

1 PRESENT

- Mel Morris (Chair), Rowan Milburn, Bee Williamson, Zelda Yates, Philippa Weir, Lilly Anderson

1.1 In attendance

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

2 APOLOGY

- Paul Ballantine

3 WELCOME

- The Chair welcomed Philippa to the meeting.

4 MEETING HELD 25 OCTOBER 2022

4.1 Approval of minutes

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

4.2 Matters arising

- *Board training*
 - Rowan advised that Madeleine Hawkesby-Browne has been approached to provide some training for board members for conducting disciplinary meetings. A tentative date of 21 February 2023 was set for this.

5 FINANCE REPORT

- In Paul's absence, Mel spoke to the written Finance Report. She confirmed that results were as expected for this time of year, highlighting that the October operations grant included support staff equity funding, of which \$140k had been accrued for payment of staff holiday pay in December.

2021 Annual report

- The auditor's report has been received with some adjustments requested by the auditor. The auditor had also provided some recommendations for improvement in processes, including those related to internal controls. Casey (Chen) will be asked to update the Finance Committee on progress to address these.

Banking staffing

- Rowan confirmed that banking staffing has improved with savings created by internal staff doing relieving.

Receipt of report

- *Moved Mel, seconded Zelda* that the Finance Report be received. Carried.

6 CHAIR'S BUSINESS

School newsletter

- Mel invited members of the board to submit content for the last school newsletter for the year.

Resignation from the Board

- The board received notice of resignation from the board from Bee Williamson who has been appointed to a role as Curriculum Lead and the Ministry of Education.
- There was now a requirement to communicate this to the school community. However, unless 10% of the responses require an election to be held, the board is able to select a person of choice to replace Bee. Consideration may be given to those who had been unsuccessful in the recent board elections.

7 TE URUNGI

- Jasmine advised that the meeting scheduled to take place last week had been postponed due to absences on camp etc.

8 SENIOR LEADERSHIP TEAM REPORTS

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

- Rowan spoke to her written report, adding the following points:

Attendance data

- On the last visit, ERO discussed an attendance audit, with the first set of targets set to be achieved by 2024. The board supported Rowan's suggestion of setting an interim 2023 target.
- There was real clarity around roles and responsibilities, and parents would be educated with regard to expectations of students attending school.

ERO

- ERO is happy with progress being made, particularly with evaluation of initiatives, and has advised that contact will move from face to face to online meetings.
- To mitigate any risk of potentially receiving an unexpectedly harsh report at the end of two years, a running record of progress is being maintained, and 1-2 monthly meetings will be scheduled to provide documentation around this.

Allocation of Management Units and Middle Management Allowances

- To increase transparency of process, a member of the Board will sit on the group allocating these.
- Six Middle Management Allowances are available and staff will be invited to apply for these. It is likely these will not be confirmed until April.

8.2 Tumuaiki Tuarua DP: Akoranga / Student Learning (Marie Stribling)

- Marie provided an overview of her written report, adding the following points:
 - HOD appraisals needed to be completed by 9 December.
 - The additional across-schools Kāhui Ako position, to be advertised at the beginning of 2023, will be contestable across all schools in the kāhui.

8.3 Tumuaiki Tuarua DP: Community & Staff Liaison (Jenn Holden)

- Jenni provided an overview of her written report, adding the following points:
 - A further resignation had been received - from Vince Leahy – resignation to be added.

Approval of leave request

- *Moved by the Chair* that the request from Wendy Thomas to take leave from 19 July until 4 August 2023 be approved. Carried.

Approval of move from Full Time to Part Time

- *Moved by the Chair* that the request from Anne Clark to move from a full time permanent role to part time permanent teaching position from 2023 be approved. Carried.

8.4 Tumuaiki Tuarua DP: Bicultural Partnership & Student Wellbeing (Jasmine Lambert)

- Jasmine provided a verbal report, noting that:

Bi cultural Partnership

- The invitation to visit Tuahiwi marae has opened up levels of engagement with tangata whenua.
- Jasmine and Lynne Te Aika are working on internal naming for Auripo and Wainuku buildings and will be speaking with staff around cultural narrative ideas and the names given, as well as ensuring correct pronunciation is used.

Wellbeing

- Wellbeing – in final stages of appointing tutors for the Year 12-13 programme.
- Students were enjoying the practical life skills taught in the Year 12 Hauora programme.
- How to provide access to right people at right time was being discussed.

Learning celebrations

- Suzanne noted that Year 9 learning celebrations will be tutor based as tutors have taken a strong role in collecting evidence that shows the learning journey that the class has been on during the year.

9 STAFF REPORT

MMU consultation

- Suzanne advised that there had been very positive feedback from staff regarding the MMA consultation.

PPTA update

- There had been a paid meeting this morning, and the mood across Canterbury was that the offer on table was not acceptable.
- Suzanne will be stepping back from Hagley branch PPTA leadership, with Rosa and/or Naomi leading this from 2023.

10 PRE SCHOOL TRUST REPORT

- Rowan advised that the installation of the impressive kowhaiwhai panels created by James Henare had been very well attended by family and community. Each panel had a specific value in telling the story of the preschool kaupapa. The artwork inside is continued inside.
- There have been three applicants for the preschool director role - Jocelyn has indicated she will stay on in a support role for a limited period of time.

11 UPDATES

11.1 EOTC

- *Moved by the Chair* that the board approves a two day social science/history trip to Wellington in Term 2, 2023. Carried.

- The board asked that an assessment is made regarding the earthquake risk for accommodation options.

11.2 Health and Safety

- Jenni advised that:
 - Appropriate evacuation and fire plans signage for the new building was well underway.
 - There had been five moderate accidents in the last two month period, but nothing in particular that was preventable.

12 POLICIES FOR RATIFICATION

- Rowan provided an overview of changes relating to each of the policies tabled for approval, noting that all policies have been updated with the kura's new name: *Te Puna Wai o Waipapa - Hagley College*
- *Moved by the Chair* that the board approves the following updated policy documents, subject to any minor changes discussed at the meeting:
 - Adult Enrolment and Re-Enrolment Policy
 - Enrolment Policy
 - Food Environment Policy
 - Health and Safety Policy
 - Protected Disclosure Policy
 - Social Media Guidelines
 - Supporting Student Wellbeing Policy
 - Visitor Seeking Access to Student Policy

Carried.

- Following discussion, it was agreed to send the Gifts for Staff policy back to the committee for further consideration.

13 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
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.

14 MEETING CLOSURE

- 7:30pm

SIGNED AS A TRUE AND CORRECT RECORD



Mel Morris, Presiding Member and Chair of the meeting

28/2/23

Date