



Hāwera High School

Hawera High School Board of Trustees Meeting Minutes

- Thursday 27 June 2019
- 6.00 pm
- Meeting Room B, Administration Block

Present: Rachel Williams, Ed Fern, Gary Wallis, Robbie Bird, Georgia Sparks, Anita Scott, Will Edwards, Dinah King.

In Attendance: Michelle Malone (Minutes Secretary).

Apologies: Nil

1. Principal's welcome

After a short tour of building work currently being undertaken at the school, Principal Rachel Williams welcomed all to the meeting. New trustees were given a brief outline of current practices and requirements for meeting preparation and support from the minutes secretary.

A brief outline on the position of Chair was given.

Nominations for the position of Chairperson.

Robbie Bird was nominated by Dinah King. Robbie rejected the nomination.

Gary Wallis was nominated by Ed Fern. Gary accepted the nomination.

Dinah King was nominated by Robbie Bird. Dinah accepted the nomination.

A written vote was held, resulting in a draw.

Candidates were then invited to address Trustees on their suitability to the position. A second written vote was held.

It was agreed that Gary Wallis be elected as Chairperson of the Hawera High School Board of Trustees for 2019.

Rachel vacated the Chair.

Gary Wallis thanked trustees for their support and called for nominations for Deputy Chairperson.

Dinah King was nominated by Anita Scott/seconded by Robbie Bird.

Being the only accepted nomination received

It was resolved that Dinah King be elected as Deputy Chairperson of the Hawera High School Board of Trustees for 2019.

Anita Scott / Robbie Bird

2. Confirmation of Board Meeting Minutes:

It was resolved that minutes of a meeting held 30 May 2019 be taken as read, confirmed as a true record and signed by the Chairperson.

Robbie Bird / Rachel Williams

3. Conflict of Interest:

Nil

Correspondence:

- Inwards:
Ed Gazette – 3 June 2019
Tukutuku Korero – 17 June 2019
STA News – June 2019

It was resolved that Inwards Correspondence be received.

Robbie Bird / Ed Fern

- Outwards:
Letter to Judy Brown re Centenary Hall use
Board of Trustees Election results

It was resolved that Outwards Correspondence be approved.

Georgia Sparks / Robbie Bird

4. Decisions

- **NZSTA Conference**
Discussion was had around the attendance of Trustees at this year's NZSTA Conference. It was agreed that NZSTA Workshops held in the region should be well attended by the Board.

- **Committee Affiliations**

Committee Affiliations were discussed at length. The Marketing Committee will be reestablished as the Community Engagement Committee, with Whanau TeiTei sitting underneath this umbrella. This will be discussed further. Committee Affiliations were agreed as follows:

Finance: Anita, Gary, Robbie (Chair to be appointed)

Property: Ed, Robbie, Will, Gary, Dinah (Chair).

Community Engagement: Anita, Dinah, Ed, Will (Chair).

- **Board / Committees of the Board meeting dates**

It was agreed that all meetings of the Board would be held on Wednesdays from this point forward. The minutes secretary to update the calendar and send invitations to Trustees.

- **Delegations of Authority**

It was resolved that the Delegations of Authority to the Principal policy as presented be approved.

Robbie Bird / Dinah King

- **EOTC Squash**

It was resolved that the Squash trip to NZSS Nationals be approved.

Dinah King / Robbie Bird

- **EOTC Year 13 ORE TOPEC**

It was resolved that the Year 13 ORE TOPEC trip be approved.

Georgia Sparks / Ed Fern

5. Policies

- **Board Induction Policy**

Trustees asked that a reference to documents being available on OneNote be added to point 2.

It was moved that the Board Induction Policy with the addition of a OneNote reference be ratified next month.

- **Appointments Policy**

It was resolved that the Appointments Policy be approved.

Anita Scott / Robbie Bird

6. Kahui Ako / Communities of Learning

Rachel Williams explained to new Trustees the function of the Kahui Ako, including the benefits of collaboration and the specific roles within it. Current vacancies are that of Lead Principal and the Across School Teacher in the ECE space.

The Board's involvement in the Kahui Ako was queried, and clarified to be some members of the various Boards sit above the Principal's Steering Group as key stakeholders. The Principals effectively act as Board representatives for ongoing involvement in Kahui Ako work.

7. Principal's Report

Ms Williams took her report as read. Discussion was had on the work of Impact Coaches within the school and the benefits of this for HHS.

It was resolved that the Principal's Report for June be received.

Rachel Williams / Robbie Bird

7. Student Achievement

ratios are the current focus for this time of year, and will become more accurate as the year goes on.

It was resolved that the Student Achievement Report for June be received.

Rachel Williams / Robbie Bird

8 Committee Reports

FINANCE

The Finance Report was taken as read.

Hawera High School does not currently have a credit card, which means many electronic purchases are not possible. Due to increased use of Ms Williams personal credit card for school purchases, it was agreed that a school Credit Card Policy be drafted for ratification at the next Board meeting.

It was resolved that accounts for June 2019 as presented be confirmed for payment.

Robbie Bird / Dinah King

It was resolved that the Hawera High School Annual Financial Report as presented be accepted.

Robbie Bird / Gary Wallis

PROPERTY

Further to the school tour earlier, Trustees were briefed on the Property project.

MARKETING

The minutes for the June Marketing meeting were taken as read. Trustees were advised that previous Marketing Committee Chair Debbie Clancy has offered to do a handover if the Board requires.

It was resolved that the Marketing report for June be received.

Robbie Bird / Rachel Williams

STAFF TRUSTEE

No report was presented.

STUDENT TRUSTEE

No report was presented.

*** Georgia Sparks left the meeting at 9.15pm.**

9. Workplan Review

It was agreed that the Board Assurance Self Reviews would recommence next month.

10. Items of General Business

Mr Wallis requested that General Business items should be avoided, and all items for consideration at Board meetings should be brought to the agenda via the Chairperson or Principal.

The Principal advised Trustees to review the department reports each month and make question comments on the documents as required.

11. In Committee

It was resolved that the Board go into Committee

Rachel Williams / Robbie Bird

Action	By who	By when
Check Finance Committee able to operate without Chair for first meeting	Rachel Williams	19 July 2019
Update Board and Board Committee dates and send email invites	Michelle Malone	02 July 2019
Make amendments to Board Induction Policy for ratification in July	Michelle Malone	02 July 2019
Create HHS staff list for Trustees	Michelle Malone	02 July 2019
Create draft Credit Card Policy	Rachel Williams	19 July 2019

This concluded the meeting which closed at 9.45pm.

Chairperson

Dated

24 July 2019

DATE OF NEXT MEETING:

July 24, 2019