



## RANGIORA HIGH SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

Wednesday 18 August 2021 at 6.06pm  
via videoconference

	<b>Present</b>	<p>Simon Green                      Chair          Karen Stewart                  Principal          Andrew Hodgkinson          Trustee          Gillian Koster                  Staff Trustee          Hannah Lord                    Student Trustee          Darryn Ward                    Trustee</p>
	<b>In Attendance</b>	Paul Donnelly (Associate Principal), David Lowe, (Business Manager), Rowena McKinney (Board Secretary).
	<i>In view of the government advice that Level 4 lockdown (CoVid) be implemented, this meeting was held via videoconference. Consideration of some non-urgent items was deferred to the following meeting.</i>	
<b>1.</b>	<b>Apologies</b>	<b>Action Points</b>
	Ben Prain and Wayne Bonnett (unable to join virtual session due to technology issues)	
<b>2.</b>	<b>Conflicts of Interest and Register</b>	
	Nil	
<b>3.</b>	<b>Speaking Rights</b>	
	<i>“That speaking rights be granted to Paul Donnelly, (Associate Principal), and David Lowe, (Business Manager)”.</i> <b>Moved:</b> Chair; <b>Carried</b>	
<b>4.</b>	<b>Briefings</b>	
	The Health & Physical Education presentation will be carried over to the September meeting.	<b>Carry forward</b>
<b>5.</b>	<b>Strategic Discussions and Decisions</b>	
	<u>Māori as a success</u> - Karen Stewart discussed the importance for the Board and School in making decisions that support Maori learners to enjoy and achieve education success. This included providing Te Reo classes, setting goals in the School’s Charter and Strategic Plan (with community consultation), and achieving equitable outcomes.	

	<p><u>Ka Hikitia – Ka Hāpaitia   the Māori Education Strategy</u> - This Education strategy has been refreshed and is now a cross-agency strategy.</p> <p><u>Hautū (Māori Cultural responsiveness self review tool)</u> - A tool for which the board actively partners with learners, whānau, hapū and iwi to ensure that the school gives effect to Te Tiriti o Waitangi.</p>	
	<p><u>ERO</u> - ERO is undertaking a new approach to evaluation and rather than visit for a week they will work with the school to determine where they are at in the review process. This partnership model is to help schools improve their capability. This review is expected in Term 1 or 2 2022. A focus for the Review Committee is to prepare for the ERO review.</p>	
	<p><u>Physical Education Faculty Review</u> - As this fits in with the Faculty Presentation, this will be carried forward to the next Board meeting in September</p>	Carry forward
<b>6.</b>	<b>Administration</b>	
<b>6.1</b>	<p><b>CONFIRMATION OF PREVIOUS MINUTES – Board Open Meeting of 30 June 2021</b></p> <p><i>The Chair moved that the minutes of the meeting dated 30 June 2021 be accepted as a true and accurate record.</i></p> <p><b>MOVED: Chair SECONDED: ALL CARRIED</b></p>	
<b>6.3</b>	<p><b>2022 TERM DATES</b></p> <p>This is the first draft, further adjustments are needed now that the NCEA Review dates have been received.</p>	
<b>6.4</b>	<p><b>FINANCE &amp; PROPERTY REPORTS</b></p> <p>David Lowe stated that the School finances were on tracking well to the Budget.</p> <p><i>The reports were received.</i></p>	
<b>6.5</b>	<p><b>TRIENNIAL ELECTION DATES</b></p> <p>These were noted.</p>	
<b>7.</b>	<b>Monitoring</b>	
<b>7.1</b>	<p><b>PRINCIPALS REPORT T3 Wk4</b></p> <p>Karen Stewart spoke to her report. She indicated that the Bridge Programme was underway with the goal to transition students back into mainstream study not to act as a full time programme. The Board requested the Bridge Programme Coordinator (Mario Williams) attend the November meeting and conduct a presentation.</p> <p><u>Standdown/Suspensions</u> - The trends identified are Year 10/11 male school population. Ms Stewart has a workshop to run initially with SLT and then with the Deans/Head of Houses re major behaviours. . The Puketeraki Kahui Ako has</p>	

	<p>committed to an attendance / engagement pilot with the MoE to develop best practice models. The Bridge Programme is a positive way of moving forward to addressing the rates of standdowns/suspensions, as well.</p> <p><u>EOTC</u>- David Lowe and Paul Donnelly completed a training session to help identify the processes which need improvement and to better identify those EOTC events that fit with the schools strategic direction. It was noted that the notion of risk has changed in the education sector and the School needs to be aware of the possible impact of secondary negligence.</p> <p><i>The report was received.</i></p> <p><b>MOVED: Karen Stewart SECONDED: CHAIR CARRIED</b></p>	
<b>7.2</b>	<p><b>FINANCE REPORTS - JUNE &amp; JULY 2021</b></p> <p><i>It was agreed that these reports be received.</i></p> <p><b>MOVED: CHAIR CARRIED</b></p>	
<b>7.3</b>	<p><b>REVIEW REPORT Term 3</b></p> <p>Karen Stewart noted that the Design Framework style was currently being embedded into the school's review process. Next steps include a focus on embedding a tracking system to identify students at risk early and to improve reporting processes.</p>	
<b>8.</b>	<b>Policies</b>	
<b>8.1</b>	<p><b>PRIVACY POLICY</b></p> <p>The Board agreed to approve the amendments (noted in red) to the current Policy.</p> <p><i>RESOLUTION 2021/OP/009</i></p> <p><i>That the Privacy Policy be amended and formally adopted.</i></p> <p><b>MOVED: CHAIR CARRIED</b></p>	
<b>8.2</b>	<p><b>HARASSMENT &amp; BULLYING POLICY</b></p> <p>As a result of community and staff consultation feedback, this policy will be referred to the PB4L team. Finalisation of the policy will be made by the Principal upon feedback from these parties.</p> <p><b><i>ACTION: STK to follow up with MDP/HDT for input and finalisation of wording</i></b></p>	AP283
<b>9.</b>	<b>BOT PLD</b>	
	<p><u>Giving Effect to Te Tiriti o Waitangi training</u> - dependent on the lockdown Level, this is scheduled for Tuesday 24 August</p>	

	<p><u>NZSTA National Workshops Available (Term 3)</u> - noted</p> <p><u>IET (NZSTA) Governance Tool</u> - this survey has been emailed to all Board Members for completion by 10 September 2021. Karen Stewart noted that the board needed to move into a more strategic planning approach to PD.</p>	
<b>10.</b>	<b>For Information Items</b>	
	<p><u>Roll Return 1 July</u> - Noted.</p> <p><u>Fundraising Application - Senior Girls Basketball team</u> - The Board noted the email resolution.</p> <p>RESOLUTION 2021/OP/010</p> <p><i>Supports in principle, the application to Pub Charity for funding to cover the cost of up to \$14,822.75 for the Rangiora High School Senior Girls Basketball team's accommodation, flights and transport, in order that they may participate in the National Championships in October 2021.</i></p> <p><u>Covid Vaccinations</u> - It was noted that staff are currently on a vaccination programme operated through the Corner Pharmacy. The Corner Pharmacy is also the provider of the schools Flu Vaccination programme.</p> <p><u>Term 3 Checklist</u> - Noted</p> <p><u>Staff Cellphone Policy</u> - It was noted that this policy will be transferred to the Finance Manual Appendix.</p>	
<b>11.</b>	<b>Correspondence</b>	
<b>11.1</b>	<p><u>CoVid &amp; GPAC</u> - Noted.</p> <p><u>Letter from the Cricket Club</u> - The Board acknowledges receipt of the letter and understands from Ms Stewart that this matter is an operational rather than a governance issue.</p>	
<b>12.</b>	<b>Action Notes</b>	
	<p><u>Leave Data</u> - It was agreed that any further information provided to the Board will be presented as an analysis rather than raw data.</p> <p><b>Action: QGC to prepare an analysis</b></p>	
<b>13.</b>	<b>In- Committee Meeting</b>	
	<p><b>Resolution</b></p> <p><i>"That the public be excluded from this meeting for the consideration of Agenda Items 2, 4, 5, 6, 7, 8, 9 and 10 of the In-Committee Agenda (Strategic Discussion, Administration, Reports and Information Items). This resolution is made in reliance on <a href="#">section 48(1)(a)</a> of the Local Government Official Information and Meetings Act 1987</i></p>	

	<p><i>and for the reasons contained in the Official Information and Meetings Act 1982 s9(2)(a) ("To protect the privacy of natural persons") and s9(2)(j) ("Carry on commercial and industrial negotiations") and that the meeting move In-Committee."</i></p> <p><b>Moved: Chair Carried</b></p> <p>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 7:38pm.</p>	
<p><b>Meeting Closure 7:40pm</b></p> <p><b>Date of Next Meeting - 22 September 2021 at 6pm</b></p>		
<p><b>Confirmed as a True and Correct record:</b></p> <p>_____</p> <p>Simon Green, Chairperson</p> <p>Date: 18 August 2021</p>		

**ACTION TABLE:**

Meeting Date	No	ACTION	Responsibility	Date Due
20 May 2020	AP201	Communications Plan Review -	STK CQ	OS assistance to be engaged
	AP225	Business case to BOT on app for student self-monitoring	SLT	TBC 2021
	AP248	Bridge Programme Reporting Template to ARTE Cttee	KR	WIP
3 March 2021	AP254	Replacement BOT member co-option	SG	Ongoing
	AP259	Uniform Branding Cttee Student representation	HL	Cfwd
26 May 2021	AP278	Conduct a presentation before student body re: BOT student Rep	HL	WIP
30 June 2021	AP283	Harassment & Bullying Policy - follow up with PB4L/MDP/HDT	STK	WIP
30 June 2021	AP284	Follow up with other school in relation to alcohol and H&S guidelines on the use of a school as a venue	DNP/DWL	WIP

	AP285			
	AP286			