



RANGIORA HIGH SCHOOL
MINUTES OF THE BOARD OF TRUSTEES
Open Meeting
11 December 2020
At 7.00 pm in the Strachan Room

Present	Ian Fong Karen Stewart Abigail de Visser Wayne Bonnett Simon Green Leigh Kennedy Gillian Koster Ben Prain	Chair Principal Student Trustee Trustee Trustee Trustee Staff Trustee Trustee
In Attendance	Paul Donnelly (Associate Principal), David Lowe, (Business Manager) and Kevin Roche, (Secretary)	
	<i>Prior to the meeting at 5pm a strategic planning session was held which considered the results of the community consultation questions. A total of 156 responses had been received from school parents/caregiver, staff and parents at contributing primary schools. The comments provided with the survey were considered by BOT members and condensed into the main points for each area.</i>	
1. Apologies		
	An apology for absence was received and accepted from Louise Courtney.	
Conflicts Of Interest and Register Review		
	N/A	
2. Briefings		
	Korea Marketing Trip – Melissa Heydrick (Director of International Students) <i>The report was taken as read and the information was received.</i>	
3. Strategic Discussions and Decisions		
	<p>3.1 Supporting all Schools to Succeed</p> <p>A copy of the final summary of decisions from the “Tomorrow Schools” Review was included in the agenda for the information of Board members. <i>The information was received.</i></p> <p>3.2 Philosophy - What Does the School Pay For?</p> <p>The discussion points in respect to curriculum and extra curriculum activities were noted. It was agreed to carry this item forward for consideration with the Strategic Plan.</p> <p>3.3 Community Consultation Survey (Results)</p> <p>This was discussed in the strategic planning session prior to the Board meeting as noted above.</p>	

	<p>3.4 Advice from MoE on School Property Funding Package (<i>Cost estimates were contained in the In- Committee agenda</i>)</p> <p>The advice from the MoE in respect to the allocation of additional capital funding for the School was noted. A total of \$400k of additional funding had been allocated to Rangiora High School to allow the School to accelerate projects from its existing 10YPP. Cost estimates and potential projects were discussed in the in-committee part of the meeting with the agreed projects that could be promoted being:</p> <ul style="list-style-type: none"> ▪ Outdoor learning areas ▪ Signage ▪ Acoustic upgrades in Rakahuri Block ▪ Security upgrades ▪ Whare upgrade ▪ Staff room FE upgrades 	<p>AP160 DL</p>
<p>4. Administration</p>		
	<p>4.1 Confirmation of Minutes – Open Meeting 6 November 2019</p> <p><i>“That the minutes of the open meeting of 6 November 2019 be confirmed as a true and correct record”.</i></p> <p>Moved: Simon Green Seconded Wayne Bonnett; Carried</p> <p>4.2 Correspondence</p> <p>Noted. (The request for information from a parent on minutes and the Whare nui staffing was noted).</p> <p>4.3 Report on Finance and Property Committee Meetings of 27 November 2019</p> <p>Consideration of this item was carried forward due to time constraints</p> <p>4.4 2020 BOT Meeting Dates with addition Important dates - for formal adoption</p> <p>The suggested timetable for 2020 was received and formally confirmed. Additional dates were agreed as follows:</p> <ul style="list-style-type: none"> ▪ Staff meet and greet, Friday 21 February at 3.30pm ▪ Suspension training - Week 5 Term 1 - 4 March 7pm (1.5 hrs) ▪ Strategic planning – it was agreed to leave this at the moment until date of the ERO visit was known. ▪ Whanau dates to be established - Ian Fong and Leigh Kennedy to attend (Dates confirmed as: 13 February, 14 May, 30 July, 17 September, 5 November). ▪ PTA Meeting dates: 18 February 2020 - Gillian Koster will attend, 7 April 2020 - Gillian Koster and Simon Green will both attend. ▪ Finance training for BOT Ian Fong to check with NZSTA <p>Resolution No 2019/OP/037</p> <p><i>That the meeting dates as included in the draft 2020 timetable be adopted.</i></p> <p>Moved: Chair; Carried</p> <p>4.5 Revised Suspension Committee TOR for review (BOT Secretary)</p> <p>Consideration of this item was carried forward due to time constraints</p> <p>4.6 Template for BOT OE Trips (for Adoption)</p>	<p>AP161 KR IF done</p> <p>AP162 KR Feb 2020 mtg</p>

	<p><i>The suggested template was formally adopted</i></p> <p>Resolution No 2019/OP/038</p> <p>Moved: Chair; Carried</p> <p>4.7 Resolutions 2019 Annual Accounts</p> <p>The following resolutions were adopted by the BOT in respect to the preparation of the 2019 accounts if required:</p> <ol style="list-style-type: none"> <i>1. The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2019 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.</i> <i>2. That the Board approves the inclusion of a budget for the 2019 Statement of Financial Position and a budgeted Cash Flow, which are, derived from the Board's 2019 operating and capital purchases budgets.</i> <i>3. That the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2019 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2019 year and will include an income amount and an equivalent expenditure budget.</i> <i>4. That the Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2019. The 2019 figure will include an income amount and an equivalent expenditure budget.</i> <p>Resolution No 2019/OP/039</p> <p>Moved: Chair; seconded: Ben Prain; Carried</p> <p>4.8 International Department Report</p> <p>The report was taken as read.</p> <p>4.9 Basket Ball Funding Application – Draft Only (for support)</p> <p>A copy of the draft application to the NZCT was provided in the agenda and discussed. It was noted that this was for the salary costs associated with the employment of an additional basketball coordinator and if the application was successful then the hours involved would be tailored to match the funding available. David Lowe noted that the position would be fixed term to ensure that there would be no ongoing risk to the Board.</p> <p>Resolution No 2019/OP/040</p> <p>Moved: Simon Green; Seconded: Ian Fong; Carried</p> <p><i>“That the Rangiora HS Board of Trustees supports the application for funding by the school to the NZCT for up to \$30,000 towards the reimbursement of basketball coaches.</i></p> <p>4.10 BOT Draft Work plan 2020 (First Draft only)</p> <p>A copy of the draft work plan for the Board for the 2020 Year was provided. It was noted that this was for information only at this stage and more work was required on this.</p> <p><i>The information was received.</i></p>	<p>AP163 KR</p> <p>AP164 DL - advised</p> <p>AP165 KR LB</p> <p>AP166 KR KS</p>
<p>5. Monitoring</p>		
	<p>5.1 Principal's Report</p> <p>The report was taken as read.</p> <p><i>That the report be received.</i></p>	

	<p>Moved: Chair; seconded: Carried</p> <p>5.2 Finance Report October 2019 (Income Statement and Balance Sheet)</p> <p>The report was taken as read.</p> <p><i>That the information be received</i></p> <p>Moved: Chair; Carried.</p> <p>5.3 Draft Budget 2020</p> <p>A copy of the briefing paper as presented to the 27 November 2019 meeting of the Finance and Property Committee was spoken to by David Lowe. He noted that the draft budget reduced costs in administration and property and the savings moved into learning resources.</p> <p><i>For reasons of commercial sensitivity, the Capex costs were considered In- Committee (Clause S9 (2) (j) OIA 1982)</i></p> <p><i>The information was received</i></p> <p>5.4 Analysis of Variance 2019 Draft</p> <p>Karen Stewart advised that the draft report had been provided for information only and was still a work in progress. A final report would come to the February 2020 BOT meeting.</p>	AP167 KR KS
6.	BOT PLD	
	<p>Ian Fong spoke to this and advised:</p> <ul style="list-style-type: none"> ▪ Tuahiwi Workshops – it was suggested that the 18 February 2020 workshop would be more suitable for BOT members. ▪ Date for Suspension Committee Training February 2020 <i>date agreed as above 4 March 7.30pm</i> ▪ Finance Training for BOT members - Ian Fong to confer with NZSTA. ▪ Governance training - Ian Fong to approach Tom Scollard (<i>Leigh Kennedy advised she may be able to assist, will discuss with Ian Fong</i>) 	AP168 BOT
7.	Policies	
	<p>(It was noted that the following policies were currently out for consultation – (will close on 13 February 2020)) and would be presented to the 19 February 2020 Board meeting.</p> <ul style="list-style-type: none"> ▪ <i>CCTV Systems Procedures</i> ▪ <i>Professional Learning Development -</i> ▪ <i>Complaints Policy -</i> ▪ <i>Social Media Draft –</i> ▪ <i>Treaty of Waitangi Policy -</i> ▪ <i>Creative Commons Policy -</i> 	AP169 KR
	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 and 7 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 1982(“To</i></p>	

	<p><i>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 8.12pm.</i></p> <p>Carried</p> <p><i>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 9.25pm pm and the open meeting was closed at 9.26 pm.</i></p>	
8. For Information Items		
	<p>See correspondence - noted</p> <ul style="list-style-type: none"> ▪ Email Auditor General – Report on 2018 School Audits ▪ Update of abbreviations Language of Education (for review) ▪ ARETE and Curriculum Reports Term 4 2019 ▪ Rarotonga Rugby trip – for information approved by email ▪ PTA Minutes 16 October 2019 ▪ Email MoE re School Building Investment package (see Item 3.3) 	
Action List		
	Noted	
9. Meeting Closure		
	<p>Date of Next Meeting</p> <p>19 February 2020</p>	
	<p>Confirmed as True and Correct record</p> <p>Ian Fong, Chairperson</p> <p>_____ Date 19 / 2 /2020</p>	

ACTION TABLE:

Meeting Date	No	ACTION	Responsibility	Date Due
15 Aug 2018	AP010	NZSTA <u>Hatū</u> Webinar- check dates	KR	WIP
19 September	AP022	Risk Register Strategy	KR KS	November 2019 Review Cttee
7 November	AP033	Briefing Paper to Finance Committee and BOT on Banking Services	VA	March 2019 Done - remove
	AP038	NZSTA Internal Review Week 9 Term 3	KR – agenda	July 2019
	AP058	Review Policy Overseas Trips	SLT	Week 8 Term 4 2019
	AP061	Analysis of Variance Report	KS	20 Feb 20
20 February	AP067	Succession Planning Meeting TBC	BOT KR	WIP

	AP073 & 78	Update polices for delegations	KR	Done- on today's agenda
27 March	AP086	Mainstream Unit Delegations	KR	Update
22 May	AP103	Communications Plan – revise and Bring back	CQ KR	Sept Mtg
26 June	AP105	Suspension Training date for BOT	BOT	On today's agenda
	AP111	Health and Safety Report on BOT responsibilities to come back	DL	Sept Mtg
	AP112	BOT Triennial Agenda – amend dates and insert column to show how actioned	KR	WIP by Dec /Nov
	AP115	International Student Discipline Policy to be consulted on	FR	WIP on Web Site
	AP118	Revised Staff Media Policy – consult with NZSTA	KR KS	WIP
14 August		Media Training BOT Chairs, Principals IF to provide details	IF	Update at mtg
		Suspensions stand downs national data from MoE for comparison- later in the year - Check	KR	WIP
		NZSTA Knowledge Hub – agreed BOT do individually	KR	Update at mtg
		Alcohol Policy – BOT confirmed not to change at the moment is due for review in early 2020		Review with policy 2020
		Complaints Policy need a working Group on this bring back next meeting Sept	TBC	On agenda
18 September	AP135	Parent consultation survey to be sent out		Done - remove
	AP137	Develop RHS Graduate profile	PD	
	AP138	Note Planning and reporting timetable	KR	
	AP139	Budget to Nov BOT Mtg	DL	On agenda Ap140 – done remove
	AP140	BOT training – bring a facilitator in	BOT	
	AP141	Analysis of Variance	SLT	Dec Mtg
6 November	AP147	Circulate Puketeraki kāhui ako Year 10 profile	KR KS	
	AP148	Match /complete Rangiora HS graduate profile	PD	
	AP152	Check resolutions re returning officer for 2020	KR	
	AP153	Advise BOT of 2020 newsletter dates and responsibility	KR	
	AP158	Date for BOT suspension training in February 2020	BOT	Done to be 4 March 2020

11 December 2019	AP166	BOT Work Plan to come to Feb 2019 meeting	KS	On today's agenda
	AP167	Final Analysis of Variance for 2019 to come to February 2019 meeting	KS	On today's agenda
	AP168	NZSTA Finance Training for BOT members	IF	On today's agenda
	AP169	Policies for consultation/ to February 2019 meeting for adoption	KR	On today's agenda