

## TE PUNA WAI O WAIPAPA – HAGLEY COLLEGE BOARD

Minutes of meeting held 24 October 2023 in Auripo 24

### 1. PRESENT:

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

### 1.1. IN ATTENDANCE:

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

### 2. APOLOGIES:

None

### 3. MEETING COMMENCEMENT:

- 5.45pm

### 4. MEETING HELD 29 August 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:

- Soundbite to Zelda from Mike Gilchrist's presentation **Action Point:** Rowan to contact Mike Gilchrist for the Soundbite

### 5. Introduction of Paolo Reid by Melanie as the new Student Representative.

- Farewell and thank you to Lilly for her time and effort on the Board.
- **Action Point:** Melanie to write a reference letter for Lilly Anderson

<b>Actions:</b>			<b>Completed/Progress</b>
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 4
Reference Letter for Lilly Anderson	Melanie	Melanie to write a reference letter for Lilly	
Soundbite for Zelda from Mike Gilchrist's presentation	Rowan	Get a copy of the soundbite to Zelda	
SchoolDocs	Rowan/Board	Rowan to divide out documentation from SchoolDocs for February start	
Strategic Plan - Vision wording	Rowan/Board	Workshopping of new ideas/phrases to 'Lifelong Learning to all'.	
Strategic Plan – Goals	Board	Specific goals and key actions	

**6. PRESIDING MEMBERS:**

- Neil Wilkinson has completed Rowan's appraisal and reported back to Melanie that this was all completed and Rowan is doing an excellent job in her position. Staff and students spoke highly of Rowan's work and her dedication to the College.

**7. FINANCE REPORT:**

- Updated re-forecasted budget is not as healthy as expected with a deficit of \$500k expected for 2023 compared to a deficit of \$273k for 2022. Due to drop in student numbers and increases in consumables (ie diesel for heating, increased spending for new buildings)
- Banked staffing is underused (as predicted with term holidays) and SUE Report was significantly higher (due to lump sum payment and step increases for teachers as per the PPTA Collective settlement).

## 8. SENIOR LEADERSHIP TEAM REPORTS:

- Health and Safety - Taken as read
- School roll – no changes
- Student Achievement – Year 11 Māori credits show an increase in Level 1 credits and further increases will be shown once NCEA credits start coming through for Years 12 and 13.
  
- Staffing and Personnel:
  - Resignations accepted from Marc Swain-Rogatski (ELL), Liz McNeill (English, Tertiary Pathways), Will Smit (PE), Karin Lange (After 3 Tutor) and Mary MacLeod (Teacher Aide) all for the end of school year.
  - Leave requests for 2024;
    - Fiona Shelley (Technician/Finance) – 1 week either side of July term holidays.
    - Mark Tull (ICT) – All of Term 2, 2024 – Leave Without Pay
    - Megan Johnston (Student Admin) – All of Term 3, 2024 – Leave Without Pay
    - Liz Jones (Library) – 3 – 12 April 2024 – Leave Without Pay
    - Joy Gilbert (ITM) – Maternity Leave – Terms 1 and 2, 2024
    - Anne Clark (ITM) – requesting permanent reduction in work hours from 0.8 to 0.6 FTTE
    - **All requests approved**
  - Staffing Vacancies:
    - HOD Art (FT 1 year)
    - Specialist Classroom Teacher (FT 32 weeks)
    - ELL Teacher (permanent, full-time)
    - Gateway Leader (regraded)
    - HOD Māori (Regraded, permanent)
    - Asst HOD Māori (Regraded, permanent)
    - Learning Support Leader (Permanent, full-time)
    - Visual Arts Teacher (FT 1 year)
  
- Property and rebuild – taken as read.
- SLT Professional Learning and Development – taken as read
- Wellbeing, Attendance and Pastoral Care – taken as read
- School Events – taken as read
- Sub-Committees
  - Te Urungi – taken as read
  - PreSchool Trust – taken as read
  - Policy Committee – policies for ratification:
    - Conflict of Interest
    - Members' Code of Behaviour
    - Presiding Member's Role Description
    - Staff Member Role Description
  - **All policies carried**
  - **Action Point:** SchoolDocs to be divided out among Board members.

- Student Representative Report –no report this meeting
- Designated Character – taken as read

## 9. GENERAL BUSINESS:

- **Strategic Plan:**
  - **Vision (continuation)**
  - Review of phrase 'Lifelong Learning to All', suggestion of accessibility, online learning. May need to be just a two year review – workshopping of this idea
  - **Action Point: Continued review – adopt a calendar of points to review**
  - **Values (rollover into next strategic plan)**
  - **Goals**
  - 2-3 goals with key actions under these goals
  - 5 year time frame
  - **Action Point: Further discussion at next meeting**
- **Health Delivery Statement:**
  - Need review this year of Health Curriculum
  - Send attachment to parents
  - Consultation/review with staff and parents regarding curriculum
  - Needs to be Board approved
- **New government recommendations/action:**
  - 100 day plan – phone usage in schools
  - 30 day workplace trial
  - New Education Minister

**10. MOVE TO PUBLIC EXCLUDED:**

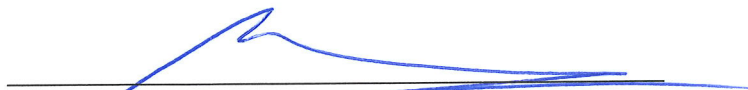
*Moved by the Chair* that the public be excluded from the following parts of the proceedings of this meeting.

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**

  
\_\_\_\_\_  
Melanie Morris, Presiding Member and Chair of the Meeting

  
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Date

<b>Month</b>	<b>Board Meeting</b> All Board members, Sherron and SLT  Venue: Auripo	<b>Finance Committee</b> Paul (chair), Rowan, Mel, Casey, Zelda, + one other  Venue: Auripo	<b>Pre School Trust</b> Tracy, Rowan, Suzy, Mel, Benita  Venue: Rowan's office	<b>Policy Committee</b> Rowan, Suzanne, Phillipa, Zelda  Venue: Rowan's office	<b>Te Urungi</b> Jasmine, Chantelle, Rowan, Zelda, whānau Māori and ākonga Māori Venue: Whare
<b>November</b>	<b>Tues 28<sup>th</sup> Nov – 5:45</b>	<b>Tues 28<sup>th</sup> Nov – 5pm</b>	<b>Tues 21<sup>st</sup> Nov – 4pm</b>	<b>Tues 21<sup>st</sup> Nov – 5pm</b>	<b>Thurs 23<sup>rd</sup> Nov – 4pm</b>