

BOARD OF TRUSTEES

Minutes of meeting held 28 March 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

- 6:00pm

3 REGISTER OF INTERESTS

- No changes advised.
- Noted that Charles needs to be added to the list.

4 MEETING HELD 28 FEBRUARY 2023

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

Induction of new members

- Mel confirmed she would arrange induction and access to Teams for Charles.

Safety concerns at bus exchange

- Mel advised that the situation has settled down, so a decision had been made not to send a letter at this time.
- Rowan noted that Anne Galloway has advised that it would be possible for Hagley students to represent the school at a future Council meeting, and it was agreed that enabling a student voice to be heard would be of benefit and that it would be useful to gauge the level of student concern by way of a survey.

Board election process

- Mel confirmed that information has been gathered around the mid term election process. This will require the board to clarify who would be prepared to stand down at the mid point in the election cycle. Members of the board standing down would retain the right to stand for re-election.
- To be discussed further mid year 2024.

Appointment of Deputy Presiding Member

- There were no expressions of interest for the role, however, it was acknowledged that many of the board members had been with the board a short time.

- Paul indicated he would be happy to step into the Deputy Presiding Member role for an interim period, and was duly appointed.

5 PRESIDING MEMBER'S BUSINESS

Kāhui Ako Leadership Expertise

- The letter from MoE dated 6 March 2023, regarding the leadership expertise role currently held by Marie, was acknowledged. As a result, there will be no change to the current arrangement.
- Rowan will continue to do work on the social worker and liaison roles.

6 FINANCE REPORT

- The finance summary report was taken as read.
- Paul drew attention to the pre-audit deficit \$278k. This was an increase on the deficit previously noted, and reflected a higher level of loss in the running of the café, as well as increased spending in teacher aide costs. He noted that deficits were not necessarily a bad thing if this achieved agreed strategies and led to good student outcomes, however, the Finance Committee wishes to gain greater understanding of these variances to ensure the budget is set correctly for 2023.
- An update will be provided to the next board meeting.

6.1 Banking staffing

- Increase in last pay period, easy to quickly identify this, staff member by member. Slowly working through collective driven salaries and wages.
- Underspend for 2022 were able to be spent in first four pay periods of 2023. Know the overspend is related to: two staff members on full year study awards, and implementation of two restorative positions, limited teaching, and across school resource to support. Reassured. Keeping close eye on it and transferring staff to ops grant where appropriate.

7 SENIOR LEADERSHIP TEAM REPORTS

7.1 Principal's Report: Rowan Milburn

- Rowan spoke to her written report, highlighting the following:

School roll

- 1 March roll was 1218 FTEs, compared to 1300 in 2022. Students' decisions to leave Hagley were influenced by:
 - Enrolling in other courses - noted that although it is a tertiary provider, Ara is now offering a number of secondary level courses.
 - Leaving school to take up employment opportunities
 - Returning to previous school
 - Availability of parking, particularly for those students previously located at the Champion Street campus where parking was available.
 - Due to their parents achieving residency, around 100 former students who previously held student visas are now able to attend tertiary institutions as domestic students.
- Rowan advised that, based on previous years, it can be expected that the roll is likely to drop by around 50 students per quarter.
- Going forward, the focus will be on retention of students where Hagley is the best fit for the student. PLD around the role of the tutor is planned with the aim of students having at least one person who knows them and recognises early if they are struggling in some way.
- In terms of potentially increasing Year 9 numbers, the following points were made:

- As part of its designated character, Hagley acts as a good neighbour to other schools in the area.
- An increase in Year 9 numbers would have flow on effects, including an increase in numbers of staff required and an impact on the Dean structure.
- The Ministry is looking at potential impacts if Hagley's Year 9 enrolment numbers were increased, with feedback expected within the next week.
- There continues to be steady interest from Y11-13 students
- Agreed to hold off approval of enrolment numbers until more information becomes available.

Stand downs and suspensions

- Noted. Rowan advised that the stand down process has been updated to include a meeting with students two weeks after return to school to review progress.

Planning

- The Ministry has advised a change in process from having strategic plan and a charter, to having one plan, with an annual implementation plan to show how aspects of curriculum and wellbeing will be delivered. Rowan recommended that the current strategic is streamlined. The school's strategic vision will be discussed at the upcoming whānau hui.

Principal's Wellbeing

- Rowan advised that her professional supervision connections are proving very useful and bring benefit to both the school and Rowan personally.

7.2 Deputy Principals' Reports

7.2.1 Marie Stribling

- Marie highlighted key points in her written report.
- Noted that there will be no SLT reports next month as Marie will be presenting student achievement results.

7.2.2 Jenni Holden

- Jenni noted key points in her written report, highlighting that that Hagley was in the process of receiving \$30k funding for another hub to run in Term 3, similar to last year.

Adult Literacy

- Early indications are that there are more students enrolled in 2023, including a well subscribed, adolescent programme.
- Jenni highlighted that the tertiary funded Workplace Literacy service is provided free through Hagley to any employee where literacy and numeracy is an issue in the workplace.

7.3 Jasmine Lambert

- Jasmine spoke to her written report, highlighting the following:

Mana whenua workshops

- Progress on arranging the next tier of mana whenua workshops was disappointing, but will continue to work with Tuahiwi Education on this.

Te Whare ki Te Puna Wai o Waipapa Facebook group

- A growing number of people are joining the Facebook Group - the aim is to encourage two way engagement.

Te Ama

- A number of expressions of interest have been received with an aim to go wider and start well in Term 2.

PLD

- PLD sessions have gone well. Staff are at different stages, and the aim is to grow skills cohesively.

Tutor System

- The tutor system will be reviewed and strengthened, with a process of gathering voice from tutors, particularly in preparation for student conferencing next term.

7.4 Assistant Principal's Report

- Suzanne spoke to her written report, adding the following points with regard to behaviour management:
 - While Year Advisors deal with mid level behaviour issues, more severe behaviours issues managed by Suzanne and Rowan.
 - Those in the two restorative roles are receiving steady number of requests for support to change behaviours.

8 STUDENT REPORT

- Lilly provided a verbal report, noting the following:

Social media platform

- It is hoped to have a social media platform in place before winter sports commence. Advice will be sought from Nathan and Jenni around social media guidelines.

Student Councils

- The first meeting of the Junior Student Council was postponed due to the strike.
- The board supported Lilly's proposal to encourage representatives from all the groups and clubs at Hagley to participate in both the junior and senior councils.

Student wellbeing

- Senior students have expressed concern around Covid disruption creating difficulty in achieving required credits by the end of the year. Finding a designated quiet space for senior study has been discussed with Rowan and will be advertised once finalised.

Dogs at school

- Concern had been raised about dogs at school Rowan confirmed that there is a policy around dogs at school, but this is just not being followed.

9 STAFF REPRESENTATIVE'S REPORT

- Suzanne noted that if the current contract negotiations were not resolved soon, the PPTA planned rolling impacts next term including rostering home, and staff not attending meetings after 4.30pm.

10 PRESCHOOL

- Rowan provided an update, noting the following points:
 - There had been a smooth and professional transition from Jocelyn to Tracey as Director and there was a great community vibe at the preschool.
 - The roll is almost full every day.
 - Financial performance was good with staffing being utilised well.

- Environment updates are continuing around shade and planting and connecting students with sustainability.

11 HEALTH AND SAFETY

- Jennie noted that teething problems around the new buildings are being resolved, and work was ongoing to address preventable accidents.

12 POLICIES

Governance Manual

- Rowan confirmed there were no significant changes, and noted that some training may need to be provided alongside this.
- *Moved by the Chair* that the updated Governance Manual be approved. Carried.

Appointments Policy

- Confirmed no major changes had been required.
- *Moved by the Chair* that the updated Appointments Policy be approved. Carried.

13 GENERAL BUSINESS

Principal's Professional Growth Cycle

- Rowan confirmed that the first meeting of the Professional Learning Group (PLG) has been held and noted her confidence that this will be a robust process for monitoring performance and accountability.

14 MEETING CLOSURE

- 7:35pm


15 SUMMARY OF ACTIONS

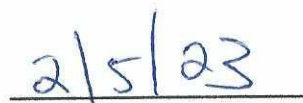
Issue	Meeting date	Action required	Person
<i>Board composition</i>	28/02/23	Consider board diversity and discuss as appropriate	Rowan

16 MEETING CLOSURE

- 7:45pm.

SIGNED AS A TRUE AND CORRECT RECORD


 Mel Morris, Presiding Member and Chair of the meeting


 Date