

1 PRESENT

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

1.1 In attendance

- Jenni Holden, Marie Stribling, Nathan Walsh, Sheryl Crase (minutes)

2 APOLOGIES

- Zyon Taukamo, Terri Gledhill

3 MEETING COMMENCEMENT

- 5.35pm

4 INTERESTS

- No changes advised. No conflicts declared.

5 APROVAL OF MINUTES

- Moved Mel, seconded Laurence that the minutes of the meeting held 22 February 2022 approved as a true and correct record. Carried.

6 FINANCE REPORT

- The Finance Report was noted. Mel highlighted the following points:
 - Income is at 16% (20% in 2021), and expenditure at 12% (15% in 2021)
 - 2021 annual financial statements have been completed, showing a \$270k surplus
 - A high level financial report will be provided to the board in April, with an in depth financial report prepared for the May meeting.
 - Casey has confirmed no issues of concern have been flagged.
- *Moved Mel, seconded Paul* that the Finance Report be accepted. Carried.

7 CHAIR'S REPORT

7.1 Trustee resignation

- Andrew advised that, due to work and personal pressures, Terri is unable to continue as a member of the board and has tendered her resignation.
- *Moved Andrew, seconded Karen* that Terri's resignation be accepted with regret. Carried.
- ACTION: Rowan to arrange flowers for Terri

Discussion

- Options for filling this vacancy were discussed, including ensuring Māori input.
- A letter to the board from Hagley's Vaega Pasifika, asking for consideration of Pasifika representation on the Board was noted.

- Agreed it is important to give appropriate consideration to the make up of the board and to building diversity into the election process

7.2 Board appointments

- Andrew highlighted that at least five of the current board members will not be standing for re-election, including the Chair.
- With a number of key activities occurring this year, including appointment of a new principal, the school redevelopment, and Covid related issues, in terms of transition and succession planning, there was support for the concept of appointing a new chair to take the board through to the next term.
- Following discussion, the following appointments were made.
 - *Moved Andrew, seconded Karen* that Mel Morris be appointed Chair. Carried.
 - *Moved Mel, seconded Suzanne* that Andrew Swift be appointed Deputy Chair.
 - *Moved Andrew, seconded Karen* that Paul Ballantine be appointed Chair of the Finance Committee. Carried.

8 TE URUNGI REPORT

- Laurence advised that Te Urungi had not yet met.

9 SLT REPORT

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

9.1.1 Rebuild

- Andy Gorton's report was noted. The build was on track for completion of Auripo and Wainuku in October, with the aim of being ready for the beginning of Term 1, 2023. Andy is managing the fitout process, and there is a thorough and efficient process for managing the \$1m funding allocated by the board for this.
- Rowan advised that it should be possible for the board to have a tour of the new building in around 6-8 weeks.
- Pukaki designs are looking good with the aim being to have plans finalised and costed so the project will be ready to go when the Ministry releases funds.

9.1.2 Charter and Strategic Goals

- The charter and strategic goals have been submitted to the MoE. An action plan is being developed. Having regular checks will be helpful in staying connected to goals and inform preparation of the analysis of variance at the end of the year.
- Annual portfolio reports are currently at the printers and will be distributed when the board meets back on site.

9.1.3 School renaming

- The Ministry has fast-tracked the process, and there is confidence of having a Term 2 confirmation of the new name.

9.1.4 Covid update

- Rowan provided an update, highlighting the following points:
 - Staff have been willing to pick up internal relieve, so there has been no disruption to teaching and learning. The move to rostering home was to cover staff absences.
 - Attendance rate was around 70%, with around 150 students off either with Covid or self isolating.

- Unvaccinated staff members were on leave, and following the recent government decision to end the vaccine mandate, there were requests to come back and relieve. Only one staff member was dismissed and legal advice will be sought around what this means.
- Following discussion, it was *Moved Karen, seconded Sara* that from 5 April 2022, in line with current Government policy, the Board will no longer require adult students to be fully vaccinated prior to engagement in Hagley programmes. Carried.

9.1.5 Enrolment numbers

- Rowan noted that enrolment numbers remain unchanged from those approved in 2022. Consideration was given to taking high numbers in Year 9, however this was not recommended in terms of the pastoral impacts, limiting of specialist options, and timetabling issues (eg gym access and in order to maintain the designated character of the school).
- *Moved Rowan, seconded Andrew* that the board adopts the following enrolment scheme for 2023:

<i>Year 9</i>	125 maximum roll
<i>Year 10</i>	125 maximum roll [including re-enrolling students from 2022]
<i>Year 11</i>	125 maximum roll [including re-enrolling students from 2022]
<i>Years 12-14</i>	1,025 maximum roll [including re-enrolling students from 2022]
<i>Years 9-11 Targeted Learning</i>	17 maximum roll [including re-enrolling students from 2022] (as part of the numbers above)

Carried

9.2 Akoranga / Student Learning (Marie Stribling)

- Written report noted. Marie advised that while it had been a challenging time for teachers, everything was working well.
- Rosa Hughes-Currie, Allan Taylor have been appointed to within school kāhui ako roles to support culturally responsive pedagogy, and future focused curriculum.

9.3 Hauora Kaimahi / Staff Wellbeing (Jenni Holden)

- Written report noted.
- Jenni acknowledged work behind scenes regarding rostering at home and that staff who were unwell or self-isolating were supported.

10 STUDENT TRUSTEE'S REPORT

- Zyon had advised by email that he was waiting on student council to start up, noting that it was hoped to have some new councillors this year.

11 STAFF TRUSTEE'S REPORT

- On behalf of staff, Suzanne acknowledged the wellbeing trolleys which had been going out to departments, and noted that staff were looking forward to having a new staffroom.
- She also noted thanks to Nathan and Rowan with regarding the online meet-the- teacher evenings which had required a lot of organisation. Communciation with parents remained important and it was hoped face to face meetings may be possible next term.

12 PRESCHOOL TRUST REPORT

- Minutes of the Preschool Trust Board meeting held 22 March 2022 were noted.

- Sara advised that a board representative was needed for the Preschool Trust Board. Laurence confirmed he was available, either short term or permanent.

13 UPDATES

13.1 Kāhui ako

- First leadership meeting was scheduled last week but was postponed due to Covid.

13.2 EOTC

- Nathan provided an overview of the new planning and approval process for managing EOTC events.
- A key difference is that experienced teachers will plan and prepare trip proposals, which will then be peer reviewed by another teacher. Live information, as well as printouts, will be available to accompanying staff.
- Nathan confirmed that every trip would be reviewed against checklists, which will include reporting any near misses and reviewing what would be done better in subsequent trips.
- Jenni outlined the process for obtaining board approval of overnight trips. This will involve uploading details to Teams, with board members then requested to review and provide approval via Teams.
- Confirmed these procedures will be incorporated into the EOTC Policy document.

Agreed

- It was agreed that all members of the board must provide approval.

13.3 Health and Safety Report

- Minutes of the H&S Committee meeting held 22 March 2022 were noted.
- Jenni highlighted that there was good work happening around managing procedures in higher risk areas, and advised that another evacuation drill is planned for early Term 2.
- Jenni confirmed that she has reviewed the report on the science block mould issue, and while there were a few areas in which there were slightly higher particles, nothing of particular note had been identified. Andy is looking to address this further with the Ministry.

14 CORRESPONDENCE

- Letter from MoE regarding the consultation process regarding enrolment scheme changes for Villa Maria and Marian College. Andrew will forward to board members.

15 GENERAL BUSINESS

- On behalf of the board, Andrew expressed condolences to Suzanne on the recent loss of her mother.

16 MOVE TO PUBLIC EXCLUDED

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

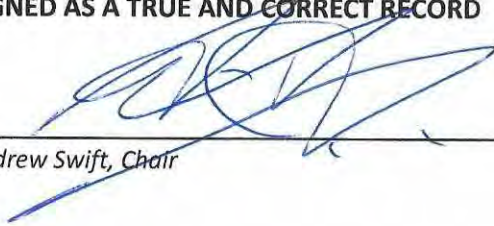
The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution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

17 MEETING CONCLUSION

- 7:00pm

SIGNED AS A TRUE AND CORRECT RECORD



 Andrew Swift, Chair

28/06/2022

 Date