



TE PUNA WAI O WAIPAPA – HAGLEY COLLEGE BOARD

Minutes of meeting held 28 November 2023 in Auripo 24

1. PRESENT:

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

1.1. IN ATTENDANCE:

- Jenni Holden, Jasmine Lambert, Hayden Shaw, Sherron Harrison (minutes)

2. APOLOGIES:

- Melanie Morris

3. MEETING COMMENCEMENT:

- 5.56pm

MEETING HELD 24 October 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:

Actions:			Completed/Progress
Dogs onsite within the College	Rowan	Rowan to gather together dog owners of the College staff that are known to be onsite for a further meeting to progress the removal of all dogs (with exception for special circumstances)	To be progressed in Term 1, 2024

Reference Letter for Lilly Anderson	Melanie	Melanie to write a reference letter for Lilly	Check with Melanie
Soundbite for Zelda from Mike Gilchrist's presentation	Rowan	Get a copy of the soundbite to Zelda	ongoing
SchoolDocs	Rowan/Board	Rowan to divide out documentation from SchoolDocs for February start	Divided among Board members – to be completed by end of 2023 to SchoolsDocs
Strategic Plan - Vision wording	Rowan/Board	Workshopping of new ideas/phrases to 'Lifelong Learning to all'.	Completed
Strategic Plan – Goals	Board	Specific goals and key actions	Completed – agreed on goals

6. CORRESPONDENCE:

- Professional Growth Cycle completion document presented to the Board for Rowan for 2023.

7. PRESIDING MEMBER:

- Thank you to Rowan and SLT for keeping everything on track these last few weeks through difficult circumstances.
- Thank you to the Board and sub committees for the dedicated people who volunteer for these roles.

8. FINANCE REPORT:

- Finance Report taken as read.
- YTD operating surplus of \$49,000, 2 months of fixed costs still to come through.
- Costs of new builds running at 100% at the 10 month mark – application to MoE in progress for contribution towards extra funding needed to operate the two new buildings.
- Operational funding for 2024 may likely be another \$150,000 plus \$30-\$40,000 refund for banking staffing.
- 2024 budget – needs to be approved. January and early February meetings will confirm the budget and be presented at the February BOT for signoff.
- Looking at generating more income for 2024 and beyond – international students, adult students' income, hire of facilities and other income streams.
- Banking Staffing – generally stable, very little relief.
- MoE has indicated they will provide 1.3 FTTE for teaching and some money towards the next rebuild.

8.1 SENIOR LEADERSHIP TEAM REPORTS:

- Health and Safety - Taken as read - respiratory/auditory testing complete – first aid training for teachers for last week in November.
 - School roll – no changes, 100 students enrolled on Enrolment Day
 - Student Achievement – 50 students completed Level 1, 61 -79 students completed Level 2. Year 12 - Level 2, 48 students already completed exams to the end. Year 13 – Level 3 – 52 completed. Māori - Level 1 – 6 completed, 8 close to gaining through externals, Level 2 - 3 completed, Year 12 and 11 are close. Year 13 – Level 3 - 8 completed, 3 were very close.
 - Staffing and Personnel:
 - Resignations accepted from Colin Powick (Hard Materials, 7 years), Rob Hutterd (Outdoor Ed, 3 years), Emily Snowball-Hayes (Attendance and Wellbeing, 3 terms).
 - Staffing Vacancies:
 - Forte ITM (Lower Strings, Voice) both part-time, fixed term
 - TIC Hard Materials (permanent, full-time)
 - Kaiako Māori (fixed term, full-time)
 - After 3 Tutors (Various subjects)
 - Appointments:
 - Helen Shirley (Learning Support Manager)
 - Joseph Conway (Visual Arts Teacher)
 - Property and rebuild – taken as read. Pukaki rebuild will be from July 2024 to July 2025
 - SLT Professional Learning and Development – taken as read
 - Wellbeing, Attendance and Pastoral Care – taken as read, Year 10 attendance trending up as a result of more intervention by Year Advisors
 - School Events – taken as read – prizegiving Year11-13 long but good, orientation for Year 9 Wednesday, Ko Taku Reo celebration, camp for Year 10, After 3 showcase, Year 13 celebration - 400 people have accepted invitations
 - Sub-Committees
 - Te Urungi – taken as read
 - PreSchool Trust – taken as read
 - Policy Committee – policies for ratification:
 - Board Member Payment and Reimbursement
 - Privacy of Student Information
 - Monitoring and Reporting
 - Responsibilities of the Principal
 - Smokefree and Vapefree
- All policies carried**

- CAPNA process for 2024 – staff at risk of their role changing in status have all been advised. Final decisions have been made through the CAPNA Committee and all affected employees have been advised. Next steps to the affected employees is to look at work streams of affected staff.
- Student Representative Report –no report this meeting
- Designated Character – taken as read

9. GENERAL BUSINESS:

- Student attendance weekly reports are being sent home in Year 10, attendance has increased in Year 10 since these reports have started to go home.
- Wellbeing, Support Tutor – attendance and engagement link, SLT to move on with these goals :
 - 1. Strengthen culturally responsive teaching practice to better enact with Te Tiriti o Waitangi
 - 2. Strengthen students' achievement in their learning
 - 3. Strengthen students' sense of wellbeing to increase success in learning
- Ministry of Education are happy with the College progress
- Rowan will be attending a Year 3 Principal online hui
- Rowan's spending for her Principal Wellbeing fund:
 - Fortnightly supervision through 2023 - reduced to monthly in 2024
 - Support to students – Rotorua trip to support students and Wellington trip to support NZ Young Enterprise Award nominees
 - College basketball nationals in Timaru - support the team

10. 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 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.

13. MEETING CLOSURE: 7.35pm

SIGNED AS A TRUE AND CORRECT RECORD



Paul Ballantine, Presiding Member and Chair of the Meeting

27/2/24

Date