

1 PRESENT

- Andrew Swift (Chair), Mel Morris, Mike Fowler, Karen Johnston, Laurence Mote, Paul Ballentine, Suzanne Waters, Terri Gledhill, Mel Graham, Zyon Taukamo, Sara Gordon

1.1 in attendance

- Rowan Milburn, Marie Stribling, Jenni Holden, Sheryl Crase (minutes)
- Andy Gorton (HC Director of Infrastructure and Digital Strategy) for item 8

2 APOLOGY

- Sara Gordon (for lateness)

3 MEETING COMMENCEMENT

- 5:35pm

4 REGISTER OF INTERESTS

- No changes advised. No conflicts declared.

5 INTRODUCTION

- Rowan introduced Zyon Taukamo, newly elected Student Representative joining the board.

6 APPROVAL OF MINUTES

- *Moved Paul, seconded Karen* that the minutes of the meeting held 28 September 2021 be approved as a true and correct record. Carried.

7 FINANCE REPORT

- Mel Morris spoke to the written report. She noted that, at three quarters of the way through the year, financial results were tracking well, with most figures sitting at 75-77%.
- Mel noted that a draft budget expected to be available for discussion at the November meeting, and confirmed that the wage subsidy received was not required to be paid back.
- *Moved Mel M, seconded Suzanne* that the Finance Report be received. Carried.

8 BOT UNCOMMITTED FUNDS

- Andy Gorton joined the meeting for this discussion. Andy opened discussion by highlighting the following points:

Master Plan

- Authority has been received to progress the design phase of Pukaki, however, funding is not yet available for this build.

Auripo and Wainuku fitouts

- Ministry has allocated \$336, 675 to fund fixed elements such as cabling and carpets.

- Hagley is expected to fund furniture, fittings and equipment required to make the buildings operational. This includes items such as partitions and security cameras.
- The MoE has confirmed that landscaping costs will not be funded by the MoE.
- Fitout costs for individual areas have been assessed on a room-by-room basis and this detailed and comprehensive itemisation gives assurance as to estimated costs.
- Two scenarios relating to the funding shortfall were tabled for consideration:
 - \$1,436,495 estimated to achieve an ideal fitout
 - \$1,250,276 estimated to achieve a fitout comprising essential items
 - Figures are GST exclusive
- The ideal scenario includes soft furnishings, better sound bars on audio visual equipment etc.
- While 50% of estimates were based on current cost of items, with the size of spend, it is hoped some discounting will be achieved. Almost all the spending will be required in 2022.
- The gap between Auripo and Pukaki is not included in current plans– it is hoped that this all purpose area will eventually be funded by the Ministry.
- Have been pushing hard to get more air conditioning into Auripo as this building will incorporate drama studios, weight studios etc.
- Confirmed an air filtering system is built into new builds.

Discussion

- It was agreed that:
 - These buildings will become an important element of showcasing the school.
 - Significant time and resources have gone into planning the new builds, and to scrimp on finishing costs would not seem sensible.
 - Landscaped areas will be both outdoor learning areas and wellbeing spaces.
- *Moved Mike, seconded Mel M* that the board agrees to set aside \$1m of uncommitted funds for the fitouts of the new Auripo and Wainuku blocks as well as landscaping of the Waipapa area. Carried.
- Suggested that there would be value in developing an overall landscape plan for the whole of the school site.

9 CHAIR'S REPORT

9.1 Appointment of Acting Principal

- Mike confirmed that, this week, a call will be put out to staff for expressions of interest in a fixed term role as Acting Principal.
- Agreed there would be benefit in having the Acting Principal in place by December, if possible, to allow more time for the handover process.

9.2 Appointment of Principal

- Andrew advised that he had discussed timelines and process with Sara, Rowan and Marie.
- Agreed to establish a consultation process in place this year, so that a position description can be finalised and a recruitment process can commence in early 2022.
- Noted that Level 2 constraints impact on achieving a participatory consultation process.
- The board discussed a range of options with regard to contracting external support for the consultation/community engagement process, and the recruitment and appointment process.
- **ACTIONS**
 - Members of the board to forward ideas relating to the consultation process to Andrew
 - Paul to provide feedback on recruitment consultants.

- Andrew and Sara to discuss further and develop a plan/timelines etc.

10 TE URUNGI REPORT

- Mike noted that, at the last meeting, there had been a discussion regarding Mātauranga Māori in the curriculum. It had been helpful for akonga to hear of initiatives. There has been significant progress in overcoming the challenge of ensuring the same level of knowledge and background is provided.
- There was also broader, aspirational discussion around the Māori Dept becoming more than just reo focused.
- A key element is around increasing whānau involvement. Chris will be making contact with parents linked to kapa haka, looking to increase involvement.
- As part of her course, Nova Taukamo is also looking to develop some teaching resources.

11 SLT REPORTS

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

11.1.1 Covid-19 vaccination

On site vaccination clinic

- Mike advised that an approach has been made by the MoH with regard to holding a vaccination site on site. While supportive of the concept, the MoH has been advised that carparking would be a major issue.
- *Moved Mike, seconded Suzanne* that the board supports Hagley College being utilised as a vaccination site. Carried. Mike to work with the MoH regarding logistics.
- It was also suggested that there may be benefit in considering a short term vaccination clinic option to enable students to be vaccinated on site.

Vaccination mandate

- A communication has been received from the NZSTA detailing requirements under the government's mandate for vaccination of on site staff, contractors and volunteers at schools, including data requirements and employment procedures to be followed relating to those who choose not to be vaccinated. Noted that the PPTA is aligned with the mandate and employment processes to be undertaken
- Mike confirmed that Hagley College will be following the NZSTA guidelines.

Vaccination status of adult students

- While vaccination of adult students was not yet mandated, Mike advised it would create a significant anomaly if adult students were not required to be vaccinated.
 - *Moved Mike, seconded Mel* that all adult students over 19 years of age, as of 1 January 2022, will be required to be fully vaccinated prior to engagement in any Hagley programme. Carried.

11.1.2 Special Purpose Staffing

- Noted that funding of 4FTE had been requested, however the MoE has indicated funding of 2FTE. This will go to the Director of Education for a final decision.

11.1.3 Kāhui ako update

- *Moved Mike, seconded Andrew* that the board approves the reappointment of Kāhui ako across school teachers Nathan Walsh, Jasmine Lambert and Jocelyn Wright. Carried.
- Noted that a national panel will lead the process around replacing Mike in his Kāhui ako role.

11.1.4 School renaming

- Rowan confirmed feedback to the community consultation process would be brought back to the board for consideration with the aim of having a new name in place by Matariki 2022.
- The board reaffirmed its earlier decision that the options for consideration were:
 - Te Puna o Waipapa; or
 - Te Puna o Waipapa Hagley College.

11.2 **Hauora Ākonga / Student Wellbeing (Rowan Milburn)**

- Rowan spoke to her writing report, highlighting the following points:
 - Student leadership: the last year 10 meeting focused on online experience. Consulting with students around Y9 and 10 health education.
 - Now looking to recruit 2022 wellbeing ambassadors.
 - Board members are invited to attend Year 13 Awards Ceremony in the Café 7pm, 15th and 17th November,

11.3 **Akoranga / Student Learning (Marie Stribling)**

- Marie highlighted key points in her written report, noting that Vicki Blake had resigned after 20_ years leading the pre-health programme. Rebecca Crowe, who has been appointed as the new Pre Health leader, is a former student.

11.4 **Hauora Kaimahi / Staff Wellbeing (Jenni Holden)**

- Jenni highlighted key points in her written report, adding that Hagley had run a well attended and successful NCEA holiday programme.
- The board noted the part time requests, maternity leave requests and refreshment leave requests detailed in Jenni's report.
- Jenni confirmed that MoE requirements in terms of collecting required vaccination information had now been received.

12 **OTHER REPORTS**

12.1 **Student Report (Mel Graham)**

- Mel provided a verbal report, noting the following points:
 - There had been a discussion at the last Student Council meeting reviewing the last lock down and discussion potential future lockdowns. There was general agreement that students preferred having a schedule, and would like to have more than one video conference per week (per subject).
 - There is uncertainty around prizegivings etc, and students would value knowledge around this and processes should another lockdown be required, particularly around NCEA.
 - Looking to start advertising for ambassadors so that they can be in place by the beginning of the year. It had been decided to postpone comprehensive training until the new team is in place. Mel and Brooke will be attending Year 10 camps, which would be a good time to provide an introduction to wellbeing ambassadors.
 - Students are concerned about Covid reaching the South Island and it would be helpful for the school to provide guidance around mask wearing etc.
 - Noted that merging choirs and music groups with Ao Tawhiti is being considered.

12.2 **Pre School Trust Report (Mike / Sara)**

- Pre School Trust board minutes noted.

- Noted that there was a funding shortfall of around \$18k to complete the new preschool site, including finishing some landscaping. Funding applications are in place and it may be that funds increase through trading..

12.3 EOCC Update (Jenni)

- It is intended to progress with the Year 10 camp with the group separated into two lots. This trip has previously received board approval
- Upcoming trips include the Supported Learning Annual Trip and the Duke of Edinburgh trip.

12.4 Health and Safety Update (Jenni)

- Two minor, two moderate, one serious accident in last month – the moderate/serious accidents related to gym circuit.

13 POLICIES

- Moved Mike, seconded Karen that the board ratifies the following updated policies which were endorsed by the Policy Committee:
 - Board roles and Responsibilities
 - Chairperson Role Description
 - Conflicts of Interest Policy
 - Trustees' Code of Behaviour
 - Staff Trustee Role Description
 - Derived Income Policy
 - Surrender and Retention of Property and Searches Policy

Carried

- Noted that the Derived Income Policy will be reviewed after 12 months rather than two years, to take into account any changes required through utilisation of the new Auripo block.

14 SUMMARY OF ACTIONS

Issue	Mtg date	Action required	Who
Appointment of Principal	26/10/21	Forward ideas relating to the consultation process to Andrew	All
	26/01/21	Provide feedback on recruitment consultants	Paul
	26/01/21	Develop a plan and timelines	Andrew/Sara

15 MEETING CLOSURE

- 7.40pm

SIGNED AS A TRUE AND CORRECT RECORD



Andrew Swift, Chair

30 November 2021

Date