



RANGIORA HIGH SCHOOL
MINUTES OF THE BOARD OF TRUSTEES
Open Meeting
18 September 2019
At 7.00 pm in the Strachan Room

Present	Ian Fong Karen Stewart Blake Benny Wayne Bonnett Leigh Kennedy Gillian Koster Ben Prain	Chair Principal Student Trustee Trustee Trustee Staff Trustee Trustee
In Attendance	Paul Donnelly (Associate Principal), David Lowe, (Business Manager) and Kevin Roche, (Secretary),	
	N/A	
1. Apologies		
	<i>Apologies were received and accepted from Simon Green and Louise Courtney for absence.</i>	
Conflicts Of Interest and Register Review		
	N/A	
2. Briefings		
	N/A	
3. Strategic Discussions and Decisions		
	<p>3.1 Term 3 2019 Community Consultation</p> <p>The meeting split into groups to undertake an analysis of the results of the community consultation day dealing with the six main themes used for that exercise i.e.</p> <ol style="list-style-type: none"> 1. <i>What aspirations do you have for your child? What do you hope they gain from their time at Rangiora High School?</i> 2. <i>The NZ Curriculum determines what we teach. What areas do you think are particularly important?</i> 3. <i>Centres of excellence - what do you think we should be investing in? specialist academies /partnerships.</i> 4. <i>How well does RHS grow students as “good citizens”? What do you think we should focus on next?</i> 5. <i>Which of these should RHS be providing/investing in? Sport, Arts, Service, Leadership.</i> 6. <i>Which of these are you as a family/ whānau willing to invest in? Sport, Arts, Service, Leadership.</i> 	

The main themes under each of the above headings were then reported back as below. Karen Stewart suggested that the survey should not be under the above headings but rather under the themes coming through i.e.

- Life Skills
 - Healthy Wallet
 - Show me the money
 - Wellbeing –hauroa – physical, mental, social, spiritual - wellbeing
 - Resilience
- Values
 - Cultural sense of belonging
- Environmental
 - School facilities
 - Rangiora
 - World
- Co and Extra Curricular
 - Arts and Outdoor Recreation
 - Sports
- Inclusiveness
 - Ethnicity, cultural
 - All the “isms”
- Fit for work
 - Dispositions
 - Transferable skills
 - Adaptability
 - Employability
- Community
 - In/out

It was agreed that Ian Fong, Leigh Kennedy, Paul Donnelly and Karen Stewart would meet to finalise the questions to be sent out from the above.

AP134
done

There would be one survey only and it was suggested this be done on the basis of respondents ranking topics from 1 to 4, with a space for comments at the end. As well as School parents it should go to parents of students enrolled in Rangiora HS's contributing primary schools. The survey is to be sent out early in Term 4 2019

AP135

Action - to keep papers to show ERO what the process had been and email a date for meeting for the subcommittee.

AP136
IF KR

3.2 Consultation with Whanau and Mana Whenua -

This item was covered under 3.1 above.

3.3 RHS Graduate profile (Year 13 Leaver Profile)

Paul Donnelly spoke about the work that he was leading on this. After discussion it was agreed that the themes on the white board could be used as a basis for this. Paul Donnelly is to develop a profile using the themes identified.

AP137
PD

3.4 Board Planning and Reporting Timetable Term 3 2019 to 31 May 2020 ex NZSTA

The information was noted e.g. by 1 March 2020 an updated Charter is due, and by 31 May 2020 the Annual Report for 2019 is due with the MoE.

AP138
KR
workplan

The information was noted.

5. Administration

4.1 Confirmation of Minutes – Open Meeting 14 August 2019

“That the minutes of the open meeting of 14 August 2019 be confirmed as a true and correct record”.

Moved: Karen Stewart; **seconded:** Wayne Bonnett; **Carried**

4.2 Correspondence

Noted

4.3 Report on Finance and Property Committee Meeting of 28 August 2019

Wayne Bonnett spoke to the report. He noted the financial accounts had been presented in a new and improved format.

The monthly reporting commentary that had previously been provided by Solutions and Services would now be provided by the Business Manager.

The intention to replace the present MUSAC accounting system was noted.

That the report be received

Moved: Chair; **Carried**

4.4 2020 Term Dates

A copy of the proposed dates for the 2020 School calendar was included with the agenda for information.

4.5 Report back NZSTA Conference Dunedin July 2019

Leigh Kennedy provided a comprehensive briefing on her attendance at the 2019 NSTA Conference held in Dunedin from 12 to 14 July 2019. The main themes of the conference were described including the emphasis on BOTs being sensitive towards wellbeing for their teaching staff.

The report was received.

4.6 2019 Student Elections BOT Representative

A brief update was provided. Three nominations had been received for the position of student representative on the BOT. One student has subsequently withdrawn. Voting closed on 13 September with votes to be counted on 19 September and the new representative taking office as from 20 September 2019.

4.7 5YA Approval - email MoE

This item is reported in the In-Committee section of the Minutes.

5. Monitoring

5.1 Principal's Report

The report was spoken to by Karen Stewart. Gillian Koster noted the recent article in the media on the school farm, land based studies and agri-business courses.

That the report be received.

Moved: Chair; **seconded:** Gillian Koster; **carried**

5.2 Finance Reports 31 July 2019

David Lowe spoke to the report. Particular topics mentioned related to:

	<ul style="list-style-type: none"> ▪ Accounting systems review – this was being carried out with advice from BDO. The most likely package to be used was Xero, as used by many other schools ▪ Fixed assets - he considered the current cut-off of \$1,500 too high and would be recommending a lower value be used to allow for better tracking of lower value attractive items. ▪ The process for preparation of the 2020 budget was outlined, it was expected a draft would come to the BOT in November 2019 with final adoption in May 2020. <p>Gillian Koster noted that the STAR (secondary tertiary alignment resource) programme costs were expected to be greater than budget for the year.</p> <p>It was noted changes to the functions provided by Solutions and Services could save \$20k pa</p> <p><i>That the information be received</i></p> <p>Moved: Chair; Carried.</p> <p>5.3 Privacy Report Term 3 2029</p> <p>This provided an overview for the year. Karen Stewart advised she was undertaking more training with staff on privacy responsibilities.</p> <p><i>The report was received.</i></p> <p>5.4 International Report Term 3 2019</p> <p>The report was taken as read. Karen Stewart confirmed that students sitting NCEA were tracked, some gaps were identified with some students needing to have more support.</p> <p><i>The report was received.</i></p> <p>Moved: Chair; carried</p> <p>5.5 Board PLD (who is attending NZSTA workshops)</p> <p>A copy of the NZSTA Training schedule for the forthcoming year (2019-2020) was included with the agenda for the information of BOT members. Ian Fong confirmed that he had made a booking for the student representative workshop.</p> <p>Karen Stewart noted the options were for BOT members to either attend the NZSTA workshops, or bring someone in to work with the whole Board of Trustees</p> <p>The Chair confirmed his preference was to have someone in to speak to the whole BOT, it might also be possible to share costs with other schools. Noted that we need to be able to inform what the BOT PLD gaps are, and how remedied.</p> <p>5.6 Analysis of Variance – Term 3 Report</p> <p>The report was taken as read – Karen Stewart noted that the final report would be provided at the year end.</p>	<p>AP139 KR workplan</p> <p>AP140 BOT TBC</p> <p>AP141 KR agenda</p>
6.	BOT PLD	
	<p>6.1 NZSTA workshops 2019</p> <p><i>This item was discussed under 5.5 above.</i></p>	
7.	Policies	
	<p>7.1 Care of Heritage Art Collection</p> <p>A copy of the above policy was provided for review by the BOT and approval to engage in consultation. The recording of art works within the asset register was discussed as this had been completed for insurance purposes. Noted the register will be checked as part of fixed asset review.</p> <p>Resolution No 2019/OP/032</p> <p><i>Approved for consultation</i></p>	<p>AP141 KR</p>

	<p>Moved: Chair; Carried.</p> <p>7.3 CCTV systems and Professional Learning Development Policies To come to next meeting – action: review dates to be checked.</p> <p>7.3 Complaints Policy (<i>For discussion - ex BoardSURE Report</i>) Karen Stewart advised that ERO had asked for this to be expanded on a previous visit. In the last visit at Rangiora HS, they had recommended that the policy be simplified. NZSTA as part of the Boardsure review had also recommended that the Complaints Policy be simplified. The meeting delegated responsibility to the Principal to review the Policy and bring it back.</p>	<p>AP142 KR</p> <p>AP143 KS</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 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 9.10pm.</i></p> <p>Carried</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>	
8. For Information Items		
	<ul style="list-style-type: none"> ▪ Roll Return 1 Sept 2019 – (Tabled) Karen Stewart advised as an aside that she had attended MoE briefing on Greater Christchurch School Rolls the previous night. Currently there was big roll growth in years 6-7 but with less in secondary school rolls. The Selwyn area had seen big growth post the earthquakes and Waimakairi District Council area was also tracking significant growth. ▪ NZSTA workshops 2019 Discussed as above ▪ ARTE and Curriculum Reports The reports were noted. There was an identified need to continue our work to improve our processes to identify and support students at risk of not achieving. ▪ Bulletin - Donations Requirements for Schools- Email 4 Sept MoE The contents were noted. ▪ Request to Remove Rangiora HS Education Trust from the Charities Register A letter of 4 September 2019 from the Department of Internal Affairs (DIA) confirming this was noted – no further action was required. <p><i>The information was received.</i></p>	

9. Meeting Closure		
	Date of Next Meeting 6 November 2019	
	Confirmed as True and Correct record Simon Green, Acting Chairperson _____ Date 6 / 11 /2019	

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	August 2019 Review Cttee
7 November	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 Term 4 2019
	AP061	Analysis of Variance Report	KS	20 Feb 19
20 February	AP067	Succession Planning Meeting TBC	BOT KR	
	AP073 & 78	Update polices for delegations	KR	WIP
				Remove
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
	AP116	Action changes to budget holders for 2019	DL	
	AP118	Revised Staff Media Policy – consult with NZSTA	KR KS	WIP

14 August		NCEA Individual BOT members to make a submission on implementation – confirm date etc.	BOT	Remove
		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.	KR	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	Done - remove
18 September	AP135	Parent consultation survey to be sent out		
	AP137	Develop RHS Graduate profile	PD	
	AP138	Note Planning and reporting timetable	KR	
	AP139	Budget to Nov BOT Mtg	DL	On agenda Ap140
	AP140	BOT training – bring a facilitator in	BOT	
	AP141	Analysis of Variance	SLT	Dec Mtg