

**1 PRESENT**

- Andrew Swift (Chair), Laurence Mote, Karen Johnston, Rowan Milburn (for Mike Fowler), Suzanne Waters, Madeleine Hawkesby-Browne, Terri Gledhill, Mel Graham

**1.1 in attendance**

- Jenni Holden, Marie Stribling, Sheryl Crase (minutes)
- Mel Morris, Paul Ballantyne

**2 MEETING COMMENCEMENT**

- 5:50pm

**3 WELCOME**

- Andrew welcomed Mel Morris and Paul Ballantyne to the board meeting as observers, noting that Mel and Paul had responded to an approach to the Hagley school community seeking expressions of interest from people with financial/legal expertise who may be interested in joining the board.

**4 REGISTER OF INTERESTS**

- No changes advised.

**5 APPROVAL OF MINUTES**

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

**6 REPORTS**

**6.1 Finance Report**

- Derek provided a brief overview of the written report, highlighting the promising January surplus of \$457k. He noted that the Annual Financial Statements for the 2020 year showed a surplus of \$200k, a good result for the year.
- Noted that Naylor Love's recent invoice for \$431k relating to the installation of air conditioning had recently been paid. \$400k of this was funded from the Ministry's Schools Investment Package.

**6.2 Chair's Report**

**6.2.1 NZSTA Conference**

- Andrew advised that both Terri and Sara had indicated they were keen to attend this event, and invited any others interested in attending to let him know.

#### 6.2.2 Discipline meetings

- In response to a query regarding two recent suspensions resulting from physical attacks, Suzanne advised that these were no more unusual than similar challenges experienced in past years. She noted that, at Hagley, previous history surrounding cohorts may not necessarily be known and advised that, at the beginning of each year, tutors worked hard to assist students to settle and efforts were made to manage issues while they were still minor.

#### 6.3 **Te Urungi Report (Laurence Mote)**

- Laurence provided a verbal report, highlighting the following points:
  - Te Urunga will now be meeting the week before the board meeting.
  - A whānau hui is scheduled to take place soon and members of the board are welcome to attend.
  - Following the success of communication with the school community seeking expressions of interest in joining the board, the same process may be tried to increase interest in Te Urungi.
  - Some students are spending considerable time on extra curricular activities such as kapa haka.

#### 6.4 **Senior Leadership Team Reports**

##### 6.4.1 Te Tauihu Waka / Principal's Team (Rowan Milburn)

- Rowan spoke to Mike's written report, highlighting that the introductory meeting with ERO is scheduled to take place on Friday morning during which the priorities will be set.
- Portfolio reports have been distributed to members of the board and will be the focus for next meeting.

##### 6.4.2 Akoranga / Student Learning (Marie Stribling)

- Marie spoke to her written report, highlighting key points including:

##### Catchup College

- Catchup College has now finished with the 76 students achieving average of up to eight credits each. 13 Hagley students achieved UE.
- NZQA have completed their review of the catchup programmes. Feedback has been very positive.
- The University of Canterbury's Certificate of University Preparation may present some risk for the Catchup College programme going forward. Hagley currently holds a one-year contract, but is hopeful of achieving another three year contract once UC determines what it wants from a foundation programme.

##### Domestic students on time bound visas

- Marie outlined some of the issues for the 83 adult students at Hagley whose parents came to NZ on work visas.
- On completion of their secondary school education, these students are not permitted to work full time and most cannot afford to pay international fees at university. Each year there are more and more students who fall into this category, particularly in the COVID-19 environment with parents' work visas being extended and slower processing of applications for residency.
- This matter was brought to the attention of Central Christchurch MP, Duncan Webb, who elevated the concerns to the Minister of Immigration, Kris Faafoi. There have subsequent discussions with both the Ministry of Education's policy division and MBIE.
- Hagley is hoping for a humanitarian response to achieve a solution that allows these students to access affordable study options, or be permitted to work.



#### Student achievement results

- Results have been shared with subject leaders who are working to develop robust reports for tabling at the May board meeting.

#### 6.4.3 Staff and Community Liaison (Jenni Holden)

- Jenni provided an overview of her writing report, with discussion around the following points:

#### Maternity Leave

- Since the report was written a request was received from Seema Kalra (After 3 Administrator) – for 6 months maternity leave commencing 31 May.

#### Director of Finance role

- In response to a query, Rowan confirmed the job description has been reviewed and recruitment is about to commence. In the meantime, Casey will be taking on higher duties, including responsibilities associated with end of year reporting.

#### IT and Infrastructure Manager

- Agreed it would be useful for the board to receive quarterly reports from the IT and Infrastructure Manager – to be attached to the Principal's Report.
- SMS: towards the end of 2020 we rolled out a new look of our Student Management System, used by all teaching staff for attendance, reporting, marks, pastoral information and the like, and additionally for all student enrolments, payments, subject selection etc. Some teething issues, but generally is working well. Widespread ongoing training and support.

#### 6.5 Hauora Ākonga / Student Wellbeing (Rowan Milburn)

#### Banking staffing

- Rowan advised she is now overseeing banking staffing. Rowan noted that there will be greater clarity around Hagley's entitlement to teaching resource once the 1 March roll is submitted to the Ministry.

#### 6.6 Student Report (Mel Graham)

- Mel provided a verbal report, highlighting the following.
  - Both Peer Support Camp and a Youthline Workshop had been attended. While the Youthline workshop was good, due to having limited one-on-one time with students, it is not expected that the knowledge gained will be able to be used very often.
  - There were errors in information about the Student Trustee in material made available to senior students at the start of the year. ACTION: Rowan to correct.
  - The concept of 'flipped learning', which had been adopted in the Science Block, had been well received by students.
  - At the last Peer Support session, there had been mention of some bullying around the school such as students having lunches taken from them etc.
- Suzanne advised staff had been aware of one student adopting standover tactics but bullying did not appear to be a widespread issue. Bullying has been discussed in student assemblies, with information given on support available.

#### 6.7 Staff Report

- Suzanne noted there had been a lot of positive feedback regarding the installation of air conditioning which had made the lives of both students and teachers much more comfortable. There were still some issues in D block and it was hoped that would be addressed in time.

- Several staff have queried when there will be another staff survey - the last one was conducted in 2015.
- The board agreed it is timely to consider further.
- Madeleine noted that if using the NZCER survey tool, it is possible to benchmark against other schools.
- ACTION: Jenni to give consideration to undertaking a staff survey in 2021.

## 7 UPDATES

### 8 EOTC Update

- Jenni assured the board that earthquake codes had been taken into consideration when booking Wellington accommodation for students.
- *Moved from the Chair* that the EOTC events listed below be approved in principle. Carried

Year 12, Geography/Tourism	Mt Cook	12-14 May
Year 13 Geography	Kaikoura	16-18 June
Music Camp	Hanmer Springs	28-30 May
Year 10 camp	Wainui	15-19 November
Year 12 Outdoor Ed	Upper Hurunui (kayaking)	28 March - 1 April
	Wharfedale Track (tramp)	27-28 May; 2-3 June
	Craigieburn Range (snowcraft)	19-20; & 26-27 August
Year 13 Outdoor Ed	Upper Hurunui (kayaking)	22-24 March
	Waimakariri Gorge (kayaking)	12-13 April
	Otago Rail Trail	5-8 July
	Castle Hill (rock climbing)	20-22 Sept

#### 8.1 Health and Safety update

- Minutes of the H&S Committee meeting held 25 February 2021 taken as read. Jenni noted that emergency fire evacuation drills will be taking place within the next month.

### 9 Redevelopment Update

- It is understood that contract signing will occur at the end of March. Confirmed that the Ministry has now addressed the funding shortfall.
- The Preschool project s progressing well.

## 10 CORRESPONDENCE

- Noted.

## 11 GENERAL BUSINESS

### 11.1 Principal's Appraisal

- Andrew noted that he, Mike and Neil Wilkinson had met to discuss the goals to be included in the appraisal document. These will be circulated to the board for approval.

**11.2 Acknowledgement**

- On behalf of the board, Rowan acknowledged and thanked Madeleine for her contribution to the board, and to the wider school, particularly in terms of health and safety and policy matters.

**12 MEETING CLOSURE**

- 7:45pm

**SIGNED AS A TRUE AND CORRECT RECORD**



---

*Terri Gledhill, Acting Chair*

13.4.2021

---

*Date*