



RANGIORA HIGH SCHOOL
MINUTES OF THE BOARD OF TRUSTEES
3 March 2021
At 7.00 pm in the Strachan Room

Present	Simon Green Chair Karen Stewart Principal Andrew Hodgkinson Trustee Hannah Lord Student Trustee Ben Prain Trustee Darryn Ward Trustee	
In Attendance	Paul Donnelly (Associate Principal), David Lowe, (Business Manager) and Kevin Roche (Secretary).	
	<i>Links to the BOT Annual agenda and Policy Framework were provided in the agenda document for reference purposes if required.</i>	
Appointment of Chair and Deputy Chair		Action Points
	<p>The Principal, Karen Stewart assumed the Chair for the appointment of a Chair for the forthcoming period.</p> <p>Nominations for the position were received as follows:</p> <p>Simon Green, nominated by: Louise Courtney; seconded by: Ben Prain; Carried.</p> <p>Karen Stewart then vacated the Chair.</p> <p>Simon Green then called for nominations for the position of Deputy Chair and nominations were received as follows:</p> <p>Ben Prain; nominated by: Simon Green seconded by: Louise Courtney; Carried.</p> <p>Resolution No 2020/OP/046</p> <p><i>1. That Simon Green be appointed as Chair of the Rangiora HS Board of Trustees for the period from 1 January 2021 to the first full meeting of the Board in 2022.</i></p> <p><i>2. That Ben Prain be appointed as Deputy Chair of the Rangiora HS Board of Trustees for the period from 1 January 2021 to the first full meeting of the Board in 2022</i></p>	AP253 KR- actioned
1.	NZSTA Training Hub - BOT Exercise	
	Item was carried forward.	
2.	Apologies	
	Apologies for absence were received and accepted from Wayne Bonnett and Gillian Koster.	

3.	Conflicts of Interest and Register Review	
	<p>No specific conflicts in relation to the agenda were identified.</p> <p>Karen Stewart noted her spouse, Giles Lancaster, was employed a teacher. Ben Prain noted his spouse was employed as a Sports Administrator. Louise Courtney's spouse is also a teacher.</p> <p>All the above conflicts were confirmed to be contained in the Board's Conflict of Interest Register.</p>	
4.	Speaking Rights	
	<p><i>"That speaking rights be granted to Paul Donnelly, (Associate Principal), and David Lowe, (Business Manager)".</i></p> <p>Moved: Chair; Carried</p>	
5.	Briefings	
	<p>The EOTC Review report was transferred to In-Committee agenda.</p>	
6.	Strategic Discussions and Decisions	
	<p>6.1 Analysis of Variance 2020 – Draft</p> <p>Karen Stewart spoke to the draft Analysis of Variance for 2020. She noted that this was almost complete but some sections still needed further work. The report was discussed as follows:</p> <ul style="list-style-type: none"> ▪ <u>Student Success and Achievement</u> <p>How the School had met its Targets (<i>Rangiora HS Students achieve above the national average for decile 8-10 schools</i>)</p> <p>It was advised the School had achieved good results in level 1 NCEA and had achieved above the national average for decile 8-10 schools.</p> <p>In Level 2 NCEA it had achieved above the national average for all schools, but not for decile 8-10 schools.</p> <p>In level 3 it was below the national average for decile 8-10.</p> <p>Information on the results for tracked groups was provided in the report e.g. boys versus girls and Māori and Pasifika students. Reasons for variations, and "where to" next actions were detailed in the report.</p> ▪ <u>Student Engagement – Targets</u> <ul style="list-style-type: none"> ○ <i>To improve Māori engagement, retention and achievement</i> ○ <i>To improve Pasifika engagement, retention and achievement</i> ○ <i>To continue to explore and implement effective wellbeing practices to support the physical, mental and emotional wellbeing of all learners</i> <p>Percentage attendances, against the target of 90% for all groups, were shown with attendance rates varying from 77% to 90%.</p> <p>Of concern were the low retention rates for Maori and Pasifika in some years (Years 12 and 13) ranging from 65% to 70 %.</p> <p>Karen Stewart spoke about the "Rock on Programme" and confirmed that the MoE were now confident in the School's processes. There had been a number of successful initiatives last year. She confirmed that the impact of Covid 19 had not been mentioned in the report, as this had applied to all schools, and was reflected in the national comparison data.</p> ▪ <u>Leadership of Teaching and Learning</u> <p>Karen Stewart explained that the Rongohia Te Hau data revealed some 60% of teachers showing "a lot or full evidence" of cultural relations for responsive pedagogy in their classroom. For "Not achieved" some 38% were identified.</p> 	

- Connected Curriculum

Targets: *Year 9 and 10 students working at or above expected curriculum levels.*

The analysis provided a snap shot of results by faculty – it was noted that more data was yet to come.

- Learning Opportunities

Annual Aim: *to further develop the senior curriculum based on analysis of current programmes of learning, student outcomes and learning pathways*

Karen Stewart advised that work had been undertaken on a new trade course. Staffing shortages had, however, impacted on its implementation. A number of classes in the School had needed to be dropped this year because of staff shortages. With the help of Ara, however, a modified trades programme had been created. Staffing was currently a NZ wide secondary school issue.

- Self-Review

The feedback was noted.

- Areas of Focus 2020

Karen Stewart advised that this section was still a WIP and was yet to be finalised. She asked if members considered there were any other evaluations that should be mentioned, and the review of the School logo and uniform was suggested. The 10-year financial plan, relating to Asset Management, to be discussed on 1 May, was also mentioned by Ben Prain.

Simon Green queried the relationship of the Education Brief to the Master Plan for the School and David Lowe commented this would feed into the Long Term Plan and the BOT would be using the Master Plan for the next steps.

Simon Green commented we would be using an audit of BOT capability to inform the forthcoming BOT member co-option process.

The Chair confirmed his thanks for the work done on the Analysis of Variance.

AP254
BOT

6.2 Annual Plan 2021

Karen Stewart confirmed that the MoE had accepted the delay in submitting this, it was normally sent by 1 March. She had tried to simplify the document down to key points, to capture in the draft targets, and the use assessment to drive up achievement.

Student Success

Targets: *year 13 to achieve Level 3 NCEA and UE above national average. Work with year 9 and 10 students to ensure working at curriculum level 5 or above and improve attendance - will involve learning conversations.*

Learning Opportunities

The goal was to improve engagement retention and achievement. New courses are to be developed for years 9 and 10 for 2022. Students would select different topics and the aim was to get their buy-in to the subjects they selected.

Module 5 - a range of programs is intended to be developed for term 4 when the senior school is away on study, students would select their programme.

NCEA 1 does the school offer NCEA level 1?

The SLT was consulting with staff and then this would go out to the community later in the term. Level 2 NCEA would then become a two-year programme. There was a big focus in the plan on teaching practice.

Dispositions for living

The aim was to support initiatives for wellbeing. Base line data was difficult to establish/identify.

6.3 Charter and Strategic Plan

	<p>Karen Stewart spoke to this. She advised that this now recorded the updated vision for the School and its values.</p> <p>Simon Green sought confirmation from BOT members that they were satisfied with the direction of the Plan.</p> <p>Andrew Hodgkinson asked how the Board could support the School in encouraging trade training for those interested students. Karen Stewart noted that a current issue was the shortage of technology teachers, who were not coming through as graduates.</p> <p>In addition, the current system for recruiting from the trades did not encourage those with just experience to apply since their qualifications were not recognised and starting salaries were low. Some similar issues existed with maths teacher recruitment. Maths teachers were also recruited by private schools.</p> <p>The School was receiving new graduate applications from Teachers College by students who had visited the school and liked what they saw. And also from people who wanted to live in North Canterbury. Retention rates for staff reflected staff who were highly committed to the School</p> <p>Moved: Chair; that <i>the above reports be received and confirmed</i>; carried.</p>	
7.	Administration	
	<p>7.1 Confirmation of Minutes – BOT Open Meeting of 9 December 2020</p> <p>Resolution No 2020/OP/047</p> <p>Moved: Ben Prain; seconded: Andrew Hodgkinson; Carried</p> <p>7.2 Correspondence</p> <ul style="list-style-type: none"> ▪ The correspondence from the MoE regarding the teaching of NZ History in schools was noted. ▪ The email from Vicki Tahau-Sweet, Head of Guidance, was taken at the conclusion of the meeting. <p><i>The Board confirmed her request for the HOD Guidance to be officially confirmed as a “Designated Person for Child Protection”.</i></p> <p>Resolution No 2020/OP/047</p> <p>Moved: Chair; carried</p> <p>7.3 Report on Finance and Property Committee Open Meeting of 17 February 2021</p> <p>In the absence of the Committee Chair, David Lowe provided a brief summary of the meeting.</p> <p><i>That the report be received.</i></p> <p>Moved: Chair; Carried</p> <p>7.4 2021 Meeting Dates/Events</p> <ul style="list-style-type: none"> ▪ <u>Suspension Training</u> <p>The format for this was discussed. Louise Courtney commented that it would be good for members to receive training designed to ensure they were aware of all the options available to them.</p> <p>Karen Stewart mentioned the need for members to be aware of the type of questions they could ask her during a suspension hearing in terms of support that could be provided, and return to school conditions.</p> <p>It was agreed to hold a training session on Tuesday 16 March 2020 at 7pm – length approximately one hour.</p>	<p>AP255 KR</p> <p>AP256 KR STK done</p> <p>AP257</p>

	<p>Simon Green asked about the attendance of the pastoral team at suspension hearings and Karen Stewart advised that this was at the request of the students' parents. They were asked if they wanted to have someone from the team attend as a standard practice, but not all did.</p> <p>She noted that the practice of referring students with behaviour issues direct to her at an early stage was changing, it was more desirable that a remedial response be initiated at the House level in the first instance.</p> <ul style="list-style-type: none"> ▪ <u>Whanau Hui Dates 2021</u> –to be sent out once known. ▪ <u>PTA meetings Dates 2021</u>- AGM is to be held on 13 April 2021, dates for the rest of the year will be set then, to be advised when known ▪ <p>Uniform Committee and Logo Committee</p> <p>It was noted that at its 28 October 2020 meeting the Board had appointed Karen Stewart, Paul Donnelly, Simon Green, Hannah Lord and Andrew Hodgkinson to form the Logo Committee.</p> <p>In respect to the Uniform Committee members were to consist of the above, plus Gillian Koster, with Abigail de Visser possibly co-opted, plus a male student. The first meeting would be held in term 1 2021.</p> <p>With respect to future action it was suggested Hannah Lord, as student representative, talk to year 9 and 10 students to see if they would like to be involved. It was desirable to get a range of students, with a meeting one lunch break during the week. The Principal and BOT Secretary to look at the school calendar and identify possible dates. Also do an information item in the next newsletter to inform parents of what is happening.</p> <p>Andrew Hodgkinson noted that the concept of the School logo as separate issue was rather limiting, this topic really covers the concept of branding and marketing for the School, of which the logo was a part</p> <p>Action: arrange meeting dates and student participation</p> <p>7.5 Review of Delegations</p> <p>The meeting reviewed the delegations for the following positions, as recommended for adoption by the Finance and Property Committee:</p> <ul style="list-style-type: none"> ▪ Principal ▪ Associate Principal, and ▪ Business Manager. <p>It noted that no changes had been suggested or recommended from the existing delegations.</p> <p>Resolution No 2020/OP/048</p> <p><i>That the above delegations be approved.</i></p> <p>Moved: Simon Green; seconded: Andrew Hodgkinson; Carried</p> <p>7.6 Committee Appointments</p> <p>Committee appointments were discussed taking account of the changes in the Board structure following on from midterm elections and resignations.</p> <p>It was agreed that:</p> <ol style="list-style-type: none"> 1. <i>Darryn Ward be appointed as a member of the Review Committee and Finance and Property Committee.</i> 2. <i>Andrew Hodgkinson step aside from the Finance and Property Committee and become a member of the Review Committee.</i> <p>Resolution No 2020/OP/49</p> <p>Moved: Chair; carried</p>	<p>KR done</p> <p>AP258 KR done</p> <p>AP259 KR HL</p> <p>AP260 KR - done</p> <p>AP261 KR- done</p> <p>AP262</p>
--	---	--

	<p>7.7 BOT Code of Conduct – Annual Review</p> <p>The code of conduct for Board members was reviewed as required by the Annual Agenda.</p> <p>Members confirmed that they were satisfied with the existing code and it was agreed to formally adopt this and for members to sign copies of the code of conduct.</p> <p>Resolution No 2020/OP/50</p> <p>Moved: Chair; Carried</p> <p><i>That the Rangiora HS BOT code of conduct be formal adopted, to reviewed again in February 2022, and that individual BOT members now sign the code.</i></p> <p>7.8 Delegation and TOR Suspension Committee – Annual Review</p> <p>The delegation and terms of reference for the Suspension Committee were reviewed by the meeting.</p> <p>Resolution No 2020/OP/51</p> <p><i>That the Delegations and TOF for the Suspension Committee be approved.</i></p> <p>Moved: Andrew Hodkinson; seconded: Louise Courtney</p> <p>Carried</p> <p>7.9 Out of Zone Policy</p> <p>This item was included in the agenda to allow the Board to review its current Enrolment Policy for applications from students who may have one parent living outside the school zone, and one inside.</p> <p>A copy of the MoE enrolment guidelines, Page 7, was provided with the agenda and the meeting noted that its current policy aligned with the guidelines.</p> <p>No further action was considered to be required.</p> <p>7.10 Board Assurance Statement Self – Audit Check List Health and Safety</p> <p>David Lowe spoke to this item and confirmed that in his view the school complied with the questions shown on the check list. It was noted that ERO would likely query the BOT on this when they made their visit.</p> <p>7.11 Banked Staffing</p> <p>The following resolution, as suggested by the Finance & Property Committee at its meeting on 17 February 2021, was submitted to the meeting and adopted.</p> <p>Resolution No 2020/OP/52</p> <p>Moved: Karen Stewart; seconded: Hannah Lord; Carried</p> <p><i>That for the 2021 Rangiora HS school year all relievers be coded “TS” (Teachers’ Salaries). Any consequential overuse will be charged to the cheapest salary (but not a Beginning Teacher receiving the BT allowance) and funded from the reliever budget/s and/or managed during Pay Periods 23-26 of the school year”</i></p> <p>7.12 Destruction of Archived Material – Payroll</p> <p>The meeting considered the request from the Executive Officer for approval to the destruction of all payroll records over seven years old as per the MoE School Records Disposal Schedule 3.3, as storage space was now becoming limited.</p> <p>Resolution No 2020/OP/53</p> <p><i>That the Board approves the destruction of all Rangiora HS payroll records over seven years old, and that the Principal’s PA be notified of these to allow for any appropriate recording</i></p>	<p>KR BOT done</p> <p>AP263 KR - done</p> <p>AP264 KR action</p> <p>AP265 VA done</p>
--	--	---

	Moved: Darryn Ward; seconded: Louise Courtney, carried	
8.	Monitoring	
	<p>8.1 Principal's Report Term 1 Week 3 2021</p> <p>Karen Stewart spoke to her report which she took as read. The school roll was up slightly compared to 2020 and the School was still enrolling students. In response to a query from Ben Prain as to what was the maximum roll the School might accommodate, it was advised the School was actually over code in terms of classroom numbers. A roll of 2000 students might possibly be accommodated, but the issue was the demand on specialist spaces.</p> <p>NCEA results for 2020 were contained on in the report. A further analysis of the data would be reported to the next ARTE meeting. The initial data indicated the School was performing above the national average in level 1 NCEA. In level 2 NCEA it was achieving at the national average but in level 3 it was below the national average.</p> <p>Information on scholarships attained was provided, six scholarships and two outstanding scholarships had been awarded to students. One student had obtained four scholarships.</p> <p>An analysis of stand downs and suspensions for 2020 was provided, it was noted that rates Canterbury wide for standowns and suspensions were above the rest of NZ.</p> <p>PLD, an application had been made to the MoE for facilitator hours, the outcome was awaited.</p> <p><i>That the report be received</i></p> <p>Moved: Karen Stewart; seconded; Simon Green; Carried</p> <p>8.2 Finance Report December 2020 (ex F & P Cttee mtg 17 February 2021)</p> <p>David Lowe spoke to the report; the year-end result was close to budget but there were some large variances. At the end of the year the School was, however, in a good position with a strong balance sheet. He advised he was just finalising the Annual Report which was due with the auditors on 1 March 2021.</p> <p><i>That the reports be received</i></p> <p>Moved: Chair; seconded; Carried</p> <p>8.3 Report December 2020 Mid- Term Elections</p> <p>The meeting noted the report on the December 2020 mid-term elections. While the return rate for voting papers had increased to 11.83%, from the previous 6.23% in 2019, this was below the Canterbury average of 20.63% for schools serviced by CES.</p> <p><i>The report was received.</i></p> <p>8.4 International Student Fees 2022</p> <p>The proposed schedule of fees for International Students for the 2022 school year was considered and adopted by the Board.</p> <p>Resolution No 2020/OP/54</p> <p><i>That the proposed schedule of International Student Fees for 2022 be adopted</i></p> <p>Moved: Karen Stewart; seconded: Simon Green; Carried</p> <p>8.5 Budget 2021 Update</p> <p>A copy of the report supplied to the 17 February 2021 meeting of the Finance and Property Committee was included in the agenda and David Lowe spoke to this. He confirmed the draft budget had been discussed with budget holders. Some significant items were not yet finalised, for example the Operations Grant would be based on the 1 March 2021 roll. This could mean some higher funding than allowed for. He expected the deficit to still be in the order of \$240-250k.</p>	<p>AP266 KR DL MH advised</p>

	<p>The BOT was allowed to run a deficit but needed to understand how this had occurred and have measures in place to remedy it in case international students did not return.</p> <p>An issue related to additional costs for guidance counselling services which should be focussed on at the 31 March BOT meeting. Karen Stewart confirmed that the MoE had been asked for additional financial support.</p> <p><i>The update was received.</i></p> <p>8.6 Policy Framework – Annual Review</p> <p>Karen Stewart commented that normally she would go through this prior to the meeting. Simon Green acknowledged that her workload made this difficult.</p> <p>It was agreed to defer this review in the interim and that himself and Karen Stewart would discuss how this would be undertaken.</p> <p>8.7 BOT Annual Agenda – Annual Review</p> <p>See note as above, the review was also carried forward.</p>	<p>AP267 SG STK</p>
8.	Policies	
	<p>The following two policies were submitted for annual consultation as per the policy review cycle.</p> <ul style="list-style-type: none"> ▪ Assessment Policy ▪ Curriculum Policy <p>The Financial Administration and Procedure Policy, as reformatted and reviewed, was submitted for formal adoption, as recommended by the Finance and Property Committee at its meeting of 17 February 2021</p> <p>Resolution No 2020/OP/055</p> <p><i>That the above policies be approved for consultation and the Financial Administration and Procedure Policy be adopted.</i></p> <p>Moved: Chair; Carried</p>	<p>AP267 KR actioned</p>
9.	BOT PLD	
	<p>Workshops as below were noted:</p> <ul style="list-style-type: none"> ▪ Southern Term Workshops ▪ NZSTA - PLD <p>Karen Stewart commented on the need for the BOT to have a development plan for the year.</p>	
	Action Items	
	Noted	
7.	In- Committee Meeting	
	<p>Resolution</p> <p>Moved: by the Chair</p> <p><i>“That the public be excluded from this meeting for the consideration of Agenda Items 2, 4, 5, 6, 7, 8, and 9 of the In- Committee Agenda (Strategic Discussion and Administration, and Information Items), for the reasons contained in Clauses S9 (2) (a) Official Information and Meetings Act</i></p>	

	<p>1982("To protect the privacy of natural persons") and Clause S9 (2) (j) ("Carry on commercial and industrial negotiations") and that the meeting move In-Committee." Time 8.25pm</p> <p>Carried</p> <p>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 9.45 pm and the meeting was closed at 9.55 pm.</p>	
8.	For Information Items	
	<ul style="list-style-type: none"> ▪ 2021 Meeting Dates ▪ 2021 Schedule of Policy Reviews ▪ Stuff News- Matt Doucy, Third Secondary School for Nth Canterbury ▪ Gifts Given and Received 2020 	
	Action Notes	
	Noted as per schedule	
9.	Meeting Closure	
	<p>Date of Next Meeting</p> <p>BOT Meeting 31 March 2021</p>	
	<p>Confirmed as True and Correct record</p> <p>Simon Green, Chairperson</p> <p>_____ Date 31 /3 /2021</p>	

ACTION TABLE:

Meeting Date	No	ACTION	Responsibility	Date Due
26 June 19	AP111	Health and Safety Report on BOT responsibilities to come back	DL	Sept Mtg WIP F/up
25 March 20	AP184	Approach NZSTA re assistance with Risk Assessment and Management	TBC	WIP ???Remove
20 May 20	AP201	Communications Plan Review -	STK CQ	OS assistance to be engaged
	AP208	Bring back clean copy of BOT annual agenda	KR	WIP
19 August 20	AP217	Add Maori Success as Maori report to Annual Agenda	KR	WIP
3 Sept	“ “	Privacy Policy cwfd – awaiting outcome Legislation changes	KR	WIP
16 Sept 20	AP223	Report on Long Term Financial Plan re SIPO	DL	May 2021 Planning Day

	AP225	Business case to BOT on app for student self-monitoring	SLT	TBC
		Privacy Report cfwd next mtg – Legislation changes	SLT	Dec
28 October 20	AP231	Uniform Subcommittee to meet in Term 1 2020	BOT	February 2021 For discussion
	AP233	Workplan review 2021 cfwd	KR	March 2021
		Privacy Report carry Fwd	KR	Dec
9 Dec 2020	AP244	Strategic Planning day 2 May	BOT	May WIP
	AP254	Date for PTA meetings and Whanau hui meetings in 2021	BOT	Feb TBC
	AP247	Report back once a term on Bridge Programme	ELT	April 2021
	AP248	Bridge Programme Reporting Template to ARTE Cttee	KR	March
	AP252	Add Strategic Planning Day to Committee Agendas	KR	Feb/March
3 March 21	AP254	Replacement BOT member co-option	BOT	
	AP255	Follow up action <i>HOD</i> Guidance to be officially confirmed as a “Designated Person for Child Protection”.	KR	March
	AP259	Uniform Branding Cttee Student representation	HL	March
	AP264	TOR Suspension Cttee – Update	KR	March
	AP267	BOT Policy Frame work and Annual Agenda Review	STK SG to discuss	