

1 PRESENT

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

1.1 In attendance

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

1.2 Apology

- Terri Gledhill

1.3 Register of interests

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

2 MINUTES OF MEETING HELD 26 OCTOBER 2021

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

3 FINANCE REPORT

- Mel spoke to the financial report advising that essentially results were exactly where they should be at this time of year. She highlighted the following points:
 - The draft budget forecasting a \$16k in 2022 was considered by the Finance Committee to be realistic. The budget will be further refined and a final budget tabled for board approval at the February meeting.
 - Members of the Finance Committee now have read only access to Xero so they can access reports.
 - An audit proposal received from Crowe LLP was considered by the Finance Committee. School audit costs are increasing across the board, with Hagley's audit costs confirmed to be rising from \$8k to \$10k in 2022 and further increases in subsequent years. The Finance Committee recommended that the audit proposal be accepted.
- *Moved Mel, seconded Karen:*
 - That Crowe LLP be appointed Hagley's auditor for the next three years and that the schedule of costs provided be accepted.
 - That the Finance Report be received.

Carried.

4 CHAIR'S REPORT

Appointment of Acting Principal

- *Moved from the Chair* that Rowan Milburn be appointed as Acting Principal for Term 1 2022, with possible extension until such time as a new principal is appointed. Carried.

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- The next stage will be moving ahead with recruitment of new principal and Andrew advised he will be in touch with members of the board who had expressed interested in being involved with this process.

Appointment of Kāhui ako across-school appointments

- Andrew confirmed that a robust appointment process had been concluded with Jocelyn Wright, Nathan Walsh, Jasmine Lambert all confirmed to continue in their across-school roles.

5 SENIOR LEADERSHIP REPORTS

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

5.1.1 Ero school self audit

- The report covering compliances issues has been completed, signed by Andrew and Mike, and forward to the ERO. Work on the wider plan is continuing.

5.1.2 Redevelopment update

Whare Ako

- Architects sketches were tabled for information. The plan is for this to be a whake ako, a multi purpose space for small and large group learning with ability to partition as required.
- There will be iterative consultation with all interested groups, with an online hui taking place next week and the plan is to get the project to the stage of submitting to the QS and continuing to ensure this project remains on the table at the MoE
- Te Urungi advises that the whare needs:
 - To be designed to make it a usable, flow through space
 - To accommodate sleeping options
 - Have a marae style kitchen so people can socialise in the kitchen space.
 - Have elder/disability access
- Mike noted that it may be in the school's interest to retain the adjacent relocatable buildings as board owned buildings as they would become ex-footprint and provide good storage spaces.

Kahui ako

- Mike advised he is working on the 2021 outcomes report which includes evaluation and identifies steps.
- Within school kahui ako appointments have been made with a pleasing mix of existing and new people involved.
- The appointment process for kāhui ako leadership has commenced - the Secretary of Education has approved a possible shared/dual appointment role.
- Hagley will remain a member of the stewardship group, and Mike recommended that Hagley retains the 'banker' role (ie employing the across-kahui roles such as the mental health coordinator role).

Multicultural hub update

- Mike and Jenni have met with Gary Watson to ensure appropriate transition. Advice was that the deed of sale and purchase agreement will be completed in 2022. Netball will continue to be played at the centre next year, but functions will progressively be relocated to the hub.

5.2 Hauora Akonga / Student Wellbeing (Rowan Milburn)

- Rowan spoke to her written report, with the following discussions taking place:

5.2.1 School naming

- Survey results showed strong support for a name change to *Te Puna Wai o Waipapa/Hagley College*
- *Moved from the Chair* that, in response to community feedback, the board will submit a request for MoE approval of a name change to *Te Puna Wai o Waipapa/Hagley College* in 2022. Carried.
- Agreed to provide some background to this decision when advising the school community.

5.2.2 Senior leadership / higher duties positions

- The intention behind these new positions is to provide professional development opportunities for staff and widen the leadership team.
- Year advisers have been appointed for the next three years, with the main difference being that there are now dual positions at senior levels to provide different layers of support.

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

- Marie spoke to her written report, adding the following information:
 - Confirmed that a catchup programme will be run in the holidays.
 - New HOD appointments have been made and the structure of the leadership team will look quite different next year.
 - The Teacher Only day was originally planned to be city wide work on standards, but due to Covid constraints, this was an internal event, led by three members of Te Awhiorangi.

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

- Jenni highlighted key points in her written report.

Requests for leave of absence

- *Moved Mike, seconded Sara* that the board approves the following requests for leave of absence:
 - Anne Clark: six months leave during Terms 1 and 2, 2022
 - Anna Holmes: 12 months leave

Carried

Note of thanks

- Jenni passed on Regan Stokes' appreciation for the board's support of his study plans.

6 **PRESCHOOL TRUST REPORT**

- The minutes of the Hagley Preschool Trust meeting held 24 November 2021 were noted
- Sara highlighted the Director's message of thanks to Mike for his support of the preschool which has gone from strength to strength.
- Noted that the Acting Principal will replace Mike on the Trust board.

7 **EOTC UPDATE**

- Jenni reported that the Year 10 camp had gone very well.

8 **HEALTH AND SAFETY UPDAE**

- Jenni advised there had been three minor and two moderate incidents in the last month, two of which involved burns. The H&S Committee has an action to have first aid discussions with teachers in hospitality.

9 POLICIES

- Mike provided background information relating to the updating of policies tabled for approval.
- *Moved Mike, seconded Suzanne* that the following policies be approved. Carried.
 - Board Member Payment and Reimbursement Policy
 - Responsibilities of the Principal Policy
 - Privacy of Information Policy and Procedures - a procedural document will be appended.
 - Smoke and Vape free policy – a procedural document will be appended.
 - Monitoring and reporting
 - The board requested that written proposals be submitted, in advance of board meetings, if the board was being asked to approve a matter of significance, such as a major investment decision.

10 CORRESPONDENCE

- The Chair confirmed that the only correspondence had been regarding appointment of the Acting Principal such as the call for applications, appointment letter, and notification to staff.

11 GENERAL BUSINESS

Upcoming events

- Opening of Takahe /library: 12:00pm, Friday 3 December in the foyer
- Principal's Farewell: 3:30pm, Friday 3 December in the Café
- Board dinner: 7:00pm, 15 December at 5th Street, 5 Elgin Street. RSVP to Mike by 7 December.

12 MOVE TO PUBLIC EXCLUDED

Moved by the Chair that the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution are as follows:

General subject	Reason for passing this resolution	Ground(s) under s48(1) for the passing of this resolution
Matters relating to individual students	It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA")	Pursuant to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under the OIA.
Matters relating to staff		

SIGNED AS A TRUE AND CORRECT RECORD



Andrew Swift, Chair

30 November 2021

Date