations for the position of Chair, Hagley College Board of Trustees:
- *Andrew Swift: nominated Mike, seconded Terri.* There being no further nominations, Andrew was elected unopposed and resumed the chair.

3.2 Deputy Chair

- The Chair called for nominations for the position of Deputy Chair, Hagley College Board of Trustees:
- *Terri Gledhill: nominated Karen, seconded Mike.* There being no further nominations, Terri was elected unopposed.

4 WELCOME

- The Chair welcomed Jenni Holden. Jenni was recently appointed Deputy Principal, and will be attending and contributing to the board function as a member of Hagley College's Senior Leadership Team.

5 REGISTER OF INTERESTS

- No changes advised. No conflicts with agenda items declared.

6 MEETING HELD 1 DECEMBER 2020

6.1 Approval of minutes

- *Moved Mike, seconded Suzanne* that the minutes be approved as a true and correct record. Carried.

6.2 Matters arising

- Mike noted that, due to the Chair's absence, it had been necessary to cancel the February Finance Committee meeting. The final draft of the 2021 budget will therefore be tabled for

board approval at the March meeting, to provide time for final review by the Finance Committee.

7 MATTERS FOR APPROVAL

7.1 Delegated Authorities

7.1.1 School operations

- *Moved Mike, seconded Laurence* that the following change to the Delegated Authorities be approved to recognise recent changes to the Senior Leadership Team:

In the Absence of the Principal

That the Board agrees that R Milburn as Associate Principal be given delegated authority in the absence of the Principal to perform the duties and powers of the Principal. In the Principal's and Associate Principal's absences, for 2021 M Stribling will act in their absences, and in her absence, J Holden will act.

Carried.

- Mike advised that there had also been some changes to the power to suspend: namely the Associate Principal (R Milburn) has power to suspend Year 9 and 10 students, with the Principal (M Fowler) retaining power to suspend Year 11, 12 and 13 students.

7.1.2 Discipline Committee

- *Moved from the Chair* that the powers conferred on the Board under the Education and Training Act 1920 be delegated to the Discipline Committee of the Board of Trustees and the quorum for the Committee shall be three trustees if possible, or there must be a minimum of two trustees in attendance.

Carried.

7.1.3 Finance Committee

- *Moved from the Chair* that the powers conferred on the Board under the Education and Training Act 1920 in relation to Finance, except where the Board, at its discretion, otherwise determine, shall be delegated to the Finance Committee.

Carried.

7.2 Board composition

- The Chair advised that Madeleine Hawkesby-Browne had submitted her resignation from the board, effective following the March board meeting.
- Mike acknowledged the huge contribution Madeleine had made, both to the board and in improving processes within the school, particularly in the area of policies. He recommended to the board that a new trustee is co-opted to replace Madeleine on the board.
- The board agreed it would be useful to, if possible, co-opt a trustee with financial and policy related skills and experience.
- Mike undertook to provide the board with some suggestions on suitable co-option candidates within the next few weeks and to contact our school community seeking expressions of interest.

8 COMMITTEE COMPOSITION

Finance Committee

- Confirmed that A Swift, L Mote and K Johnston will continue to represent the board on the Finance Committee for the 2021 year.

Policy Committee

- Confirmed that A Swift, M Fowler and S Waters will continue to represent the board on the Policy Committee.
- Mike noted that all trustees are welcome to attend meetings of the Policy and Finance Committees.

Preschool Trust

- Under the terms of the trust deed, the board chair and deputy chair (or their nominees) will be members of the Preschool Trust Board. Sara Gordon, currently Chair of the Preschool Trust board, is Terri's nominee on the Preschool Trust Board.
- Noted that Andrew Swift wishes to delegate a nominee to attend future meetings of the Preschool Trust Board.
- Mike advised that nominees do not necessarily have to be members of the Hagley College (HC) board of trustees.
- To be discussed further at the March BOT meeting to ascertain if a trustee is available as a nominee for the Preschool Trust.
- Derek is OK – he has a separate letter for 2021 detailing his consultancy role for Finance and Pre School.
- Mike – you might want to add something re Derek being given a letter of appointment? I'm not sure if the BOT needs to appoint Derek to the Pre School Trust board as a BOT representative, or the BOT needs to appoint him as accountant for the Trust, or whether he needs a letter of appointment from the Preschool Trust

9 REPORTS

9.1 Te Urungi report

- Laurence advised that the future structure had not been confirmed at the last meeting.
- Mike advised he will be joining this group and Terri expressed interest in joining.

9.2 Te Tauihu Waka / Principal's Team (Mike Fowler)

2021 ERO Review

- Mike confirmed that an ERO update will be provided to future meetings as the process for the school is rolled out.
- Suggested that reviewing board effectiveness may be a valuable exercise. Mike noted that it may be worthwhile to request ERO to look at evaluative practices across the school.

ECE update

- Because the initial quote was higher than quantity surveyors had expected, the Ministry has now approved getting two more quotes. The aim is still to have the new ECE building operational by the beginning of Term 2.

New areas of responsibility

- Following Ros's resignation, priorities were reviewed, particularly around community connection and liaison. How to strengthen engagement with families/whānau, particularly around diversity was also looked at.
- A strong focus of Jenni's Deputy Principal role is community liaison. Jenni, Rowan and Marie will also be collaborating to build professional capacity and collective capability of staff by each leading a group learning and wellbeing areas across Hagley. This is a critical area of growth and important that efforts are coordinated to build the strategic leadership of staffing.

Strategic plan and goals

- A draft of the annual portfolio reports will be included in the March meeting papers. This move to calendar year reporting will coordinate all the school's annual reporting around a single timeframe.

9.2.1 Hauora Akonga / Student Wellbeing (Rowan Milburn)

Peer support

- 31 peer support leaders have completed training and have commenced with Year 9 groups, including the involvement of Year 12s for the first time.

Orientation and induction of incoming students

- Stepping up from what was done last year, and a good example of the results of self review, the orientation and induction of incoming students, led by the counselling team and tutors, orientation and induction of incoming students had gone well and been a positive experience.

Strategic goals

- At the teacher-only day, staff were briefed on the strategic goals and invited to provide feedback.
- A plan was now being drafted around student involvement in goals, particularly specific groups that feed into development of both strategic and operational goals.
- The process is working well, and it was now just a matter of closing the loops and getting the strategic plan into a form for submission to the Ministry.

Engagement

- A new initiative this year has been to invite new Year 12 and 13 students, as well as new tutors and teachers, to a BBQ.

9.2.2 Akoranga / Student Learning (Marie Stribling)

- Classes start Thursday 4 February 2021.

Catchup College

- Catch Up College has been running since 31 January with slightly lower numbers. Students need to be finished by 17 February - 12 students have already completed the programme. Nine Hagley students are participating at Level 3.

2021 exam results

- There have been some significant gains in Year 12 results. Will take some time to analyse results fully.

9.2.3 Staff and Community Liaison / Jenni

- Enrolment Day was held yesterday. Enrolments are up around 20 from last year, however this could change over the next few days.
- Generally comfortable with where numbers are sitting. Courses are generally full, with extra interest in science classes this year.
- Essentially fully staffed, with one additional part time science part time position advertised today, and one staff member currently stuck in Australia and a reliever covering. One staff member on bereavement leave - will be returning in next few weeks. Student Trustee's Report

9.3 Preschool Trust report (Mike)

- The transition of the preschool to Simpson House has gone really well. The facility is licensed for 26 children, and both staff and tamariki are happy with the premises. Currently at maximum numbers for the building's licence.

10 UPDATES

10.1 Rebuild update (Mike)

- The first of the two new hubs has been signed off and foundations are about to be laid. The changes included a reduction in the size of building and relocation of plant but functionality has not been lost and cultural identity has been maintained.
- There is a question around whether the building may have been over-engineered in terms of risk, which has pushed up the cost. The QS firm is performing well and has maintained good lines of communication with the school.
- There is an issue around HC being the client, but with the MoH holding the funding. HC had asked for multiple tenders, however the MoH had approved a single tenderer only. Despite MoH assurance this would streamline the process, it has not proven to be the case.

10.2 Kāhui Ako update (Mike)

- A brief set of reports has been provided to school boards. Now about to commence the 2021 programme planning with culturally responsive practice being a positive focus.
- Susan Ayson has been appointed to the mental health liaison role, working across the kāhui.

10.3 EOTC Update (Jenni)

- The board approved, in principle, Judy Hockley's request for the annual overnight Law class trip to Wellington. This is likely to take place in July.
- The board requested that consideration be given to the earthquake rating of accommodation booked for this trip.

11 CORRESPONDENCE

- Resignation from Madeleine Hawkesby. Andrew to provide written acknowledgement of Madeleine's contribution to the board.

11.1 MEETING CLOSURE

- 7:00pm

SIGNED AS A TRUE AND CORRECT RECORD



Terri Gledhill, Acting Chair

13.4.2021

Date