

**PALMERSTON NORTH GIRLS' HIGH SCHOOL**  
**MINUTES OF A BOARD OF TRUSTEES' MEETING HELD IN THE CONFERENCE ROOM**  
**25 August 2020 AT 5.00PM**

**PRESENT:** Brett Calkin (Chair), Kim Penny, Karen Sinclair and Tracy Walker.

**APOLOGIES:** Jo Rata, Victoria Jakobs and James Lovegrove (lateness)

**IN ATTENDANCE:** Troy Gerbich and Marion Bryant.

Jenny Slade and Heather Meikle presented a great outline of the sustainability around the school and a tour of the school vegetable garden, with tasty examples.

**ACTION PLAN:**

Teacher Registration – information tabled and discussed. The MOE will not grant approval for the school Board to pay teacher registration fees. It was agreed that there are other ways to show gratitude and support to teachers, for example, morning teas, pool use, social events.

**Resolved:** That the Board discontinue paying Teacher Registration Fees effective immediately in line with the Ministry of Education requirements (T Walker/K Penny)

All other actions are closed.

**CONFIRMATION OF MINUTES:**

**Resolved:** That the minutes of the meeting held on 25 July 2020 be taken as read and confirmed. (K Penny/K Sinclair)

**MATTERS ARISING FROM THE MINUTES:**

*Caretaker's House Kitchen upgrade* – Troy confirmed that Manawatu Building Recyclers could provide a modular kitchen at a cheaper price than Mitre 10. Should now be able to upgrade the kitchen for under \$10,000. This will include a splashback, dishwasher and oven.

*Lockdown Drill* – Scenario was shots fired nearby and armed offender in the house.

**CORRESPONDENCE: NIL**

**STRATEGIC REVIEW:**

To be added to the Agenda for next meeting.

**BUSINESS MANAGER'S REPORT:**

Troy Gerbich spoke to the report.

**Finance Report:**

Human Resources: The new cleaner, Mandip Kaur has started. Currently have a casual cleaner who can help out.

EAP Services – all staff are covered by this. Posters to be put up in the toilets and information left available for staff to read. EAP comes out under Board Expenses/Admin.

**Property Report:**

PNCC submissions regarding Huia Street Reserve were heard on Wednesday 12 August 2020. Question was asked “how widely had we consulted in the community”. This was a Board only submission.

**Health and Safety Report:**

Nothing further to add.

**Resolved:** That the Business Manager’s report and monthly financials be approved.

(T Walker/K Penny)

James Lovegrove arrived at 6.25 pm.

**PRINCIPAL’S REPORT:**

Tracy Walker spoke to the Principal’s report.

Donations and Fees – staff have been reminded of and briefed on the Ministry rules regarding donations and fees. Troy confirmed that there is a formula to work out per student amount and split between the departments. Some departments have additional costs, i.e. relief for trips. Online workbooks will be a good option.

Health and Safety – lots of events have been cancelled due to Alert levels. Year level assemblies are happening but not full school. Communication has been good from school.

International students – students are staying with homestays over the summer. Christine has done a lot of work behind the scenes.

**Resolved:** That the Principal's report be adopted.

(T Walker/K Penny)

**STUDENT REPRESENTATIVE REPORT:**

The Student Representative report was taken as read.

**Resolved:** That the Student Representative report be received.

(G Fakahau/B Calkin)

The Chairperson thanked Grace for all her work and good reports over the time she has been on the Board.

**GENERAL BUSINESS:****PNGHS Trust Report**

James advised that the AGM of the Trust was held on 29 July 2020. An anonymous donation had been made to the Trust of \$102K. Discussion on Scholarships.

**Resolved:** That the PNGHS Trust report be received.

(J Lovegrove/G Fakahau)

**BOT Policy Review**

Kim and Tracy have met to discuss. Will use the NZSTA template and create policies. Board policies to be brought back to the Board by the end of the year for consultation and review process.

**Arts Tour Meeting**

A meeting with parents was held on 19 August 2020. Tracy explained the purpose of the meeting. The meeting went well and the outcome was to cancel the trip and to put a complaint to the Commerce Commission. Brett advised that he will follow this up. Troy to send the information he has through to Brett.

**Cultural Welcome Wall**

The Multi Cultural Committee have come up with this idea, welcome stickers in various languages to go up on the red wall. The wall may need to be painted before these go up. To be discussed with Business Manager.

The meeting moved into 'In-Committee' at 7.29 pm

The meeting moved out of 'In-Committee' at 7.50pm

The public meeting closed at 7.29pm

**Date of Next Meeting:** 22 September 2020

**Read and Confirmed:**

**Date:**

**Chairperson**