



TE PUNA WAI O WAIPAPA HAGLEY COLLEGE BOARD

Minutes of meeting held 27 June 2023 in Auripo

1 PRESENT

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

1.1 In attendance

- Jasmine Lambert, Sheryl Crase (minutes)

1.2 APOLOGIES

- Jenni Holden, Lilly Anderson

2 REGISTER OF INTERESTS

- No changes advised

3 MEETING HELD 30 MAY 2023

3.1 Approval of minutes

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

3.2 Matters

- arising □
None.

4 PRESIDING MEMBER'S BUSINESS

4.1 Board meetings

- The new format for the Principal's report was supported. The board agreed that it was valuable to have members of the SLT in attendance, so more detail could be provided if necessary.
- Agreed it would be useful for the board to hold an annual review. This would be an informal meeting at which members of the board could discuss the board function and suggest any improvements that could be made.
- Agreed to establish a board workplan.

4.2 Donation scheme

- ☐ *Moved by the Chair* that HC opts in to the Government Donations Scheme for 2024. Carried.

4.3 Code of Conduct

- ☐ The board was advised that a new mandatory Code of Conduct was required. Items could be added to the Code, but mandatory items cannot be deleted.
- ☐ Agreed to adopt the new mandatory Code of Conduct. A declaration form will be tabled at the next meeting for signing. **Agenda item next meeting.**

4.4 Conditions of enrolment

- ☐ Rowan advised there was significant interest in attending Te Puna Wai O Waipapa Hagley College with 250 expressions of interest in enrolment received. Potentially, a small number may not meet the school's designated character expectations.
- ☐ The Board discussed the tabled Conditions of Enrolment and Designated Character 2024 document.
- ☐ **Moved by the Chair** that that the board sets enrolment numbers as set out in the table below. Carried:

Year 9	150 maximum roll
Year 10	125 maximum roll [including re-enrolling students from 2023]
Year 11	150 maximum roll [including re-enrolling students from 2023]
Years 9-11 Targeted Learning	17 maximum roll [including re-enrolling students from 2023] (as part of the numbers above)
Years 12-14	975 maximum roll [including re-enrolling students from 2023]

- ☐ The following points were noted:
 - The increase in year 9 enrolments may result in additional staff requirements.
 - The exact number of places at Years 10 to 13 will depend on the number of 2023 students re-enrolling.
 - There will only be 2-3 places available in Targeted Learning for new students in 2024.
 - There may be no Year 10 places available for new students in 2024. If any places become available due to current students leaving, this will be advertised in August

5 FINANCE REPORT

- ☐ The Finance Report was taken as read. Paul noted that the Finance Committee had today discussed:
 - Determining the most appropriate level of working capital. The Finance Manager was asked to provide information on the formula used to calculate this at the next meeting.
 - Gaining greater awareness and understanding of term deposits. With rising interest rates, the Finance Committee believed it may be timely to consider some longer

term investment options. The Finance Manager has been asked to provide a breakdown of term deposit accounts for discussion at the next meeting.

2022 Annual Report

- Paul noted that the 2022 Annual Report had now been completed. The final draft takes into account removal of the ECE ownership.
- ACTION: Paul to circulate the final report and seek board approval for the Chair and Principal to sign.

Staffing Report

- Rowan confirmed that banking staffing was tracking to expectations. It is expected that there may be some over-use over the winter period, but this is likely to be recouped during holiday periods.
- Rowan and Suzanne will be participating in a Surplus Staffing webinar. ACTION: Paul to investigate potential board participation.

Formal acceptance of report

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

6 PRINCIPAL'S REPORT

- Rowan spoke to the written Principal's Report, highlighting the following matters.

Health and Safety

- *Auditory and respiratory testing*: there is a requirement to complete within a certain timeframe. It had been difficult to find someone to test staff in high risk areas, however a service provider has now been engaged.
- *Risk register*: high risk areas will be required to check items off.

Roll

- Breakdown noted. It was expected a loss of around 20 will be reported in the 1 July roll return, however it has been budgeted to lose 50.

Student achievement

- Year 11 predicted results was a major priority. There is now a good understanding of need, with around 40 students identified as needing a two year pathway or likely to not achieve Level 1. This is being proactively managing with messaging to home.
- A process has been set up for years 11 and 12 Māori achievement, with regular information received to identify those requiring support.

Study awards

- *Moved by the Chair* that the board supports the requests from Emma Lumb and Nik Densen to apply for full time study leave in 2024. Carried.

Events

- Board members were invited to attend the Mihi Whakatau at 10:00am on Mon 17th July to welcome new staff including the new Deputy Principal.
- Agreed to include all upcoming events in future reports.

Property

- Pukaki floor plans have been finalised and shared with whanau. Plans will be shared with ākonga Māori this week.
- ACTION: Jasmine to share plans with the board.

Attendance data

- Rowan advised that Hagley has set its own targets, which were more realistic than the MoE targets.
- The pilot programme in Year 10 is achieving impact and it is expected to see improvements over time.

Ngā Whakataetae o Ngā Manu Kōrero Regional Manu Kōrero

- It was highlighted that Hagley students achieved 2nd equal place in the Junior English category, and 3rd place in the Senior Māori - Impromptu category. □ ACTION: the Chair to send note of congratulations.

Tutor led student conferencing

- This was well attended. Feedback was sought from tutor, parents and caregivers. Feedback was largely positive with a few suggestions for improvement.

Leave applications

- *Moved by the Chair* that the board approves continuation of unpaid leave for Lizzie McDonald for the 2024 year. Carried.

EOTC approval

- *Moved by the Chair* that the trip to Timaru from 30 August to 1 September by the Senior Girls A and Senior boys A basketball teams be approved in principle. Carried.

7 TE URUNGI REPORT

- Jasmine advised that at the last meeting there had been general feedback that students want to see more consistency around introduction of subjects to achieve better connection between teaching and learning materials.
- While opportunities had been provided for teaching staff to grow knowledge of tikanga, there had been mixed uptake, with some people seeking to improve and others not taking up these opportunities. It would be good to see collective improvement. It was noted that students recognize genuine effort and growth but are expressing concerns about teachers who are not so engaged.
- It was suggested that it would be useful to identify those students needing support prior to the Year 11 testing.

8 STUDENT REPORT

- Rowan highlighted key points in Lilly's written report:
 - Strike days have had big impact on students. Some students in the One Schools Network have created a petition in support of teachers and plan to write to the MoE.
 - Students had expressed concern about the lack of student work being showcased around the school. Greater visibility of students' work was supported by the board.

- The Junior Student Council is meeting regularly and working on a range of projects.
- The Senior Student Council has created an Instagram page.

9 STAFF REPORT

□ Suzanne noted that staff were pleased that the collective negotiations had now been resolved.

10 PRESCHOOL TRUST REPORT

□ Rowan advised that the Preschool was doing well financially. There was a refocus on curriculum. She noted that there had been an increase in College students seeking to work experience in the preschool.

11 POLICIES

□ Rowan advised that there were some concerns as to whether school policies were fully meeting legislative requirements. The option of moving to School Docs is being investigated. ACTION: Rowan to provide an update at the next Board meeting.

□ Rowan summarised changes made to recently reviewed policies.

□ *Moved Rowan, seconded Zelda* that the following updated policies be approved:

- Archiving Policy
- Attendance Policy
- Child Protection Policy
- Complaints Policy School Community
- Harassment Prevention and Response Policy
- Hospitality Policy

- International Student Refunds Policy
- Professional Conduct Complaints Policy
- Strategic Planning and Reporting Policy

Carried.

12 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

Student related matters 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.
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13 MEETING CLOSURE

□ 7:30pm

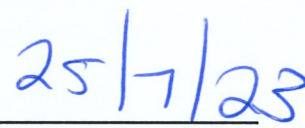
14 SUMMARY OF ACTIONS

Item	Mtg date	Action required	Person
<i>2022 Annual Report</i>	27/06/23	Circulate to board members for approval to sign	Paul
<i>Surplus staffing webinar</i>	27/06/23	Investigate possibility of board participation	Paul
<i>Pukaki floor plans</i>	27/06/23	Circulate to board members for information	Jasmine
<i>School Docs policies</i>	27/06/23	Provide an update	Rowan
<i>Regional Manu Kōrero</i>	27/06/23	Acknowledge and congratulate successful students	Mel

SIGNED AS A TRUE AND CORRECT RECORD



 Melanie Morris, Presiding Member and Chair of the meeting



 Date