

1 PRESENT

- Mel Morris (chair), Paul Ballantine, Lilly Anderson, Bee Williamson, Rowan Milburn, Suzanne Waters, Zeld Yates (via zoom),

1.1 In attendance

- Jasmine Lambert, Jenni Holden, Marie Stribling, Zyon Taukamo, Sheryl Crase (minutes)

2 APOLOGY

- Philippa Weir

3 ELECTION OF OFFICERS

- Mel stepped down from the chair and the board secretary called for nominations.

3.1 Presiding Member / Chair

- *Mel Morris* (nominated Paul, seconded Suzanne). There being no other nominations received, Mel was elected Presiding Member unopposed, and stepped back into the role of meeting chair.

3.2 Deputy Presiding Member / Deputy Chair

- Agreed to postpone this appointment until early 2023.

4 APPOINTMENT OF BOARD REPRESENTATIVES ON COMMITTEES

- The following appointments were made to ensure board representation on committees.

Finance Committee

- Meets monthly (Tuesday, 5:00pm - 5:30pm), immediate prior to board meeting
- Board representatives: Paul Ballantine, Mel Morris, Bee Williamson.
- *Moved Suzanne, seconded Rowan* that Paul Ballantine be appointed Chair of the Finance Committee

Policy Committee

- Meets monthly (5:00pm - 6:00pm, Tuesday the week before the board meeting.
- Board representatives: Philippa Weir, Zeld Yates

Te Urungi

- Meets monthly on Thursday, the week before the board meeting.
- Board representatives: Zeld Yates, Bee Williamson

Preschool Trust Board

- Meets monthly on Tuesday, the week before the board meeting.
- Board representative: Mel Morris

Discipline Committee

- Discipline Committees, comprising three board members, are formed as required.

- ACTION: Suzanne and Rowan to arrange a workshop to brief board members on discipline committee procedures. Jenni and Jasmine will also attend.

5 REGISTER OF INTERESTS

- The following updates were advised:
 - Bee Williamson: Hagley Preschool employee
 - Lilly Anderson: mother is teacher at Hagley
 - Zelda Yates: board member, Knights Stream School

6 MEETING HELD 27 SEPTEMBER 2022

6.1 Approval of minutes

- *Moved from the Chair* that the minutes be approved as a true and correct record. Carried.

6.2 Matters arising

2022 Audit

- Further to previous discussion with regard to contacting the OAG to raise concerns around the audit process this year, Mel advised that she had discussed informally with a member of the OAG staff who confirmed this was a matter impacting on a number of schools throughout NZ. The staff member suggested communicating concerns to the audit, copied to the OAG office.
- Agreed to progress as advised.

7 FINANCE REPORT

- Paul briefed new board members on the Finance Committee's function and processes.
- An overview of the written Finance Report was provided by Paul who noted that results were tracking as expected, highlighting the following points:
 - Income is 72% (2021, 79%) and expenditure 69% (2021, 75%) for 9 months (75% of year).
 - YTD Surplus \$443,716 (2021, YTD Surplus \$887,630).
 - Term Deposits \$3.74 million (2021, \$4.34 million).
 - Working capital \$3.57 million (2021, \$3.89 million).
 - Teacher Salaries under Government Grants are \$7.83 million (2021, \$8.37 million).
 - Local Funds Income \$186,126 (70% of \$267,500 budget) includes Adult Fees \$117,708 (91% of \$130,000 budget) and After 3 materials fees at \$22,981 (77% of 30,000 budget).

Further information

- *Local funds income:* results lower than would usually be expected 75% for this time of year, mainly due to lower hiring of facilities.
- *Interest rates:* 190% above budget, reflecting that there were significant lower rates available when the budget was set at the end of 2021.
- *Administration:* while this was currently sitting at 47%, this was essentially due to timing of expenditure and year end results are expected to match the budgeted amount. Recording of accruals to more accurately reflect the school's position were under consideration for 2023.
- *Uncommitted funds*
 - Currently sitting at \$1.827m, and continuing to increase slightly on a monthly basis.
 - Rowan advised that the budget for fitting out the new buildings was \$1,336,675, of which \$336,675 was provided by the MoE and the board had previously approved allocation of \$1m from reserves, and confirmed expenditure was well within budget to date.

2021 Audit

- Paul advised that it was hoped audited accounts would be received by the end of the month.

2023 Budget

- Paul advised that it is hoped to table a draft 2023 budget for discussion at the November meeting.

7.1 Staffing Report (Rowan)

- Rowan provided the following update:

2023 staffing and operations grant

- Provisional staffing has been confirmed at around 97FTE.
- Ministry have confirmed funding for 1404 FTE students. Currently, enrolled numbers are under 1200.

Banking staffing

- Rowan briefed new board members on banking staffing, which required manipulation of staffing levels to either 'bank' or utilize on a pay period by pay period basis.
- This had been difficult to manage when there was heavy demand for relief staff as a result of Covid impacts but there had been a deliberate focus on keeping the school open. The holiday period had enabled 6FTE to be clawed back in the last two pay periods, and there will be further savings as a result of availability of internal cover later in the year.

Equity funding

- The MoE has confirmed Hagley will receive significant additional funding as a result of its equity funding index
- This funding will be recorded as a separate income and expenditure budget line and applied to genuinely improve equity within the kura. Ideas on best utilization of this funding will be brought to the board for discussion.
- Mel noted it would be useful to look at this as a 'budget within the budget' with reporting on what has been achieved with the funding.

7.2 Receipt of the report

- *Moved Paul, seconded Suzanne* that the Finance Report be received. Carried.

8 CHAIR'S BUSINESS

- Mel advised that Nathan Walsh, Hagley's Leader of eLearning, will attend the November meeting to provide a briefing on Microsoft Teams.
- Agreed it would be useful to develop a board contact list. ACTION: Sheryl to
 - Gather information and draft a board contact list; and
 - Send links to the Governance Policies.

9 TE URUNGI

- Jasmine confirmed that Te Urungi had not met since the last board meeting.

10 PRINCIPAL'S REPORT

- Rowan's written report was noted, with the following points highlighted:

Diversity

- Anne Galloway, the newly appointed Diversity Manager – appointed has expressed interest on joining the Multicultural Centre board. She noted that the Multicultural Centre will be a valuable

resource for Hagley, and provide opportunities for linking multilingual students with the right people.

MNA Report

- Rowan confirmed that this had looked at Hagley's assessment process from beginning to end, with no changes or improvements recommended..
- The Board thanked Marie for her mahi and attention to detail. It was agreed it was an excellent result.

Attendance

- Rowan spoke to the concerning data outlined in her written report. She provided the board with assurance that there will be a major focus on engagement and attendance in 2023, with clear messaging on parent and whanau responsibilities as well as the school's responsibilities. Utilisation equity funding to improve engagement will also be taken into consideration.

11 STUDENT BOARD MEMBER'S REPORT

- Lilly was congratulated on being elected to the board. Noted that Lilly had completed the NZSTA training for student board members.
- Zyon was thanked for his contribution, and it was acknowledged that he had been awarded a University of Canterbury scholarship.
- ACTION – Mel to write a reference for Zyon.

12 STAFF BOARD MEMBER'S REPORT

- Suzanne advised she had nothing to report. She invited members of the board to attend the upcoming senior prizegiving event to celebrate students' achievements.

13 PRESCHOOL TRUST REPORT

- Rowan advised that:
 - Interviews for the role of Director were scheduled next week.
 - Current finances were in a healthy state.
 - 2021 audit process has been delayed.
 - Work is underway to clarify ownership of the preschool. The dead of lease appears to relate to the building but not the land. A range of responses have resulted from conversations with the Ministry. Former principal, Mike Fowler, will be contacted to gain further understanding.

14 EOTC UPDATE

- Jenni advised that board approval will shortly be sought, via email, for the following events:
 - Year 10 camp to be held 21-25 November – a large camp involving 150 students and a significant number of staff.
 - Duke of Edinburgh Award tramp in late November.
 - Peer support camp for Yr12 and 13 leaders, a three day trip which will occur before school starts in 2023.

15 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>
Staff related matters	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.

16 MEETING CONCLUSION

- 7:30pm

17 SUMMARY OF ACTIONS

Issue	Mtg date	Action required	Person
<i>Kapa haka group</i>	27/09/22	Write letter of congratulations and thanks	Mel
<i>Discipline Committee</i>		Arrange workshop/briefing for new board members	Rowan
<i>Board Contact List</i>		Gather information and develop contact list	Sheryl
<i>Reference</i>		Write a reference for Zyon	Mel

SIGNED AS A TRUE AND CORRECT RECORD



Mel Morris, Chair

29/11/22

Date