



Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

MINUTES

*A Meeting of the School Board
held in the Boardroom of Epsom Girls Grammar School
on 28 May 2024 from 5.30 pm*

1.	<p>PRESENT: Tahei Simpson (Board Chair); Michael Alofa, Michael Chen (via Teams 6.00pm), Kirstin Kane, Tovia Va'aelua (via Teams 5.40pm) (Deputy Chair); Ria Pou (Whānau Rep); Sara Tuitupou (Co-Opted Pasifika Rep) – late 5.42pm; Brenda McNaughton (Principal); Rachel Heeney (Staff Rep); Jasmine Huang (Student Rep); Catherine Readhead (Board Secretary)</p> <p>APOLOGIES: Murray Burt, Andy Patrick</p> <p>VISITORS: Jo O'Donnell (HOD Deans); Logan Townsend (Yr 13 Dean)</p>	5.30pm
2.	<p>OPENING KARAKIA: Tahei Simpson opened the meeting with a karakia</p> <p>BLESSING OF KAI: Ria Pou blessed the kai</p>	5.35pm
3.	<p>MINUTES</p> <ul style="list-style-type: none">Minutes of Board meeting held 26 March 2024. <p><i>Move: That the Minutes of the March 2024 Board Meeting be confirmed as a true and accurate record</i> <i>Rachel Heeney / Michael Alofa CARRIED</i></p> <p>MATTERS ARISING FROM THE MINUTES:</p> <ul style="list-style-type: none">Action items were completedAnnual Work Plan to be a standard item in the agenda with a link to the Strategic Plan	5.40pm
4.	<p>CONFLICTS OF INTEREST</p> <ul style="list-style-type: none">No conflicts of interest to declare <p>Chair noted that there is good information on the Institute of Directors website about this topic to gain understanding</p>	
5.	<p>DECISIONS TO BE MADE AT THIS MEETING:</p> <p>a) Staffing matters and concurrence - In Committee</p> <p>5.45pm - In committee 6.05pm – Out of committee</p> <p>b) Policy approvals/amendments:</p> <ul style="list-style-type: none">Health and Safety policyStaff Leave policy <p>Query from Michael Alofa re: cultural protection into policies citing Koiwi incident</p> <p>Action: Explore where cultural protection may fit into policies/procedures – Principal / SLT</p> <p>Query raised by Brenda about student supervision in classrooms during breaks and the level of comfort the Board had around this, relating to the provision of a safe and healthy physical and emotional environment.</p> <p>Action: SLT to explore options and present proposals to the Board at their next meeting - SLT</p>	

	<p>Staff Leave – Brenda noted changes to this policy</p> <p><i>Move: that the Health & Safety, and Staff Leave policies be approved</i></p> <p style="text-align: right;"><i>Chair CARRIED</i></p> <p>c) Brand strategy update and values discussion</p> <ul style="list-style-type: none"> - Brand strategy draft discussed and progress acknowledged. <p><i>6.25pm - Paused at this time</i></p> <p>d) Finance Committee – proposal for school van(s) to be presented.</p> <p>Recommendations for Board</p> <p>10YPP- 10Yr Property Plan</p> <p><i>Van purchase - School owned Vehicle proposal</i></p> <p>Request funding of \$135,652.17 to purchase 2 x 12 seater Toyota passenger vans for the school use.</p> <p>Propose to request funding of 1 x from Foundation funds. 2nd van to be paid for through a loan type arrangement where students are charged for use of the van as they currently have been and this would be used to pay back capital funds over time.</p> <p>Action: Chair to inform Foundation of acceptance of proposal and progress purchase of vans.</p> <p><i>Move: that the proposal from the finance and property committee for the purchase of two school-owned vans be accepted, and to progress the purchase of the vans</i></p> <p style="text-align: right;"><i>Tahei Simpson / Kirstin Kane CARRIED</i></p> <p>e) EOTC approvals</p> <p><i>Move: That the Board approve the upcoming overnight trips as listed in the EOTC report and international trips proposed in principle.</i></p> <p style="text-align: right;"><i>Brenda McNaughton / Michael Alofa CARRIED</i></p>	
6.	<p>LEADERSHIP</p> <p>Principal's Report</p> <ul style="list-style-type: none"> • Taken as read <p>Tahei commended the reports, easy to read and understand</p> <p>Action: Brenda to amend date of Prefect Leadership Event - Monday 20 May not Friday 17 May</p> <p>Action: Board funded staff positions (support staff) coming from operational grant. Chair requested further information on this - Principal</p> <p><i>Moved: That the Principal's report be accepted</i></p> <p style="text-align: right;"><i>Brenda McNaughton / Rachel Heeney CARRIED</i></p>	5.45pm
7.	<p>Epsom House:</p> <ul style="list-style-type: none"> • Taken as read <p>Gratitude expressed for the detail and breadth of information provided through the Epsom House report and documentation. Acknowledgement of the significant improvements made in the House was noted and the Board thanks Epsom House leadership for their ongoing work.</p> <p><i>Move: That the Epsom House report be accepted</i></p> <p style="text-align: right;"><i>Kirstin Kane / Michael Alofa CARRIED</i></p>	
8.	<p>BOARD ISSUES</p> <p>Health and Safety: See Principal's Report</p>	5.55pm

	<p>Resolution regarding trespassing individuals - Motion <i>Move: That the Board approves and confirms the delegated authority to the Principal to make specific approaches to the NZ Police.</i></p> <p style="text-align: right;"><i>Kirstin Kane / Sara Tuitupou CARRIED</i></p> <p>Governance: (Annual Work Plan can be included here as a standard agenda item with a link to the Strategic Plan)</p> <p>Communication processes reminder: Communications from the Board to the school come via the Chair and the Principal.</p>	
9.	<p>LEARNING & EXCELLENCE</p> <p><u>Curriculum:</u></p> <p>Curriculum Matters: see Principal's Report</p> <p>Maori and Pasifika Committee Report: including MoU with UoA</p> <ul style="list-style-type: none"> Michael Alofa spoke to the inaugural report <p><i>Move: That the Maori and Pasifika report be accepted</i></p> <p style="text-align: right;"><i>Michael Alofa / Ria Pou CARRIED</i></p> <p>Co-curriculum:</p> <ul style="list-style-type: none"> Arts & Culture Report Sports Report <p><i>Move: That the Arts and Culture and Sports report be accepted</i></p> <p style="text-align: right;"><i>Chair CARRIED</i></p>	6.05pm
10.	<p>STUDENT ACHIEVEMENT</p> <p>Student Report:</p> <ul style="list-style-type: none"> Jasmine spoke to her report <p><i>Move: That the Student report be accepted</i></p> <p style="text-align: right;"><i>Jasmine Huang / Brenda McNaughton CARRIED</i></p>	6.20pm
11.	<p>STAFF</p> <p>Staff Report: Verbal</p> <ul style="list-style-type: none"> Rachel spoke to an article she had read about burnout in NZ – Education 87%. Discussion had about the important place that teachers and support staff have within our community and the School Board and SLT will continue to work to provide a safe and healthy physical and emotional environment for its employees. <p><i>Move: That the Staff report be accepted.</i></p> <p style="text-align: right;"><i>Rachel Heeney / Kirstin Kane CARRIED</i></p>	6.35pm
13.	<p>RESOURCES</p> <p>Enrolment:</p> <ul style="list-style-type: none"> End of term 1 - A verbal update was provided to the Board about ongoing investigations into possible enrolment breaches. <p>Finance and Property:</p> <ul style="list-style-type: none"> Report taken as read. <p><i>Move: That the Finance and Property report be accepted</i></p> <p style="text-align: right;"><i>Chair CARRIED</i></p>	7.15pm

	International Students: <ul style="list-style-type: none"> No report this month 	
14.	COMMUNITY: <p>Old Girls Association:</p> <ul style="list-style-type: none"> Taken as read <p>Foundation:</p> <ul style="list-style-type: none"> It was noted that the proposal for the vans was taken to the Foundation Committee. Foundation Trustees claimed finance is not readily available. Brenda met with the Foundation's accountant to get a breakdown of current finances. Brenda shared information provided by the Foundation accountant of current state of the Foundations accounts. <p><i>Move: That the Old Girls Association and Foundation reports be accepted</i></p> <p style="text-align: right;"><i>Michael Alofa / Ria Pou CARRIED</i></p> <p>Resolution to apply for funding - Trust Fund Motion</p> <p><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;"><i>Michael Alofa / Kirstin Kane CARRIED</i></p>	7.35pm
	<p>c) Brand strategy update and values discussion</p> <ul style="list-style-type: none"> Brand strategy draft accepted <p>Brenda took the Board through the presentation from R&R. They are currently working to bring together branding documents for the school, e.g. newsletter, prospectus, website, emails etc.</p>	
15.	OTHER BUSINESS: <ul style="list-style-type: none"> No further business 	
16.	CORRESPONDENCE: <ul style="list-style-type: none"> No correspondence 	7.45pm
17.	CLOSING KARAKIA: Tahei closed the meeting with karakia	

Time keeper:

Finish: 7.55pm

In Committee:

NEXT BOARD MEETING: 25 June 2024

Signed:

Tahei Simpson

Presiding Member



Dated: 25 June 2024