

# MINUTES (in Review)

## BOARD OF TRUSTEES MEETING

<b>Name:</b>	Timaru Girls' High School Board of Trustees
<b>Date:</b>	Tuesday, 22 February 2022
<b>Time:</b>	6:00 pm to 8:30 pm
<b>Location:</b>	Timaru Girls' High School Board Room, Cain Street Timaru
<b>Board Members:</b>	Vicki McKnight (Chair), Adam Martin, Alison Leadley, Andrew Collins, Deb Hales, Keri Johnston, Mazaiah Isaako Tuala, Richard Kidd
<b>Attendees:</b>	Erica Bailey, Janine Quigley, Annabelle Quinonez
<b>Notes:</b>	Keri Johnston and Adam Martin attended via Zoom

### 1. Opening Meeting

#### 1.1 Karakia

#### 1.2 Apologies

There were no apologies recorded.

#### 1.3 Interests Register

No conflicts of interest were declared.

#### 1.4 Public Attendance

No members of the public were in attendance.

### 2. Appointment of Officers

#### 2.1 Finance Committee



##### Confirm membership of finance committee

That membership of the finance committee be confirmed as Alison Leadley, Vicki McKnight, Adam Martin, Keri Johnston, Deb Hales and Janine Quigley (staff appointment - business manager).

**Decision Date:** 22 Feb 2022  
**Mover:** Vicki McKnight  
**Outcome:** Approved

## 2.2 Hostel Committee



### Confirm membership of hostel committee

That membership of the hostel committee be confirmed as Keri Johnston, Mick Geary (parent representative), Deb Hales, Elle Bradley (director of boarding), Mark Lissington (property manager) and Janine Quigley (business manager).

**Decision Date:** 22 Feb 2022  
**Mover:** Vicki McKnight  
**Outcome:** Approved

## 2.3 Other Committees



### Confirm membership of audit committee and other committees

That membership of the audit committee be confirmed as Richard Kidd, Andrew Collins and Erica Bailey (staff appointment - deputy principal).

That membership of the disciplinary and appointments committees will be all board members, with appointments made on an ad hoc basis when each committee has reason to convene.

**Decision Date:** 22 Feb 2022  
**Mover:** Vicki McKnight  
**Outcome:** Approved

## 3. Schedule of Delegations

### 3.1 Approve schedule of delegations for 2022



#### Approve schedule of delegations for 2022

That the financial delegations in the 2022 schedule be approved, with an alteration to clause 16 "that the Principal appoints, on behalf of the board, the Health & Safety Officer".

**Decision Date:** 22 Feb 2022  
**Mover:** Vicki McKnight  
**Outcome:** Approved

## 4. Minutes of previous meeting

### 4.1 Confirm Minutes

**Board of Trustees meeting 24 Nov 2021**, the minutes were confirmed as presented.

**Board of Trustees meeting 7 Dec 2021**, the minutes were confirmed as presented.



#### Confirm minutes

That the minutes of the meeting held on 24 November 2021 and the in-committee meeting held on 7 December 2021 be confirmed as presented.

**Decision Date:** 22 Feb 2022  
**Mover:** Vicki McKnight  
**Outcome:** Approved

Due to a BoardPro glitch, the minutes were not available in the republished board pack. The minutes for both meetings were read to the members from the minutes held in the meeting document section of BoardPro relating to each meeting

## 4.2 Matters Arising

There were no matters arising from the previous minutes.

## 4.3 Review of Action Table

Term 3 compliance is ready for signature.

Term 4 compliance has been completed and is ready for signature.

Term 4 policy reviews - still to be completed. A start has been made on the term 1 2022 reviews.

Review of governance survey - NZSTA now has new resources available for online access, Vicki is working on it and will advise members.

HR audit - still in progress.

Staff code of conduct - Deb has a draft ready for discussion with and feedback from staff, which will be completed and the document tabled at the March meeting. Deb noted that teachers already have a professional code of responsibility that they adhere to. This code of conduct is for all staff at TGHS pertaining to how the staff interact with each other on a daily basis. Deb will email the current draft to members.

## 5. Correspondence

### 5.1 Inward and Outward Correspondence

MoE 5YA review - noted.

PPTA advice of PUM - noted.

My School Election - noted.



#### Rowing club application to Alpine Energy Trust for funding

That the application by the TGHS rowing club to apply to the Alpine Energy Trust for funding to replace the safety boat engine be approved.

**Decision Date:** 22 Feb 2022  
**Mover:** Vicki McKnight  
**Outcome:** Approved



#### Accept correspondence

That inward correspondence be received.

**Decision Date:** 22 Feb 2022  
**Mover:** Vicki McKnight  
**Outcome:** Approved

## 6. Principal's Report & Health and Safety Report

### 6.1 Principal's report

Draft annual plan - Deb Hales spoke to a Powerpoint presentation.



Acting deputy principal Annabel Quinonez was welcomed to the meeting and spoke to the points in the principal report relating to relationships and wellbeing. House spirit events are to be added, which will add to student wellbeing. Grace Kerridge has taken the organisation of this on. Swimming sports are not being held this year. Athletics are being held. Should be able to hold Aitken & Waters in term 3. There will be lunchtime activities for house points. LAHs are suggesting house points for academic achievement. There have also been discussions through PB4L. The vibe at lunchtimes is awesome. We are looking at trialling phone-free Fridays during breaks. We are also looking to trial vertical form class on Fridays in house groups where senior students will take leadership roles.

The meeting went in to committee at 7.10 pm to discuss personnel matters.

The meeting returned to open meeting at 7.15 pm.

Deb spoke to the roll numbers, and advised where students who had left had gone, and outlined the strategy for increasing the roll. An error in the table needs to be corrected. The correct numbers are:

	<b>Nov 2021</b>	<b>Feb 2022</b>
<b>Yr 9</b>	84	73
<b>Yr 10</b>	106 (1 AE)	82
<b>Yr 11</b>	79 (3AE)	102 (1AE)
<b>Yr 12</b>	63	69 (1AE)
<b>Yr 13</b>	70	57
<b>TPSG</b>	6	4
<b>Total</b>	<b>408</b>	<b>387</b>



#### **Accept the principal's February report**

That the principal's February report be accepted.

**Decision Date:** 22 Feb 2022  
**Mover:** Deb Hales  
**Second:** Alison Leadley  
**Outcome:** Approved

## **6.2 NCEA 2021 results**

The 2021 results are disappointing, and continue the downward trend of the last few years.

Erica met with LAHs yesterday to discuss the results. LAHs formed groups for discussion and ideas for improvement. There were a number of recurring themes that came through from LAHs and the feedback will be collated, sent out and debriefed at the next LAH meeting in two weeks.

Deb to include Jo Shaw's spreadsheet of the 2021 leavers and where they have gone in the next report.

The university entrance results were discussed. It would appear some parents do not realise the importance of UE - students have to have it to be able to attend university.

## 6.3 Health and Safety Report



### Accept the H & S February report

That the February health & safety report be accepted.

**Decision Date:** 22 Feb 2022  
**Mover:** Deb Hales  
**Seconder:** Alison Leadley  
**Outcome:** Approved

## 7. Finance committee report

### 7.1 January 2022 financial reports

The reports are as expected for the first month of the year.

They are reported against the draft 2022 budget approved by the board in December 2021.

Noted that there are only three international students in 2022.

Hostel numbers are sitting at 52 plus two casuals, under the 55 budgeted plus one casual.

Term deposits are being managed.

The property reports indicate property issues are being well managed.

The 2021 year end result was much better than budget. Alison reiterated how well everyone had done to manage spending to achieve the result. The year end result for hostel and international was also very good.

Noted that the final van lease payment will be made in February and the school will own the second van outright.

MoE dashboard financial report - the MoE adviser who attended the December meeting had provided the dashboard template. However, the business manager (in attendance as board secretary) feels it is very complicated and beyond her skill level to set up.

Further to this, the business manager advised that a decision had been made to return to Solutions & Services as the accounting adviser responsible for preparing the annual accounts. This decision was not based on any dissatisfaction with the current provider Sidekick Accounting, but was a decision based on having a financial provider that is deeply connected to school financial operations, and to future-proof the school as the business manager comes up to retirement. Solutions & Services advise that they have a much simpler dashboard report for schools to use for monthly reporting, and it will be made available as part of the transition to their service.

A report on the banked staffing position for each pay period is to be added to the payroll section of the monthly commentary.



### Accept the finance committee minutes

That the minutes of the December and January finance committee meetings be accepted.

**Decision Date:** 22 Feb 2022  
**Mover:** Alison Leadley  
**Seconder:** Deb Hales  
**Outcome:** Approved



## **December 2021 (interim) and January 2022 financial reports**

That the December and January finance reports be accepted.

That the December and January payment schedules, bank statements, leave reports, reconciliations of the school's bank accounts and credit cards, the bank transfers, the journal reports, and the Staff Usage and Expenditure payroll reports for PPs 192022, 202022, 212022 and 222022 be approved, and that the banked staffing reports dated 28 December 2021 and 25 January 2022 be approved.

<b>Decision Date:</b>	22 Feb 2022
<b>Mover:</b>	Alison Leadley
<b>Seconder:</b>	Deb Hales
<b>Outcome:</b>	Approved

## **8. Hostel committee report**

### **8.1 Hostel report**

The first meeting for 2022 is to be held in March.

A working bee was held at the end of January to paint the rec room and it now looks great.

It was noted that a recent school Facebook post that included a photograph of a student at the canteen window showed the window with chipped and unsightly paintwork on the window sills. Property manager to be advised (board secretary).

## **9. PTA Report**

### **9.1 PTA Report**

The PTA met last week and a couple of new members have joined the committee.

Going ahead with the Grocery Grab fundraiser in term 2.

The thank you barbecue for students will be held in term 3.

The PTA scholarship has been awarded.

The PTA is still looking for more ideas to donate. More outdoor seating and shade sails was mentioned - PTA to discuss with SLT.



## **Accept PTA report and minutes**

That the oral PTA report and the February meeting minutes be accepted.

<b>Decision Date:</b>	22 Feb 2022
<b>Mover:</b>	Adam Martin
<b>Seconder:</b>	Andrew Collins
<b>Outcome:</b>	Approved

## **10. General Business**

### **10.1 Confirm 2022 board meeting dates**

SLT is to decide the format of LAH reporting and report back at the March meeting.

LAH dates to be changed to Tuesday 10 and Thursday 12 May, but the meetings are still to be confirmed.



26 April meeting to be removed.

Finance will still meet in April and May.



### **Adopt 2022 meeting dates**

That the 2022 meeting schedule be adopted with the changes noted above.

**Decision Date:** 22 Feb 2022  
**Mover:** Vicki McKnight  
**Seconded:** Alison Leadley  
**Outcome:** Approved

## **10.2 Advice of 2022 school term dates**



### **Approve the 2022 school term dates**

That the 2022 school term dates be approved.

**Decision Date:** 22 Feb 2022  
**Mover:** Vicki McKnight  
**Seconded:** Mazaiah Isaako Tuala  
**Outcome:** Approved

## **10.3 Strategic plan**



### **Adopt the strategic plan**

That the 2021 three-year strategic plan be adopted for 2022.

**Decision Date:** 22 Feb 2022  
**Mover:** Vicki McKnight  
**Outcome:** Approved

The strategic plan is a three-year plan 2021-2023. The annual plan that falls out of the strategic plan was discussed as part of the principal's report.

## **10.4 Board work plan**

Vicki advised the plan is going to be revamped as there is new material now available from NZSTA.



### **Adopt the Gifted & Talented statement**

That the Gifted & Talented statement be adopted:

#### **Gifted and Talented**

We regard gifted and talented students at TGHS as those who *might* perform (gifted) or who *are* performing (talented) well above average in any of the following domains: academic, sporting, cultural, the key competencies, personal or leadership skills.

We recognise that personal qualities and high moral values such as awhinatanga (helping and serving others), maia (courage and bravery), manaakitanga (hospitality) and wairuatanga (spirituality), aroha (love for, caring and sensitivity to others) and pukumahi (industriousness and determination) are included in this definition.

We also recognise that these gifts and talents are dynamic, rather than innate, and can be developed and fostered.

**Decision Date:** 22 Feb 2022

**Mover:** Vicki McKnight

## 10.5 Covid-19 preparedness

Annabelle Quinonez talked to the poster attached and the school's planning and preparedness to manage the current Covid-19 Omicron outbreak.

Annabelle noted that 30% of the staff away is still manageable in terms of keeping the school open, and this has been factored in to planning.

## 10.6 SchoolDocs - 2022 policy review schedule

Erica is working on the reviews.

## 11. In committee business

### 11.1 In committee - agenda and correspondence attached

#### **PUBLIC EXCLUDED BUSINESS**

Public be excluded from the following proceedings of this meeting.

The general subject matter 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 for the passing of this resolution as follows –

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under sections 48 (1) for the passing of this resolution</b>
Staffing matters	Good reason to withhold exists under section 7 (2) (a)	
Finance matters	Good reason to withhold exists under section 7 (2) (a)	

This resolution is made in reliance on Sections 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole of the relevant part of the proceedings of the meeting in the public are as follows:

To protect the privacy of natural persons

The public were excluded from the meeting at 8.05 pm.

Erica Bailey and Annabelle Quinonez left the meeting at 8.05 pm.

<b>MOVED</b>	That Janine Quigley be permitted to remain at this meeting after the public has been excluded.
	V McKnight
	<b>CARRIED</b>

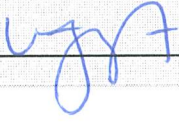
## 12. Close Meeting

### 12.1 Close the meeting

**Next meeting:** Board of Trustees meeting - 29 Mar 2022, 6:00 pm



Signature: \_\_\_\_\_



Date: \_\_\_\_\_



