



Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

DRAFT MINUTES

*A Meeting of the School Board
held in the Boardroom of Epsom Girls Grammar School
on 26 November 2024 from 5.30 pm*

1.	<p>PRESENT: Tahei Simpson (Board Chair); Michael Alofa, Murray Burt (online), Michael Chen (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)</p> <p>APOLOGIES:</p> <p>VISITORS: Julie Goodyer (OGA), Bronwyn McGill (EGGS Business Manager), Vinny Hohepa (Staff Member), Michelle Hesketh (Staff Member)</p>	
2.	<p>OPENING KARAKIA: Michael Alofa opened the meeting with a karakia</p>	
3.	<p>MINUTES</p> <ul style="list-style-type: none">Minutes of Board meeting held 31 October 2024 <p><i>Move: That the Minutes of the October 2024 Board Meeting be confirmed as a true and accurate record</i></p> <p style="text-align: right;"><i>For 11, Against 0 Chair 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">No conflicts to declare	
5.	<p>DECISIONS TO BE MADE AT THIS MEETING:</p> <ul style="list-style-type: none">EOTC <p>The Board asked if the parent helpers have been police vetted and the Principal confirmed that they have been</p> <p><i>Move: That the Board approve the upcoming overnight trips as listed in the EOTC report</i></p> <p style="text-align: right;"><i>Brenda McNaughton / Tahei Simpson For 11, Against 0 CARRIED</i></p>	
6.	<p>LEADERSHIP</p> <p>Principal's Report</p> <ul style="list-style-type: none">Brenda spoke to her report, highlighting the summaries of the Staff and Student wellbeing surveys. Heartening to note that the responses from different ethnic student groups were very similar.Positive elements discussed from both staff and student wellbeing surveys. These provide the Board and school with a baseline for future comparisons <p>Action: Personnel Committee to review the surveys and report back in the New Year</p> <p><i>Moved: That the Principal's report be accepted</i></p> <p style="text-align: right;"><i>Brenda McNaughton / Tovia Va'aelua</i></p>	

		For 11, Against 0 CARRIED	
7.	<p>Epsom House: Epsom House</p> <ul style="list-style-type: none"> Stephanie Cooke-Allen has resigned. Suggestion to appoint a Deputy Director of Boarding to support the Director as the role involves pastoral, staff management, property, finance. 130 students coming into the house in 2025 Survey to families and students of Epsom House – similar positive results to general / wider surveys <p><i>Move: That the Epsom House report be accepted</i></p> <p style="text-align: right;"><i>Andy Patrick / Brenda McNaughton</i> For 11, Against 0 CARRIED</p>		
8.	<p>BOARD ISSUES</p> <p>Governance:</p> <p>Draft Annual Plan process for 2025</p> <p>Action: Calendar invite to Board and SLT to meet in January 2025 – Wed 22nd 5.30pm – 6.30pm, to look at the annual plan prior to it being sent to staff on ToD 28 Jan 2025 – Catherine – INVITE SENT 06/12/24</p>		
9.	<p>LEARNING & EXCELLENCE</p> <p><u>Curriculum:</u></p> <p>Curriculum Matters</p> <ul style="list-style-type: none"> No further discussion <p><i>Move: That the Curriculum report be accepted</i></p> <p style="text-align: right;"><i>For 11, Against 0 Chair CARRIED</i></p> <p>Maori and Pasifika Committee Report:</p> <ul style="list-style-type: none"> No further discussion <p><i>Move: That the Maori and Pasifika report be accepted</i></p> <p style="text-align: right;"><i>Michael Alofa / Tovia Va'aelua</i> For 11, Against 0 CARRIED</p> <p>Action: committee to address the principles of Te Tiriti bill and its implications on the Board in 2025</p> <p>Co-curriculum:</p> <ul style="list-style-type: none"> Co-curricular Committee Report <p><i>Move: That the Co-curricular Committee report be accepted</i></p> <p style="text-align: right;"><i>Tovia Va'aelua / Michael Alofa</i> For 11, Against 0 Chair CARRIED</p> <p>Sports report</p> <p><i>Move: That the Sports report be accepted</i></p> <p style="text-align: right;"><i>For 11, Against 0 Chair CARRIED</i></p>		

10.	<p>STUDENT ACHIEVEMENT</p> <p>Student Report:</p> <ul style="list-style-type: none"> Jasmine spoke to her report. Put forward a proposal to include a hat as part of the school uniform. Health and Safety reasons for Summer months. This can go to Student Council to gather wider feedback in 2025. <p><i>Move: That the Student report be accepted</i></p> <p style="text-align: right;"><i>Jasmine Huang / Michael Alofa For 11, Against 0 CARRIED</i></p>	
11.	<p>STAFF</p> <p>Staff Report:</p> <ul style="list-style-type: none"> Rachel spoke to the report. Appreciation to the Foundation for helping to fund a Christmas gift for all staff at the end of the 2024 year <p><i>Move: That the Staff report be accepted.</i></p> <p style="text-align: right;"><i>Rachel Heeney / Brenda McNaughton CARRIED</i></p>	
13.	<p>RESOURCES</p> <p>Finance and Property:</p> <ul style="list-style-type: none"> Murray spoke to the report Presented the Draft Budget for 2025 <p><i>Move: That the Finance and Property report and the Draft Budget for 2025 be accepted</i></p> <p style="text-align: right;"><i>Murray Burt / Brenda McNaughton For 11, Against 0 CARRIED</i></p> <p>International Students:</p> <ul style="list-style-type: none"> No report this month 	
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"> Acknowledge again the financial support from the Foundation for an end of year Christmas gift to all staff <p>Action: thanks sent to Foundation Trustees from School Board - PRINCIPAL EMAILED 12/12/2024</p> <p><i>Move: That the Old Girls Association and Foundation reports be accepted</i></p> <p style="text-align: right;"><i>For 11, Against 0 Chair CARRIED</i></p>	
15.	<p>OTHER BUSINESS:</p> <ul style="list-style-type: none"> Proposal to create an office space within the Boardroom for the new AP. Budget will come out of 5YA. <p>Action: Quotes to be gained, Board approval via email. F&P Chair to consult with Principal re: budget</p>	
16.	<p>CORRESPONDENCE:</p> <ul style="list-style-type: none"> Received positive response from Sally Blyth WD Security proposal – hard copy available to see with Brenda and Bronwyn <p>Action: Bronwyn to liaise and contract WD Security</p> <ul style="list-style-type: none"> Student Support Final Review <p>Action: Delegated to Personnel Committee to follow up in 2025</p> <ul style="list-style-type: none"> PPTA and EGGS - positive meeting held between representatives of the Board and PPTA. 	

	<ul style="list-style-type: none">• The Board acknowledged the extraordinary work and dedication of the Chair in 2024 and thanked her for her service• The Board Chair acknowledged the first full year of principalship completed and thanked the Principal for delivering on the Strategic Direction set by the Board.	
17.	CLOSING KARAKIA: Tahei Simpson closed the meeting with karakia	

Finish: 6.45pm

In Committee:

NEXT BOARD MEETING: Special Annual Plan Discussion – Wednesday 22 January 2025, 5.30pm – 7.30pm – Boardroom
First full Board meeting of 2025 – Tuesday 25 February 2025 commencing 5.30pm

Signed:

Tahei Simpson

Presiding Member



Dated: 25 February 2025