



Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

APPROVED MINUTES

*A Meeting of the School Board
held in the Boardroom of Epsom Girls Grammar School
on 27 August 2024 from 5.30 pm*

1.	<p>PRESENT: Tahei Simpson (Board Chair); Murray Burt, Michael Chen (joined 5.50pm online), Kirstin Kane, Andy Patrick, Ria Pou (Co-Opted Whānau Rep); Sara Tuitupou (Co-Opted Pasifika Rep), Tovia Va'aelua (Deputy Chair), Brenda McNaughton (Principal), Rachel Heeney (Staff Rep), Jasmine Huang (Student Rep), Catherine Readhead (Board Secretary), Karyn Dempsey (DP)</p> <p>APOLOGIES: Michael Alofa</p> <p>VISITORS: Julie Goodyer, Whaea Jacqs Carter</p>	
2.	<p>OPENING KARAKIA: Tahei Simpson opened the meeting with a karakia</p> <p>BLESSING OF KAI: Tahei Simpson blessed the kai</p>	
3.	<p>MINUTES</p> <ul style="list-style-type: none">Minutes of Board meeting held 30 July 2024. <p><i>Move: That the Minutes of the July 2024 Board Meeting be confirmed as a true and accurate record</i> <i>Rachel Heeney / Ria Pou CARRIED</i></p> <p>MATTERS ARISING FROM THE MINUTES:</p> <ul style="list-style-type: none">no matters arising	
4.	<p>CONFLICTS OF INTEREST</p> <ul style="list-style-type: none">None to declare	
5.	<p>DECISIONS TO BE MADE AT THIS MEETING:</p> <ul style="list-style-type: none">Donations for 2025 – refer to F&P discussion <p><i>EOTC Approvals: (link in Principals Report)</i></p> <p>Predominantly Winter Tournament Week trips – focus on staff members going with the teams as well as parent helpers</p> <p><i>Move: That the Board approve the upcoming overnight trips as listed in the EOTC report</i> <i>Tovia Va'aelua / Ria Pou CARRIED</i></p>	
6.	<p>LEADERSHIP</p> <p>Principal's Report</p> <ul style="list-style-type: none">Brenda provided an email statement to the Herald re: enrolment. Several other schools have also made commentWorking on 2025 Budget to be ready prior to the end of yearStaffing rounds have commenced for 2025. <p>Action: Timetable policy to be updated – Curriculum Committee to discuss this to bring forward to the September meeting (template in Policies folder)</p>	

	<ul style="list-style-type: none"> Meeting held between EGGS, MSD and MoE about specific incidents of anti-social behaviour by members of the public towards EGGS students outside of the school gates (before and after school) Timetable review was paused in 2021 (due to covid disruptions) but has now recommenced New staffing – no conflicts of interest and all have satisfactory police vet reports <p>Action: School to investigate possibility of a confirmation email being sent to parents once they have approved option selections – Karyn Dempsey</p> <p>Moved: That the Principal's report be accepted</p> <p>Brenda McNaughton / Tovia Va'aelua CARRIED</p>	
8.	BOARD ISSUES <p>Health and Safety: See Principal's Report</p> <p>Governance: Principal Annual Mid-Year Review – In Committee</p>	
9.	LEARNING & EXCELLENCE <p>Curriculum:</p> <p>Curriculum Committee: Profile of Teaching Excellence – work has begun to develop a visual and annotated record of excellent classroom practice at EGGS. This work will continue through 2025.</p> <p>Move: That the Curriculum Committee Report be accepted</p> <p>Kirstin Kane / Tovia Va'aelua CARRIED</p> <p>Maori and Pasifika Committee Report:</p> <ul style="list-style-type: none"> No meeting this month <p>Te Whanau Awhina Report:</p> <ul style="list-style-type: none"> NCEA Hui is tonight Te Wiki o te Reo Māori always seems to coincide with the EGGS exam week. In 2025, EGGS will celebrate Te Wiki o te Reo Māori at a different time Feedback from whanau that they didn't know where to find information about exam leave on the EGGS website Question raised by Whanau Awhina regarding a historic presentation to the Board regarding governance structure <p>Action: Explore the inclusion of the exam week timetable on the portal/website – Karyn</p> <p>Action: Check archive of Board minutes for governance structure presentation - Cat</p> <p>Promote the fact that the Board has a Whanau and Pasifika representative to our Epsom House and InZone students and families. Each representative will endeavor to continue to connect with families.</p> <p>Action: Maori and Pasifika committee to invite Whaea Jacqs to present governance structure proposal to the committee – Ria</p> <p>Action: Ria and Sara to provide written reports each month so that there is a record of events and initiatives to support Māori and Pasifika learners</p> <p>Move: That the Whanau Awhina report be accepted</p> <p>Chair CARRIED</p> <p>Co-curriculum:</p> <p>Co-curriculum committee:</p>	

	<ul style="list-style-type: none"> Tovia spoke to the report – support staff are welcome to be included as staff that go on overnight trips <p>Action: dates for the awards ceremonies to be emailed to the Board – Principal</p> <p>Action: Correct last line in point 8 to say ‘staff’ not ‘teacher’...along with them to support...” - Catherine</p> <p>Move: That the Co-curriculum committee report be accepted</p> <p>Arts & Culture Report</p> <p>Action: contact Arts and Culture coordinator to provide report for the September meeting – Catherine</p> <p>Sports Report</p> <ul style="list-style-type: none"> Taken as read. Members commented on the clarity and coverage of sports, as well as the improved format of the Sports Report. It was great to see the significant participation of EGGS students in Sport at the School. <p>Action: the Board congratulate Clarissa, Kate and team for an in-depth report - Catherine</p> <p>Move: That the Sports report be accepted</p> <p style="text-align: right;">Brenda McNaughton / Tovia Va’aelua CARRIED</p>	
10.	<p>STUDENT ACHIEVEMENT</p> <p>Student Report:</p> <ul style="list-style-type: none"> Jasmine spoke to her report <p>Brenda thanked Jasmine for the detail in her report and for her continual connection with the students and prefects to provide the level of information provided.</p> <p>Tahei thanked Jasmine for being the Student Rep for the past year – it’s been a pleasure having Jasmine on the Board. Jasmine also thanked Board members for their warmth and support for her in her role over the past year.</p> <p>Move: That the Student report be accepted</p> <p style="text-align: right;">Jasmine Huang / Tovia Va’aelua CARRIED</p>	
11.	<p>STAFF</p> <p>Staff Report:</p> <ul style="list-style-type: none"> Rachel spoke to her report <p>Question raised about Charter school direction – the Board is focussed on continual improvement for EGGS students and staff (as the Strategic Plan document demonstrates) so is not pursuing any inquiries into Charter schools or new legislation relating to these.</p> <p>Reviews – Individual staff questioned the purpose and nature of the IT, Sport and Student Support Reviews, and the timeline for communication around these. Board members expressed their view that Reviews are a natural part of continual improvement for any organisation and that they also helped a governing Board be assured of best practice.</p> <p>Move: That the Staff report be accepted.</p> <p style="text-align: right;">Rachel Heeney / Tovia Va’aelua CARRIED</p>	
13.	<p>RESOURCES</p> <p>Epsom House Committee:</p> <p>Kirstin spoke to the report. It was commented that the significant amount of work done for students and in grounds maintenance was appreciated by the Board.</p> <p>Move: That the Epsom House Committee report be accepted</p> <p style="text-align: right;">Kirstin Kane / Sara Tuitupou CARRIED</p>	

	<p>Finance and Property: discussed in committee</p> <p><u>Recommendations for Board</u></p> <ol style="list-style-type: none"> 1. Recommend that a request for funding \$64,000 for barrier arm installation is approved. Barrier arms including installation, civil works and electrical \$65,000 +gst. 2. Recommend that work begin on the 2024 Cyclical Maintenance Provision and this spending be approved as per the 2024 budget. 3. Recommend that the School Donation structure (that was amended due to Covid disruptions) be restructured to one School donation of \$1095 per student. 4. Recommend that the annually reviewed Depreciation rates for 2024 be approved (as per Finance & Property Report). <p><i>Move: That the Finance and Property report and associated recommendations be accepted</i> Murray Burt / Andy Patrick CARRIED</p> <p>International Students Report:</p> <ul style="list-style-type: none"> • Taken as read <p style="text-align: right;">Chair CARRIED</p>	
14.	<p>COMMUNITY:</p> <p>Old Girls Association:</p> <ul style="list-style-type: none"> • Taken as read <p>Foundation:</p> <ul style="list-style-type: none"> • Julie given speaking rights and spoke to her report. <p>Resolution to apply for funding - Trust Fund Motion <i>Move: That the Board approves and confirms the delegated authority to the Principal to make specific approaches to Trusts and other funding agencies for financial support and approves the release of information required to support the applications, and that all applications are made in the name of Epsom Girls Grammar School and be signed by the Principal. The Board resolved that all grants must be banked into an approved school account and used solely for purposes for which they were made.</i></p> <p style="text-align: right;">Murray Burt / Andy Patrick CARRIED</p> <p><i>Move: That the Old Girls Association and Foundation reports be accepted</i></p> <p style="text-align: right;">Chair CARRIED</p>	
15.	<p>OTHER BUSINESS:</p> <ul style="list-style-type: none"> • For September meeting – succession planning discussion as tri-ennial elections are in 2025. Transition planning <p>Action: Board members to contact Tahei prior to September meeting with their intentions for next year's election</p>	
16.	<p>CORRESPONDENCE:</p> <ul style="list-style-type: none"> • Discussed in committee. <p>Action: Principal and Chair to respond on behalf of the Board.</p>	
17.	<p>CLOSING KARAKIA: Tahei Simpson closed the meeting with karakia</p>	

Finish: 7.20pm

In Committee: 7:25 - 8:45pm

NEXT BOARD MEETING: Tuesday 24th September 2024

Signed:

Tahei Simpson

Presiding Member

A handwritten signature in black ink, appearing to be 'Tahei Simpson', written over a horizontal line.

Dated: 25 September 2024