

BOARD OF TRUSTEES

Minutes of meeting held 28 February 2023 in the Café Annex

1 PRESENT

- Mel Morris (Chair), Paul Ballantine, Rowan Milburn, Zelda Yates, Philippa Weir, Lilly Anderson, Charles Mullins, Suzanne Waters

1.1 In attendance

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

2 MEETING COMMENCEMENT

- 5:47pm

3 ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER

Presiding member

- The board secretary called for nomination for Presiding Member/Chair.
 - *Mel Morris:* nominated Paul, seconded Zelda.
 - There being no further nominations, Mel was elected unopposed as Presiding Member/Chair for the 2023 year.

Deputy Presiding Member

- Agreed to postpone until the March meeting.

4 BOARD APPOINTMENTS

Finance Committee Chair

- *Moved by the Chair* that Paul Ballantine be reappointed chair of the Finance Committee. Carried.

Board member

- *Moved by the Chair* that Charles Mullins be appointed to join the board. Carried.
- Charles was formally welcomed to the board. Mel will provide Charles with an induction.

5 REGISTER OF INTERESTS

- Suzanne advised that her work role was now Assistant Principal.

6 APPROVAL OF MINUTES

- *Moved by the Chair* that the minutes of the meeting held 29 November 2022 be approved as a true and accurate record. Carried.

7 FINANCE REPORT

Composition of the Finance Committee

- Paul noted that Mel, Rowan and Paul represented the board on the Finance Committee but it was recommended that another board member joined this committee.

- Zelda advised she would attend when she could, but not other members of the board indicated availability. Mel suggested that the board may need to consider co-option. To be discussed further at the next meeting.

Monthly financial statements

- The Finance Report was taken as read. Paul highlighted that while the November accounts had been confirmed, both the December and the January accounts were still in draft form.

2023 budget

- Paul highlighted the following points:
 - Paul, Mel and Rowan had met with Casey last week to go through each of the budget lines.
 - The budget is based on achieving a breakeven position at year end.
 - The financial impact of the expected reduction in roll numbers has been taken into account.
- *Moved Paul, seconded Rowan* that the 2023 budget as tabled be approved, subject to any minor changes required once the December and January accounts are confirmed. Carried.
- Paul proposed a vote of thanks to Casey for her work in developing the budget.

Staffing

- Rowan confirmed that staffing expenditure was stable and on par with recent years.

Banking staffing

- Rowan advised that due to an administrative error at Ministry level, which had occurred during the transfer paper to digital records, banking staffing was currently showing as over-utilised. However, this was likely to be addressed once correct allocations were made.

Roll numbers

- Rowan highlighted that the staffing allocation was based on an optimistic roll of 1424 for the whole year, however, real figures were closer to 1260.
- The FTE drop in enrolled students is related to external issues such as changes in UC policy where Hagley no longer held a contract to provide the university preparation course, and a significant number of international students who had previously been attending as dependents of people holding visas holders, but who had now achieved residency.

Acceptance of report

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

8 PRESIDING MEMBER'S BUSINESS

Board election process

- Mel raised the possibility of adopting a staggered board election process for discussion. It was agreed that, while there was a cost associated with this, it would help with succession planning and would help avoid the need to co-opt.
- ACTION: Rowan to discuss with Sherron.

Board composition

- Mel noted that there had been previous discussion about achieving diversity on the board by way of co-opting.
- Agreed it may be more appropriate to personally approach and invite expressions of interest.
- ACTION: Rowan to consider further and provide an update to next meeting.

9 TE URUNGI / BI-CULTURAL REPORT

- Jasmine highlighted key points in her written report.

- Zelda expressed interest in joining Te Urungi.

10 SLT REPORTS

10.1 Principal: Rowan Milburn

- Rowan provided an overview of her written report, expanding on the following matters:
 - There had been some early behaviour issues with the Year 9s but this is now settling down.
 - The MoE has confirmed funding is available for the Gym1 rebuild and a new whare. The whare design has been costed and is ready to go.
 - Behaviour management PLD with Margaret Ross, relating to the first 7-10 minutes of class, is focusing on relationships and turning rules into routine.

Official opening

- It is aimed to schedule this within the next two months. The Ministry has been invited to attend, and it is hoped to coordinate this with one of Margaret Ross's visits. Hagley is aiming to be the first fully restorative school in Christchurch.

10.2 Deputy Principal: Marie Stribling

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

Catch Up College

- 57 students successfully completed the Catch Up College intensive programme for those who had been short on credits for UE. MoE provide funding for this programme.
- Numbers are declining due to the Correspondence School offering a similar opportunity and other schools facilitating students coming back to their own schools.

The Writers Institute

- This programme is a pathway for serious writers who will often progress to doing creative writing courses at university level. It is a robust programme, and with the new director, is expected to go from strength to strength.

Achievement data

- This will be presented to the April board meeting. Overall achievement across levels 2 and 3 are on an upward trend. Level 1 achievements are of concern and are notably impacted by attendance.

Kahui ako

- The pending second appointment could be from Hagley or from outside.
- Some connection has been lost with the change to being externally led but this is expected to improve.

10.3 Deputy Principal: Jenni Holden

- Jenni provided an overview of her written report, adding the following points:

Staffing

- Since the report was compiled, Margaret Kirk had advised she is retiring.
- There is fairly regular turnover of TA's, with four having moved into teacher training over the last year.
- There are currently no staff off with Covid, and only a small number of students.

10.4 Deputy Principal: Jasmine Lambert

Student wellbeing

- Jasmine spoke to her written report, highlighting that lower level behaviour issues are being managed in straightforward way, and this was generally well received.
- She noted that the flexible spaces in Wainuku particularly working well.

10.5 Assistant Principal: Suzanne Waters

- Suzanne's report was taken as read.

10.6 Discussion points

NCEA processes

- Paul queried whether there was anything available to provide awareness of NCEA programmes and assessment deadlines for parents.
- Rowan noted that this would look different for different subjects, with different requirements in terms of assessments, but the student calendar provided a good starting point

Student safety

- The board was advised that the Ministry of Education, Police, and local Schools had been involved in discussions around recent student activity at the Bus Exchange.
- Students were provided with alerts of any planned disruptive action, and were encouraged to discuss their concerns with parents. A number of students had avoided attending school when there was a recent threatened event at the bus exchange.
- ACTION: Mel/Rowan to draft a board communication to Council expressing concern, potentially in collaboration with Ao Tawhiti.

10.7 EOTC

- *Moved by the Chair* that the board approves in principle the trips detailed in the written SLT Report. Carried.
- Jenni confirmed that all trips had been run previously with the exception of the mountain biking trip to Hanmer Forest which had previously taken place on the Otago Rail Trail.

11 STUDENT REPORT: LILLY ANDERSON

- Lilly tabled her written report, and highlighted key points:
 - She advised that, in discussion with students, it was felt that encouraging more students to come to school sports events, or watch events remotely, would enhance the school spirit, and suggested that creating some kind of social platform could help with this.
 - The board supported the concept, in principle, and Lilly was asked to discuss further with the PE Department. It was noted that a staff member would need to be linked into these discussions.
 - Lilly noted that lack of signage in the new building had initially created difficulties, but people were becoming more familiar and comfortable with this now. Feedback was positive about the open spaces, particularly appreciated during breaktimes, and when meeting up with friends.

12 STAFF REPORT: SUZANNE WATERS

- Suzanne noted that staff had returned refreshed and it was good to have the Champion Street staff back on site.

- She noted that Rosa Hughes-Currie was now chairing the Hagley PPTA and confirmed that a strike day had been announced for 16 March.
- Staff appreciated that Hagley was not covering relief internally.

13 PRESCHOOL REPORT

- Rowan noted that ERO had completed a compliance visit and had responded positively. An issue was identified around medication forms which has been addressed and now waiting on ERO feedback whether this will now achieve compliance.
- ACTION: Mel to draft letter of acknowledgement for Jocelyn.

14 HEALTH AND SAFETY

- Jenni advised that an emergency procedure specialist was engaged to talk to staff and students. A lockdown trial is scheduled later this week.

15 GENERAL BUSINESS

15.1 Resignation

- Rowan advised the board that Deputy Principal, Mari Stribling, had today advised her intention to retire, effective June 2023. Marie had been at Hagley for 36 years, and Rowan noted that, in addition to Marie's significant contribution to the teaching staff, her governance experience had been of huge value.
- On behalf of the board, Mel thanked Marie for her service, and noted that Marie's institutional knowledge would be challenging to fill.

15.2 Delegated authority

- *Moved by the Chair*, that in Principal's absence, delegated authority would go to Jenni Holden, and in Jenni's absence to Jasmine Lambert. Carried.

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>
Student related matter Principal's appraisal	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 SUMMARY OF ACTIONS

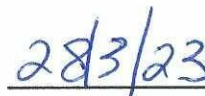
Issue	Meeting date	Action required	Person
<i>Board election process</i>	28/02/23	Discuss potentially adopting mid term election process with Sherron	Rowan
<i>Board composition</i>	28/02/23	Consider board diversity and discuss as appropriate	Rowan
<i>Student safety</i>	28/02/23	Draft a letter of concern to the Council regarding student safety at the Bus Exchange	Mel/Rowan
<i>Letter of thanks</i>	28/02/23	Draft letter of acknowledgement and thanks for Jocelyn	Mel

18 MEETING CLOSURE

- 7:45pm.

SIGNED AS A TRUE AND CORRECT RECORD


Mel Morris, Presiding Member and Chair of the meeting


Date