

**1 PRESENT**

- Andrew Swift (Chair, Rowan Milburn, Paul Ballantine, Mel Morris, Zyon Taukamo, Suzanne Waters, Sara Gordon, Laurence Mote, Karen Johnson)

**1.1 In attendance**

- Jenni Holden, Jasmine Lambert, Sheryl Crase (minutes)

**2 APOLOGIES**

- Terri Gledhill, Marie Stribling

**3 BOARD MEETING COMMENCEMENT**

- 5:40pm

**4 REGISTER OF INTERESTS**

- No changes advised, or conflicts declared.

**5 MEETING HELD 30 NOVEMBER 2021**

**5.1 Approval of minutes**

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

**5.2 Matters arising**

- *Renaming of School*
  - ACTION: Rowan to discuss required process with MoE.
- *ERO Audit*
  - Rowan confirmed that the previous ERO auditor has left and ERO has not yet advised a replacement.

**6 FINANCE REPORT**

- Mel provided an overview of the Finance Report, noting that the summary had been updated with some minor changes.
- The board was advised that, due to a resignation in the Finance Team, the Director of Finance was under pressure and it was proposed that presentation of February and March financial statements would be delayed until the May meeting. In the interim, reassurance will be provided by way of a brief summary report, and any matters of concern will be flagged for the board's attention.

Approval of 2022 budget

- Mel noted that the board had approved the draft budget, in principle, at the November meeting. Subsequently, the budget has been updated to include an allowance of \$30k for principal recruitment expenses, bringing the projected deficit for the 2022 year to \$46k.

- *Moved Mel, seconded Karen* that the 2022 budget be approved. Carried.

#### Acceptance of report

- *Moved Mel, seconded Paul* that the Finance Report be accepted. Carried.

### **7 CHAIR'S REPORT**

- Andrew advised there had been a pleasing start to the year with Rowan transitioning into the Acting Principal role with weekly discussions between the Andrew and Rowan.

#### Appointment of new principal

- Andrew advised that Sheffield Consulting had been appointed to assist and the recruitment process was underway. Surveys have gone to stakeholder groups for feedback.

### **8 TE URUNGI REPORT**

- Laurence confirmed that Te Urungi had not yet met.

### **9 SENIOR LEADERSHIP TEAM REPORTS**

- Noted that Jasmine Lambert had joined the SLT as an Acting Deputy Principal.

#### **9.1 Te Tauihu Waka / Principal's Team (Rowan)**

- Rowan highlighted key points in her written report and providing the following additional information:

#### COVID update

- There have been no positive cases of Covid-19 to date. A safety plan is in place and there is confidence that Hagley is well prepared. Mask wearing is becoming more critical in terms of identifying close contacts.

#### Strategic goals

- It has been difficult to report against success indicators and some ideas on how this can be done better across the year have been identified.

#### Semesterisation

- In response to a question as to how this is going, Suzanne advised that it is likely to come into its own around the middle of the year, particularly for those students pulling out of classes as it will provide an opportunity to start something midyear.
- It may also impact on when students leave as there will opportunities to take an option for the second half of year.

#### Ratification of Kāhui Ako appointment

- *Moved Rowan, seconded Karen* that the board ratifies the appointment of Duncan Woods as Leader of the kāhui ako for a fixed term of one year. Carried.

#### **9.2 Akoranga / Student Learning (Marie Stribling)**

- Report noted. Marie will provide detailed student achievement results at either the March or April meetings.

#### **9.3 Hauora Kaimahi / Staff Wellbeing (Jenni Holden)**

- Jenni provided an overview of items in her written report.

### Resignations and appointments

- Noted.
- Jenni asked that the board acknowledges the many years of service at Hagley given by Kathy Constable (20 years) and Neville Forsythe (over 30 years). ACTION: Sheryl

### Extension of approved leave

- Jenni noted that Karen St Guillaume (ITM), who had previously been approved for one term's leave for Term 1 2022, has now requested the whole year's leave.

### Systems and data

- Jenni highlighted that processes for contact tracing were underway, and information on vaccination status for staff, adult students and volunteers was current.
- Lower student enrolment numbers were impacted by the university preparation programme no longer running, the vaccine mandate and low unemployment rates. Will be working with the Ministry on how they can provide support.

## **10 BOARD AND COMMITTEE MEETING DATES**

- Noted. Query around 23 August instead of 30 August. ACTION: Rowan to confirm.

## **11 OTHER REPORTS**

### **11.1 Student Report**

- Zyon provided a verbal report, noting that the peer support programme for Yr 9s was going very smoothly so far. The Student Council will start next term, and more ambassadors are being sought for the wellbeing initiative.

### **11.2 Staff Report**

- Suzanne noted that there had been a good start to the year. While there was some uncertainty around Covid, staff were appreciative about not being pressured and the focus being on doing what they need to do for themselves and families.
- Paid union meeting tomorrow, an early part of the consultation process leading into the next contract negotiation round.

### **11.3 Preschool Trust Report**

- Sara highlighted some points in the Preschool Trust minutes, particularly around the large tree which fell recently. She noted that it was fortunately that the preschool was closed at the time the tree fell. Suzanne noted that a large pool of water had been observed under the tree, and it would be important to investigate why the water had pooled there.
- Loss of historically listed tree – fell after everyone had left the preschool. Minutes of meeting – staff had raised some concerns around the meeting and had tree inspected shortly before tree fell. Suzanne noted large pool of water underneath the tree, need to determine how the water got there.

### Query re student and staff numbers

- ACTION: Sara to confirm

### Query re community representative on Preschool Trust board

- ACTION: Sara to confirm if statutory requirements are met if there is a delay in going out to the community to identify a representative.

### Approval to occupy building

- Rowan advised that the Ministry require the board to approve occupancy of one of their buildings to be used as the preschool.
- *Moved Sara, seconded Karen* that the board grants occupancy of a building on the Hagley College site to be used by the preschool. Carried.

## 12 UPDATES

### 12.1 Kāhui ako

- Jasmine advised that the across school teachers were keen to get underway and plans will be discussed with Duncan.

### 12.2 School Redevelopment

- Rowan advised that the building programme on track. One of the first priorities would be to get into the staff room – a little more time is needed to confirm the wider configuration. Agreed it would be useful to schedule a walk through for the board once meetings are back on site.
- The plan is to get the whare ako project to design and costing stage so that it is ready to go when Ministry funds are released.

### 12.3 EOTC

- *Moved by the Chair* that the following trips be approved in principle:

- Geography/Tourism
  - Y13 geography trip to Kaikoura (two nights)
  - Y12 geography/tourism trip to Mt Cook (two nights)
- Outdoor Education
  - Y12 Kayaking, Upper Hurunui (two nights)
  - Y12 Tramping, Wharfdale Track (one night)
  - Y12 Snowcraft, Craigieburn Range (one night)
  - Y13 Kayaking, Upper Hurunui (two nights)
  - Y13 Kayaking, Waimakariri Gorge (one night)
  - Y13, Otago Rail Trail (three nights)
  - Y13 Rockclimbing, Castle Hill (two nights)
- Y10 Camp, Wainui (two nights)

Carried

- Jenni noted that all trips were in forward planning with most scheduled to take place in Terms 2 and 3. All would be subject to completion of RAMS and consistent with COVID guidelines and restrictions.

### 12.4 Health and Safety Update

- Jenni noted the following:
  - H&S Committee are constantly trying to improve lockdown procedures.
  - There were some ongoing air quality issues in the science building, with some staff experiencing exacerbated respiratory conditions. It was proving difficult to get to the bottom of it – more information will be provided at the next meeting.

13 GENERAL BUSINESS

Confirmation of delegated authority

- *Moved by the Chair*, that in Rowan's absence, the Acting Principal's delegated authority would go to Marie Stribling, and in Marie's absence to Jenni Holden. Carried.

14 MOVE TO PUBLIC EXCLUDED

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

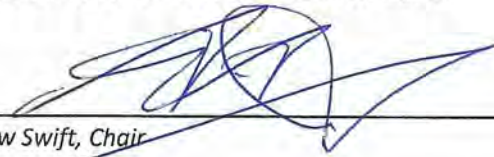
The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution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

<i>General subject</i>	<i>Reason for passing this resolution</i>	<i>Ground(s) under s48(1) for the passing of this resolution</i>
Matters relating to staff	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.

15 MEETING CONCLUSION

- 7:00pm

SIGNED AS A TRUE AND CORRECT RECORD

  
\_\_\_\_\_  
Andrew Swift, Chair

03 May 2022  
\_\_\_\_\_  
Date