



**RANGIORA HIGH SCHOOL**  
**MINUTES OF THE BOARD OF TRUSTEES**  
**Open Meeting**  
**14 August 2019**  
**At 7.00 pm in the Strachan Room**

<b>Present</b>	Karen Stewart                      Principal Blake Benny                            Student Trustee Wayne Bonnett                        Trustee Louise Courtney                      Trustee Simon Green                            Acting Chair Gillian Koster                         Staff Trustee Ben Prain                                Trustee	
<b>In Attendance</b>	Paul Donnelly (Associate Principal), David Lowe, (Business Manager) and Kevin Roche, (Secretary),	
		<b>19</b>
<b>Administration</b>		
	<i>Simon Green welcomed Louise Courtney to the meeting and introduced members.</i>	
<b>1. Apologies</b>		
	Ian Fong and Leigh Kennedy for absence.	
<b>Conflicts Of Interest and Register Review</b>		
	<i>Louise Courtney noted her conflict with the item in the In-Committee agenda relating to her spouse, Peter Courtney.</i>	
<b>2. Briefings</b>		
	<p><b>2.1 David Newsham West - HOF Science Department</b></p> <p>David Newsham-West, HOF Science provided a briefing to the Board on the Science Faculty.</p> <p>This covered:</p> <ul style="list-style-type: none"> <li>▪ The courses offered by the faculty.</li> <li>▪ The things the Faculty was proud of; e.g. the flexibility in the junior programme.</li> <li>▪ Current issues they were working on.</li> <li>▪ An analysis of achievement data.</li> </ul> <p>In response to a query from the Chair he spoke about the relationship of the Science Faculty with agriculture and Land Sciences noting there was an opportunity for students to study environmental science in Level 2 NCEA.</p> <p>The strategic direction for the Faculty was discussed, Karen Stewart noting that the Strategic Plan was not consistently incorporated at the level of individual faculties, the aim was to integrate the Annual Plan goals and targets into faculty planning.</p> <p>The Chair expressed his thanks to Mr Newsham West for his presentation.</p>	

	<p><b>2.2 NCEA Changes</b></p> <p>Karen Stewart spoke to the NCEA change packet overview which had been circulated with the agenda. Page 8 of the overview summarised the main key changes. She noted that one of the key changes was the removal of NCEA fees and additional support for Māori. Functional Literacy and numeracy was a key focus and students could now meet the standard as early as year 7 if they were ready.</p> <p>There would now be fewer larger standards with between 4-6 credits with a maximum size of 20 credits per subject.</p> <p>Karen Stewart mentioned a significant concern was the reduced number of achievement standards available, which may reduce what Rangiora High School could offer, the reasons for this related to student and staff workload.</p> <p>It was agreed that the BOT should have a discussion in early 2020 on NCEA and then engage with the community.</p>	<p>AP119 KR Work plan</p>
<p><b>3. Strategic Discussions and Decisions</b></p>		
	<p>It was advised that Blake Benny had arranged for assistance from other students in the collation and analysis of the results from the Community consultation. A summary would be sent out with the next minutes</p>	
<p><b>5. Administration</b></p>		
	<p><b>4.1 Confirmation of Minutes – Open Meeting 26 June 2019</b></p> <p><i>“That the minutes of the open meeting of 26 June 2019 be confirmed as a true and correct record”.</i></p> <p><b>Moved:</b> Simon Green; <b>seconded:</b> Wayne Bonnett; <b>Carried</b></p> <p><b>4.2 Correspondence</b></p> <p>A letter from the Rangiora High School Rugby Club seeking support for its annual prize giving to be held at the Rangiora RSA was considered.</p> <p><b>Resolution No 2019/OP/030</b> <i>That the Rangiora HS Board of Trustees confirms its support for the Rangiora HS Rugby Club Annual Prizegiving on 15 September 2019 at the RSA Clubrooms, as outlined in their letter of 12 August 2019</i></p> <p><b>Moved:</b> Simon Green, <b>seconded:</b> Louise Courtney; <b>Carried</b></p> <p><b>4.3 Report on Finance and Property Committee Meeting of 24 July 2019</b></p> <p>Wayne Bonnett spoke to the report. He advised that he was trying to meet with Don Robertson, Chair NCSRT, to seek a solution regarding the outstanding accounts.</p> <p><i>That the report be received</i></p> <p><b>Moved:</b> Chair; <b>Carried</b></p> <p><b>4.4 Media Training BOT Chairs, Principal, Associate Principals, Nth Canterbury</b></p> <p>In the absence of the BOT Chair Ian Fong this item was carried forward to the following meeting.</p> <p><b>4.5 Spirit of Adventure Course 2019</b></p>	<p>AP120 KR done</p> <p>AP121 KR</p>

	<p>An oral, update was provided by Kevin Roche – an enquiry had been made of the NZSTA but it seemed that they would not be offering any sponsorships for the 2020 sailings. Details of training for new student representatives would be advised later.</p> <p><b>4.6 Report back NZSTA Conference Dunedin July 2019</b></p> <p>In the absence of Leigh Kennedy this item was carried forward to the September 2019 meeting.</p> <p><b>4.7 2019 Student Elections BOT Rep</b></p> <p>A briefing paper on the process was provided for the information of Trustees. Nominations closed on Friday 30 August 2019 with election day on Friday 13 September 2019, with the new representative taking office in Friday 20 September 2019.</p> <p><i>The information was received.</i></p> <p><b>4.8 Funding Application Touch Champs</b></p> <p>The meeting considered the application seeking funding from Pub Charities for the Secondary School Touch Champs in Rotorua in December 2019.</p> <p><b>Resolution No 2019/OP/031</b></p> <p><i>That Board conforms its support for the funding application to Pub Charities as outlined in the application.</i></p> <p><b>Moved:</b> Karen Stewart; <b>seconded</b> Simon Green; <b>Carried</b></p> <p><b>4.9 Puketeraki Kahui Meeting for Boards 15 October 2019</b></p> <p>Karen Stewart advised that a request had been received for the use of the Rangiora High School facilities for this.</p> <p>Action: date to be checked, also the need for catering.</p> <p><b>4.10 International Students – Permission for Blood Transfusions, Surgery</b></p> <p>A request had been received from Mellissa Heyrick, Director International Students, for approval from the Board for both herself, and also the Principal, for permission to sign off on blood transfusions and/ or surgery for international students. This arose from her attendance at a recent conference in Auckland and was regarded as best practice.</p> <p><b>Resolution No 2019/OP/032</b></p> <p><i>That the Board gives authority to the Principal and Director International Students to sign approvals for blood transfusions, and or surgery, for international students attending Rangiora High School.</i></p> <p><b>Moved:</b> Karen Stewart; <b>seconded</b> Simon Green; <b>Carried</b></p>	<p>AP122 KR done</p> <p>AP123 KR done</p> <p>AP124 KR KS</p> <p>AP125 KR advised</p>
<p><b>5. Monitoring</b></p>		
	<p><b>5.1 Principal's Report</b></p> <p>Karen Stewart spoke to her report and drew attention to the following aspects of this:</p> <ul style="list-style-type: none"> <li>▪ Connected curriculum – and the progress in documenting the Rangiora HS curriculum.</li> <li>▪ The PB4L recognition system for students was working well.</li> <li>▪ The National Library of NZ was working with Library Staff on a review of Library services.</li> <li>▪ Annual Reviews – Science faculty and Land Based studies. The discussions with Lincoln College and the National Training Academy were mentioned.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Attendance systems – it was noted these were being reviewed together with the MoE, especially in relation to truancy management and prosecution processes. It was confirmed that comparison data on suspensions and stand downs on a national level was provided to the BOT yearly from the MoE.</li> <li>▪ Allocation of Learning Support Coordinators - this was extremely good news - three positions were allocated to Rangiora HS by the Ministry of Education and a meeting was to be held the following Friday to discuss the criteria for allocation.</li> <li>▪ Extracurricular activities were noted and complimented on by the meeting.</li> </ul> <p><i>That the report be received.</i></p> <p><b>Moved Chair; Carried</b></p> <p><b>5.2 Finance Reports June 2019</b></p> <p>The report was taken as read, it was noted that the format of these had now been improved to provide a more complete picture.</p> <p><i>That the information be received</i></p> <p><b>Moved:</b> Wayne Bonnett; <b>Seconded:</b> Ben Prain; <b>Carried.</b></p>	<p>AP126 KR workplan</p>
<b>6. BOT PLD</b>		
	<p><b>6.1 Suspension Training</b></p> <p>It was suggested that this be held on 11 September 2019 at 6.30pm following the ARTE &amp; Curriculum Meeting. This would comprise some role play on situations that might be experienced</p> <p>Action: - invites are to be sent to all BOT members.</p> <p><b>6.2 PTA Quiz Night 9 September</b></p> <p>The possibility of the BOT competing in this was discussed - teams were 4-6 players.</p> <p>Action: - invites to be sent out</p> <p><b>6.3 NZSTA Knowledge Hub.</b></p> <p>This item had been included in the agenda to allow discussion on whether the BOT should complete a unit from this each meeting or complete this individually. It was decided to do this on an individual basis and a copy of the document is to be sent out to BOT members.</p>	<p>AP124 KR advised</p> <p>AP125 KR actioned</p> <p>AP125 KR</p>
<b>7. Policies</b>		
	<p><b>7.1 Alcohol Policy - Parent Request to Review</b></p> <p>An update was provided by Karen Stewart. She advised that the Policy had been included in the agenda to allow the Board to give some consideration as to whether this should be reviewed in respect to the School policy that no alcohol be consumed by students prior to attending school balls. At a recent school ball some nine attendees had been sent home due to previous alcohol consumption. Only two of these students were Rangiora High School students the rest being partners</p> <p>Subsequently she had met with the mother of one of the students who felt that students attending should be allowed two drinks prior to the event. As a consequence, she had promised to raise the matter with the Board. The School Policy was currently not due for review until early 2020.</p> <p>After consideration the Board confirmed its view that the policy should remain as it was.</p>	

	<p><b>7.2 Timetabling Policy</b></p> <p>It was confirmed that no changes were required to this Policy following on the recent agreement for a new Secondary School Teachers Collective Agreement.</p> <p>This was, however, required to be consulted on and a copy should be placed on the school website for information. Karen Stewart advised that she with the policy had been discussed with staff as part of the consultation meeting re timetabling.</p> <p><b>7.3 Harassment and Bullying Policy – for adoption</b></p> <p>This policy was presented to the Board for final adoption, following its review at the previous meeting. No feedback or comments had been received from staff, or the school community.</p> <p><b>Resolution</b> <b>No 2019/OP/032</b></p> <p><i>That the Harassment and Bullying policy be adopted</i></p> <p><b>Moved:</b> Simon Green; <b>seconded</b> Gillian Koster; <b>Carried</b></p> <p><b>7.4 Complaints Policy</b></p> <p>Karen Stewart advised that the Boardsure Assessment had suggested that this policy be simplified. A working group would be needed to do this and it was agreed to bring this back to the September 2019 meeting.</p>	<p>AP126 KR KS done</p> <p>AP127 KR actioned</p> <p>AP127 KR done</p>
<b>Action Items</b>		
	<p>The action items were noted; a report is to come back to the September 2019 meeting on the final outcome of the out of zone enrolment process.</p>	<p>AP128 KR VB</p>
<b>7. In- Committee Meeting</b>		
	<p><b>Resolution</b></p> <p><b>Moved:</b> 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 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 8.40pm.</i></p> <p><b>Carried</b></p> <p><i>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 9.41pm pm and the open meeting was closed at 9.42 pm.</i></p>	
<b>8. For Information Items</b>		
	<ul style="list-style-type: none"> <li>▪ Ashburton Property Networking Meeting</li> <li>▪ Report BOT Meeting 1 August appoint additional RHS ET Trustees</li> <li>▪ New Caledonia Trip</li> <li>▪ Roll Return 1 July 2019 –(Tabled)</li> <li>▪ NZSTA workshops 2019</li> </ul> <p><i>The information was received.</i></p>	
<b>9. Meeting Closure</b>		
	<p><b>Date of Next Meeting</b></p>	

18 September 2019	
Confirmed as True and Correct record	
Simon Green, Acting Chairperson	
_____ Date 18 / 09 /2019	

**ACTION TABLE:**

Meeting Date	No	ACTION	Responsibility	Date Due
15 Aug 2018	AP010	NZSTA <u>Hatū</u> Webinar- check dates	KR	WIP
19 Sept 2018	AP022	Risk Register Strategy	KR KS	August 2019 Review Cttee
7 Nov 2018	AP033	Briefing Paper to Finance Committee and BOT on Banking Services	VT	March 2019
	AP038	NZSTA Internal Review Week 9 Term 3	KR – agenda	July 2019
	AP056	Dates for 2019 RHS Whanau Hui to BOT	KR JM	WIP
	AP058	Review Policy Overseas Trips	SLT	Week 8 2019
	AP061	Analysis of Variance Report	KS	20 Feb 19
20 Feb 2019	AP067	Succession Planning Meeting TBC	BOT KR	
	AP073 & 78	Update polices for delegations	KR	WIP
	AP077	Staff BOT Functions to be arranged	KR	June 2019
27 March 2019	AP086	Mainstream Unit Delegations	KR	Update
22 May 2019	AP103	Communications Plan – revise and Bring back	CQ KR	Sept Mtg
26 June 2019	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
	AP116	Action changes to budget holders for 2019	DL	
	AP118	Revised Staff Media Policy – consult with NZSTA	KR KS	WIP
14 August 2019		NCEA Individual BOT members to make a submission on implementation – confirm date etc.	BOT	Remove
		Circulate tertiary Review Fact Sheets – when available	KS	WIP

		Community Consultation – circulate summary when completed ( senior students are doing this	KR KS	On agenda
		Media Training BOT Chairs, Principals IF to provide details	IF	Update at mtg
		Puketeraki Kahui Meeting for Boards - Date of 15 October to be confirmed	KS	Done - remove
		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
		Timetable Policy - publish on Web for community consultation – circulate on Beacon.	KS	Week 20 Sept
		Complaints Policy need a working Group on this bring back next meeting Sept	TBC	On agenda
		Report back on Enrolment ballot – next meeting – add to annual workplan	KR	On agenda