

**TE PUNA WAI O WAIPAPA – HAGLEY COLLEGE
BOARD**

Minutes of meeting held 27 February 2024 in Auripo 24

1. PRESENT:

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

1.1. IN ATTENDANCE:

- Hayden Shaw, Sherron Harrison (minutes)

2. APOLOGIES:

- Jenni Holden

3. MEETING COMMENCEMENT:

- 6.00pm

MEETING HELD 28 November 2023

3.1 Approval of Minutes:

- Moved by the Chair that the minutes be approved as a true and correct record. Edits by Paul Ballantine approved. **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	Drafted but still needs to be sent
Soundbite for Zelda from Mike Gilchrist's presentation	Rowan	Get a copy of the soundbite to Zelda	ongoing
Preschool Trust member quorum	Rowan	To check with Trust Deed around quorum of the Committee	
SchoolDocs	Rowan/Board	Rowan to divide out documentation from SchoolDocs for February start	Completed – SchoolsDocs now live.
College flag	Rowan	Replacement of tatty NZ flag	
Kahui Ako leadership	Rowan	Update on leadership from Term 2, 2024	
NZSTA Conference 2024	Members	Any members wishing to attend for 2024	

4. ELECTION OF PRESIDING MEMBERS AND DEPUTY PRESIDING MEMBER:

- **Presiding Member** – The Board Secretary called for nomination for Presiding Member/Chair.
 - *Melanie Morris*: nominated Paul, seconded Zelda.
 - There being no further nominations, Mel was elected unopposed as Presiding Member/Chair for the 2024 year.
- **Deputy Presiding Member** – The Board Secretary called for nomination for the Deputy Presiding Member.
 - *Paul Ballantine*: nominated Charles, seconded Melanie.
 - There being no further nominations, Paul was elected unopposed as Deputy Presiding Member for the 2024 year.

BOARD APPOINTMENTS:

- **Finance Committee Chair** :
 - *Paul Ballantine*: nominated by Philippa, seconded by Charles.
 - There being no further nominations, Paul was elected unopposed as Finance Committee Chair for 2024.

ORGANISATION OF SUB-COMMITTEES:

- **Policy Committee (as required)** – Philippa, Zelda, Suzanne, Rowan
- **Pre-School Trust** – Rowan, Tracy Summerton (PS Director), Benita Rarere-Briggs (Community), Suzy Petersen (Parent) **Action Point: Rowan to check Trust Deed in relation to Trust members makeup and quorum.**
- **Te Urungi** – Jasmine, Zelda and Paolo (possible's)
- **Finance Committee** – Paul, Charles, Melanie, Casey

5. DELEGATED AUTHORITIES:

In the Absence of the Principal:

That the Board agrees that in the absence of Rowan Milburn, Principal, that Hayden Shaw, Deputy Principal, will act in her absence for 2024. If Hayden Shaw is absent Jenni Holden, Deputy Principal, will act in his absence for 2024 and then Suzanne Waters, Assistant Principal.

6. REGISTER OF INTERESTS:

Update of all members to include the year level of their children, siblings, as students, and other relevant information.

7. CORRESPONDENCE:

Letter from MoE confirming Alternative Arrangements for Leadership of the Te Taura Here o Otautahi Kahui Ako – confirming the continuation of Duncan Woods as Leader until the end of Term 1, 2024.

8. PRESIDING MEMBER:

- Welcome to everyone for 2024.
- Enrolments are looking good for the School Role Return due on 1 March.

8. FINANCE REPORT:

- Finance Report taken as read.
- An adjusted draft budget was sent to members this morning (Tuesday)
- More notes included in the financial reports from Casey including monthly holiday pay expenses for Support Staff, After 3 tracking through KAMAR.
- Edits from the November 2023 budget which reduce our deficit from \$205k to \$66k include:
 - Interest accrued adjustments increased to \$30k
 - Student numbers adjustment \$75k
 - Heat/light reimbursement from 2023 and continuing into 2024 (\$44k each year)
- **Approval of 2024 Draft Budget – moved Paul – unanimously seconded by the Board**
 - New actions for 2024 include a reforecast ed budget to be completed in June 2024 and budget to be included in the balance sheet from the end of May when accounts are finalised.
- Thank you from the Board to the Finance Committee for the efforts from the HOD's and other staff in identifying savings in their department budgets.

9. SENIOR LEADERSHIP TEAM REPORTS:

- Health and Safety - Taken as read – Physical Restraint training completed, still need a PPTA representative on the Committee.
- Schooldocs – College now on live site, some policies that are unique to the College will be reviewed on cycle either by the Board or the policy Sub Committee
Approval for the College to function under the School Docs policy system : Moved by Rowan ; Seconded by Zelda
- Staffing and Personnel:
 - Staffing Vacancies:
 - Artistic Director at interviewing stage
 - Learning Support/Literacy Support teacher at interview stage.
 - Appointments:
 - Kevin Roberts – TIC Hard Materials
 - Paul Densem – 8 hours Music Teacher
 - Isaac Bennet – 7 hours Music
 - Nanako Sato and Van Elkayem – 6 monthly sharing of Acting HOD Music for 2024.
 - Staff Leave Applications:
 - Pauline Hocking – 2 months overseas travel – LWOP – Approved
 - Adaire Manners – 7 days overseas – LWOP – Approved
 - Tanya Hamilton - 12 days overseas - LWOP – Approved
 - Bridget Van Ballekom – 13 days overseas - LWOP – Approved
 - Fiona Oudshoorn – 12 days overseas - LWOP – Approved
 - Angela Mote-Andrews – 12 days Olympics?? – LWOP – Approved
 - Audrey McGrath – 9 days home to Ireland – LWOP – Approved
 - Alison Wilson – 8 days overseas – LWOP – Approved
- Property and rebuild – taken as read.
- SLT Professional Learning and Development – taken as read.
- Wellbeing, Attendance and Pastoral Care – taken as read. **Approval for catering a Morning Tea to staff in Simpson House for the enormous workload from the start of the year.**
- School Events – taken as read.
- Sub-Committees
 - Te Urungi – no meeting this month.
 - PreSchool Trust – taken as read.
 - Policy Committee – no meeting this month.
- Designated Character – taken as read.

10. STUDENT REPORT:


- Suggestion that on significant occasions when other flags are being flown (ie; Waitangi Day, Pacific Island week etc) that the NZ flag should be taken down and only the significant flag flown. **Action Point: Replacement of College NZ Flag - Rowan**

11. GENERAL BUSINESS:

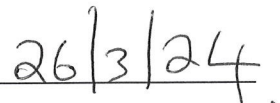
- Extension to Kahui Ako leadership position, Duncan Woods, has agreed to continue this position until the end of Term 1, 2024. Likely that an application by Rowan and Anita (Principal at Ao Awhiti) to be dual leaders will be lodged for after this date – more information at the next Board meeting. **Action Point: Rowan will update the Board around the Kahui Ako leadership.**
- Conference for Board members run by NZSTA is being held in Wellington 6-9 June for 2.5 days. Any Board members that would like to attend please contact Melanie. **Action Point: NZSTA conference in Wellington 2024.**

13. MEETING CLOSURE: 7.35pm

SIGNED AS A TRUE AND CORRECT RECORD



Melanie Morris, Presiding Member and Chair of the Meeting



Date