

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

Minutes of meeting held 25 June 2024 in Auripo 24

**1. PRESENT:**

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

**1.1 IN ATTENDANCE:**

- Hayden Shaw, Jasmine Lambert, Sherron Harrison (Minutes)

**2. APOLOGIES:**

- Jenni Holden, Paul Ballantine

**3. MEETING COMMENCEMENT:**

- 6.00pm

**MEETING HELD 28 May 2024**

**3.1 Approval of Minutes:**

- Moved by the Chair that the minutes from the Board meeting on 28 May 2024 be approved as a true and correct record. **Carried**

**3.2 Matters Arising:**

<b>3.3 Actions:</b>			<b>Completed/Progress</b>
Reference Letter for Lilly Anderson	Melanie	Melanie to write a reference letter for Lilly	Drafted but still needs to be sent – check on status of reference with Mel
Banking Staffing – Toolkit	Rowan	Double check against Staffing Report from last year about cost of staff and staff relief pool of money being used	Rowan to come back to the Board with more information
Reply to email re student using College name in protest banner	Mel/Sherron	Email to be sent to email writer, reiterating the College decision	

**4. REGISTER OF INTERESTS:**

No changes.

**5. CORRESPONDENCE:**

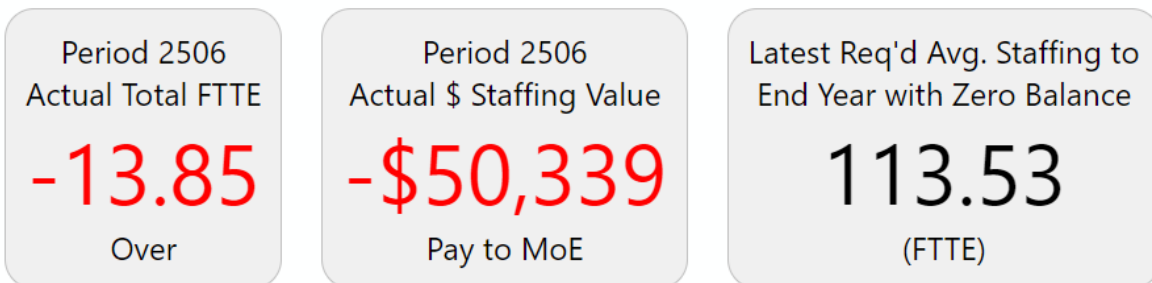
- Email trail from parent re student wanting to use the College’s name in a protest banner. Rowan spoke to the student(s) concerned about the Board decision. **Action Point: Mel to reply to the email writer**

**6. PRESIDING MEMBER:**

- Jo Fox presenting from HALC [Hagley Adult Literacy Centre]
- Andy Gorton presenting as Operations Manager

**7.1. FINANCE REPORT:**

- Finance Report taken as read.
- Banking Staffing Report taken as read – still some concerns as to over usage. Rowan to gain some more insight from Moe Advisor. New reporting format available using Toolkit means we are now using live data. **Action Point : Double check against Staffing Report from last year about cost of staff and staff relief pool of money being used. Rowan**
- Reporting becoming clearer
- Halfway through the year and half of budget spent – reforecast due in July to keep a track for the last half of the year.
- Roll return due 1 July.
- **Banking staffing :**
- Last two pay periods – The amount of relief is taking our staffing well over the entitlement. I’ll work in the holidays to look at the amount of staffing we get back from September to end of January and report to Board at July meeting.



- **Staffing Usage and Entitlement report :** The SUE report – Pay period :202505 – \$609065.70 paid out in salaries and wages
- 202506- \$611171.96 paid out in wages – reflects teacher increments
- **Staffing entitlement:** Kāhui leadership is now showing correctly and awaiting adjustment in banking staffing.

## 7.2. SENIOR LEADERSHIP TEAM REPORTS:

- Health and Safety - Taken as read. Evacuation processes for After 3 classes are in process.
- School Roll – June roll return completed, continuing to enrol in most areas.
- Student Achievement – taken as read – Term 3 will see a return of graphs with comparisons.
- Staffing and Personnel:
  - Staffing Resignations:
    - Jess Stickley – Café Assistant – 5 July
  - Appointments:
    - Nil
  - Staff Leave Applications:
    - Nil
- Property and rebuild – taken as read.
- SLT Professional Learning and Development – taken as read.
- Wellbeing, Attendance and pastoral care – taken as read – mistake in the ‘Chronically Absent’ figure should be nearer 35%.
- School Events – taken as read. Tiaho was well presented celebrating culture, jewellery, fashion awards for garment and design. Manu Korero was over 2 days and a valuable experience for our rangitahi and presentations from Amber and Masina.
- Sub-Committees
  - Te Urungi – taken as read.
  - PreSchool Trust – Enrolments full, finances in good shape for this time of the year, policies well researched.
  - Policy Committee – Submitted feedback on Appointments, Employer Responsibility and Safety Checking Policies to SchoolDocs.
- Designated Character – taken as read.

## 7.3. STUDENT REPORT:

- n/a

## 7.4. STAFF REPRESENTATIVE REPORT:

- Standdowns and Suspensions to 25 June 2024
  - Standdowns – 6
  - 1 – return to the Board for conditions

## 8. GENERAL BUSINESS:

- Philippa attended the School Trustees Conference in Wellington in early June. Approx. 800 people attended.

Philippa attended sessions on Mental Health and SportNZ interacting in play, HATE speech presented by the NZ Police.

Another smaller conference (free) to be held in Christchurch later in 2024.

- Te Puna Wai o Waipapa – Hagley College Health Consultation Draft Delivery Statement was presented to Board. This is a 2 yearly document consulting on our delivery of Health Education units. The board would like to thank Bridget Fairweather for her mahi around this Delivery Statement.

**The Board has received the Te Puna Wai o Waipapa – Hagley College Health Consultation and has reviewed the consultation as required.**

**The Board are reassured that the Health Education programme as described in the consultation document is meeting the learning needs of our students and reflects best practice in Health Education.**

## 10.

## MEETING CLOSURE:

	<b>Board Meeting</b> All Board members, Sherron and SLT  Venue: Auripo 24	<b>Finance Committee</b> Paul (chair), Rowan, Mel, Casey, Charles  Venue: Auripo 24	<b>Pre School Trust</b> Tracy, Rowan, Suzy, Zelda, Benita  Venue: Rowan's office	<b>Te Urungi</b> Jasmine, Chantelle, Rowan, Paolo, whānau Māori and ākongā Māori  Venue: Whare
<b>July</b>	Tues 30 <sup>th</sup> July – 5:45	Tues 30 <sup>th</sup> July – 5pm	Tues 23 July – 4pm	Thurs 25 July – 4pm
<b>August</b>	Tues 27 <sup>th</sup> Aug – 5:45	Tues 27 <sup>th</sup> Aug – 5pm	Tues 20 Aug – 4pm	Thurs 22 Aug – 4pm
<b>September</b>	Tues 24 <sup>th</sup> Sep – 5:45	Tues 24 <sup>th</sup> Seper – 5pm	Tues 17 <sup>th</sup> Sept – 4pm	Thurs 19 Sept – 4pm
<b>October</b>	Tues 29 Oct – 5:45	Tues 29 Oct – 5pm	Tues 22 Oct – 4pm	Thurs 24 <sup>h</sup> Oct – 4pm
<b>November</b>	Tues 26 <sup>th</sup> Nov – 5:45	Tues 26 <sup>th</sup> Nov – 5pm	Tues 19 Nov – 4pm	Thurs 21 Nov – 4pm

SIGNED AS A TRUE AND CORRECT RECORD

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Melanie Morris, Presiding Member and Chair of the Meeting

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Date