



RANGIORA HIGH SCHOOL BOARD OF TRUSTEES MEETING
Wednesday 16 September 2020
At 7.00pm in the Strachan Room
OPEN AGENDA

Reference Links	BOT Annual Agenda RHS Policy Framework Link BYOD Instructions
1.	Apologies
2.	Conflicts of Interest for the Meeting
	<i>Declaration of any conflicts of interests in items to be covered during the meeting, (Open and In- Committee Agendas) and any updates to the Board Conflict of Interest Register.</i>
3.	Speaking Rights
	Standing Motion – <i>“that speaking rights be given to Paul Donnelly, Associate Principal, and David Lowe, Business Manager”</i>
4.	Briefings
	N/A
5.	Strategic Discussions and Decisions
	5.1 Graduate Profile 5.2 Education Brief - <ul style="list-style-type: none"> ▪ Update on latest meeting ▪ Community Consultation feedback - collaborative activity developing a newsletter article ▪ Student Consultation ▪ Staff Consultation ▪ Community Consultation ▪ Whanau Consultation
6.	Administration
	6.1 Confirmation of Minutes – <i>BOT Open Meeting of 19 August 2020</i> 6.2 Correspondence – <i>(see list attached)</i> 6.3 Report on Finance and Property Committee Open Meeting of 9 September 2020

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	<p>6.4 Delegate to NZSTA Special Meeting by Zoom on 7 November 2020</p> <p>6.5 Board Elections Mid-term 2020 NZSTA email 10 Sept 2020 Email CES 1 Sept 2020</p> <p>6.6 School Prize Giving - who will attend</p> <ol style="list-style-type: none"> 1. Colors 10 Nov 2020 2. Year 9 - 12 Prizegiving 10 Dec 2020 3. Year 13 Graduation 11 Dec 2020 4. Staff Farewell TBC <p>6.7 Committee Appointments <i>(for discussion)</i></p>
7.	Monitoring
	<p>7.1 Principal's Report August 2020</p> <p>7.2 Finance Report August 2020 <i>(ex F & P Cttee mtg 9 September 2020)</i> Business Manager report August 2020 Balance Sheet August 2020 Ex Summary Budget Variance Ex summary Income and Expenditure trend Summary</p> <p>7.3 Analysis of Variance Term 3</p> <p>7.4 International Report Term 3</p> <p>7.5 ARTE Curriculum Meeting 3 September 2020</p>
8.	Policies For Review
	<p>8.1 International Students Procedural Policy- Revised <i>(approval for consultation sought)</i> The policies as below have been previously approved by the Board for consultation and approval for adoption is now sought</p> <p>8.2 EEO Policy (Ex Personnel Cttee 3 Sept) <i>recommended for adoption.</i></p> <p>8.3 Protected Disclosures Policy Ex Personnel Cttee 3 Sept) <i>recommended for adoption</i></p> <p>8.4 On Line Safety Policy - <i>approval for adoption sought</i></p> <p>8.5 Staff Leave Policy - <i>approval for adoption sought (Suggested amendment in response to feedback shown in red)</i></p>
9.	BOT PLD
	<ul style="list-style-type: none"> ▪ NZSTA workshops Term 3 ▪ Tuahiwi Education Centre – workshops ➤ 9 October ➤ 16 October

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10.	In Committee Meeting
	<p>Resolution to Move into In-Committee meeting</p> <p><i>“That the public be excluded from this meeting for the consideration of Agenda Items 2, 3, 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 1982(“To protect the privacy of natural persons”) and Clause S9 (2) (“Carry on commercial and industrial negotiations”) and that the meeting move In-Committee.”</i></p>
10.	For Information Items
	<ul style="list-style-type: none"> ▪ Roll Return 1 Sept 2020 (To be tabled)
11.	Date of Next Meeting
	BOT Meeting 28 October 2020

INWARDS CORRESPONDENCE:

DATE	DETAILS	COPIES TO	ACTION
8 Sept	MoE Covid 19 Updates Nos 1-7	BOT	For information
7 Sept	Email NZSTA Webinar Teacher Aide Pay Equity Update	BOT	For information
10 Sept	Email NZSTA Parent Trustee Mid Term Elections	BOT	For information
3 Sept	Email NZSTA 2020 AGM cancelled	BOT	For information
8 Sept	NZSTA Notice of Special General Meeting 7 Nov 2020	BOT	For information
2 Sept	NZSTA Email Student Trustee Elections	BOT	For information
3 Sept	Email NZSTA Update Mid Term Elections	BOT	For information
7 Sept	Email NZSTA Finding new BOT Members for mid Term Elections	BOT	For information
31 August	NZSTA Regional Newsletter	BOT	For information

OUTWARDS CORRESPONDENCE:

Date	Details
	N/A

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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
6 Nov 19	AP148	Review Rangiora HS Graduate profile	PD	See today's agenda - remove
19 Feb 20	AP172	By Election Casual Vacancy	KR	WIP
	AP177	TOR to be reviewed by Committees (ARTE remaining)	KR	Done - remove
	AP179	Finance and Admin Policy to be completed	KR DL	WIP
	AP180	Dates for Tuahiwi workshops to be advised	KR	Done- remove
25 March 20	AP184	Approach NZSTA re assistance with Risk Assessment and Management	TBC	WIP
	AP190	Review Assessment and Curriculum Policies for consultation	KR	Done- remove
20 May 20	AP195	COI for Principal to be included in BOT COI Register	KR	Done - remove
	AP198	Review of Policy dates	KR	Done - remove
	AP200	Report Self Review Maori and Pacific Students	STK	Done - remove
	AP201	Communications Plan Review -	STK CQ	OS assistance to be engaged
24 June	AP204	BOT members to identify possible members for casual vacancy	BOT	Done - remove
	AP205	Locate gap analysis May 2018	KR	WIP
	AP206	Amendments to enrolment zone ORS students	STK	Done - remove
	AP208	Bring back clean copy of BOT annual agenda	KR	WIP
	AP210	Breakdown of farm sales proceeds use to come back	DL	Done - remove
19 August 20	AP215	Check hall capacity statement education Brief	KR	WIP
	AP216	Submit ORD enrolment scheme to MoE	KS	Done
	AP217	Add Maori Success as Maori report to Annual Agenda	KR	WIP
	AP219	<p>Polices for review follow up as shown RHS Bus Network Policy - no St Joseph's students use this, two students from Ashley School currently use it cost is paid by parents.</p> <ul style="list-style-type: none"> ▪ EOC Overseas Trips Policy - <i>carried forward</i> ▪ EOC Procedural Policy - <i>carried forward</i> ▪ Others in the Workplace - <i>carried forward</i> ▪ Risk Management - <i>carried forward</i> 	KR	WIP

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3 Sept	Personnel Cttee	Appraisal Policy cwfd – awaiting outcome Legislation changes	KR	WIP
“ “	“ “	Privacy Policy cwfd – awaiting outcome Legislation changes	KR	WIP
9 Sept	F & P Cttee	Induction and Training Policy – being reviewed	KR	WIP

EVENTS

Date	Details
	Prizegiving 2020 etc. <ul style="list-style-type: none"> ▪ Colours 10 Nov ▪ Year 9-12 - 10 December 7pm ▪ Year 13 - 8 December
	Newsletter 2020 Dates
	<ul style="list-style-type: none"> ▪ Ben Prain Term 3 2020 – Theme suggested – sport and mid-term elections Due 21 Sept ▪ Louise Courtney term 4 2020 – Theme suggested - Summary of the year past ▪ 2020 Year Book October 2020- Simon Green
	<i>Strategic Planning Day Term 2 or 3 - to be discussed</i> Who will attend? <ul style="list-style-type: none"> ▪ <i>PTA meetings</i> 3 November
	<ul style="list-style-type: none"> ▪ Whanau hui Dates 2020 Leigh Kennedy will attend all. ▪ 5 November
	Ball dates 2020 – update <ul style="list-style-type: none"> ▪ Year 12 Semi Formal Sat 26 September 2020 ▪ Year 13 Ball Friday October 16th ▪ Meet and Greet winter 2020?

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