



RANGIORA HIGH SCHOOL BOARD OF TRUSTEES MEETING
Wednesday 19 August 2020
At 7.00pm in the Strachan Room
OPEN AGENDA

Welcome to Andrew Hodgkinson	
	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 Update on Filling of Casual Vacancy <i>(Oral update BOT Chair)</i> 5.2 Draft Education Brief Q1-8 for feedback and discussion <i>(pages 8-19)</i> 5.3 Amendment to Enrolment Zone (ORRS Students) 5.4 Māori Success as Maori
6.	Administration
	6.1 Confirmation of Minutes – BOT Open Meeting of 24 June 2020 6.2 Correspondence – (see list attached) 6.3 Report on Finance and Property Committee Open Meetings of 22 July and 12 August 2020 6.4 Delegate to NZSTA AGM by Zoom on 5 Sept (due by 28 August) 6.5 NZSTA Post Lockdown Survey Attendance Reporting Survey 6.6 Report on Percentage of Part-time staff at Rangiora HS

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	6.7 Resolution re Date of Mid Term Elections, Changes to Election Regulations and Appointment of Returning Officer											
7.	Monitoring											
	<p>7.1 Principal's Report July 2020</p> <p>7.2 Finance Report July 2020 (<i>ex F & P Cttee mtg 12 August</i>)</p>											
8.	Policies For Review											
	<p>8.1 Online Safety Policy (<i>approval for consultation sought</i>)</p> <p>8.2 Staff Leave Policy (<i>approval for consultation sought</i>)</p> <p>The policies shown below were approved for consultation at the BOT meeting on 24 June 2020. No feedback was received by the closing date.</p> <p>Some policies as listed below were also considered at the meeting of the Finance and Property Committee on 12 August 2020. Comments from the Committee are shown by them.</p> <ul style="list-style-type: none"> ▪ EOC Overseas Trips Policy - <i>the issue regarding reimbursement was raised e.g. the cancelled Japan trip - check and review.</i> ▪ EOC Procedural Policy - <i>no comments.</i> ▪ Health & Safety Policy - <i>no comments, can be discussed at BOT meeting.</i> ▪ Others in the Workplace - <i>does this cater for the Covid 19 scenarios?</i> ▪ Worker Participation - <i>no comment</i> ▪ Risk Management - <i>come back, is more a Hazard register does not cover strategic risk (noted Risk management advice was being sought from NZSTA)</i> ▪ RHS Bus Network Policy - <i>SG queried in respect to out of zone children St Joseph's School and Ashley School – to be checked.</i> <p>Accordingly, it is recommended that only the policies as annotated below be adopted at this stage, while additional work is undertaken on the remainder.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Police Vetting - for adoption</td> </tr> <tr> <td>Child Protection Policy - for adoption</td> </tr> <tr> <td>Appraisal Policy Nag 3 – Review by Personnel Committee –Sept meeting</td> </tr> <tr> <td>EOC Overseas Trips - <i>carry forward</i></td> </tr> <tr> <td>EOC Procedural Policy - <i>carry forward</i></td> </tr> <tr> <td>Equal Employment Opportunities- Review by Personnel Committee –Sept mtg</td> </tr> <tr> <td>Health & Safety Policy - for adoption</td> </tr> <tr> <td>Induction Training & Information - Review by Personnel Committee –Sept mtg</td> </tr> <tr> <td>Others in the Workplace - <i>carry forward</i></td> </tr> <tr> <td>Website Privacy policy - for adoption</td> </tr> <tr> <td>Worker Participation- for adoption</td> </tr> </table>	Police Vetting - for adoption	Child Protection Policy - for adoption	Appraisal Policy Nag 3 – Review by Personnel Committee –Sept meeting	EOC Overseas Trips - <i>carry forward</i>	EOC Procedural Policy - <i>carry forward</i>	Equal Employment Opportunities- Review by Personnel Committee –Sept mtg	Health & Safety Policy - for adoption	Induction Training & Information - Review by Personnel Committee –Sept mtg	Others in the Workplace - <i>carry forward</i>	Website Privacy policy - for adoption	Worker Participation- for adoption
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	Risk Management - <i>carry forward</i>	
	Privacy Policy - Review by Personnel Committee –Sept mtg	
	RHS Bus Network Policy - <i>carry forward</i>	
	Protected Disclosures - Review by Personnel Committee –Sept mtg	
	Restraints Policy - CFWD legislation changes underway	
9.	BOT PLD	
	<ul style="list-style-type: none"> ▪ Leigh Kennedy – Presentation 10 minutes on BOT Training) ▪ NZSTA workshops Term 3 ▪ Tuahiwi Education Centre – workshops 	
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"> ▪ Results of Out of Zone Ballot 2021 year 9 5 August ▪ Email Resolution Funding Application Pub Charities Senior A basketball ▪ Email resolution Delegation to Julia Malcolm ▪ Roll Return 1 July 2020 (<i>To be tabled</i>) 	
11.	Date of Next Meeting	
	BOT Meeting 16 September 2020	

INWARDS CORRESPONDENCE:

DATE	DETAILS	COPIES TO	ACTION
20 July	Education Gazette No 11	BOT	For information
1 June	Education Gazette No 8	BOT	For information
15 June	Education Gazette No 9	BOT	For information
3 August	Education Gazette No 12	BOT	For information
26 July	NZSTA AGM 5 Sept Delegate	BOT	For discussion see agenda

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19 July	NZSTA post lockdown attendance reporting survey	BOT	For discussion see agenda
21 July	NZSTA Teacher Aide Pay Equity Claim	BOT	For information
26 July	NZSTA Knowledge Hub	BOT	For information
28 July	MoE Bulletin for School Leaders	BOT	For information
4 August	MoE Bulletin for School Leaders	BOT	For information
24 June	Membership Matters	BOT	For information
	NZSTA Knowledge Hub June	BOT	For information
	NZSTA Term 3 Workshops	BOT	For information
3 July	MoE Covid Update	BOT	For information
2 July	NZEI paid Union Meeting Notification	BOT	For information
	NZSTA Charter Planning and Review – workshop	BOT	For information
21 July NZSTA	Teacher Aide Pay Equity Update	BOT	For information
26 July	NZSTA Knowledge Hub Update	BOT	For information
28 July	MoE Bulletin for School Leaders 128	BOT	For information
4 August	MoE Bulletin for School Leaders 127	BOT	For information
6 August	NZSTA Membership Matters	BOT	For information (<i>includes restraint information</i>)
12 August	MoE level 2 Summary	BOT	For information
12 August	Moe Covid Update	BOT	For information
12 August	NZSTA Covid Update	BOT	For information
17 August	NZSTA Knowledge Hub	BOT	For information
17 August	MoE Covid 19 Update	BOT	For information

OUTWARDS CORRESPONDENCE:

Date	Details
	N/A

ACTION TABLE:

Meeting Date	No	ACTION	Responsibility	Date Due

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22 May 19	AP103	Communications Plan – revise and Bring back	CQ KR	May BOT Mtg- remove see AP 201
26 June 19	AP111	Health and Safety Report on BOT responsibilities to come back	DL	Sept Mtg
6 Nov 19	AP148	Review Rangiora HS Graduate profile	PD	
19 Feb 20	AP172	By Election Casual Vacancy	KR	Actioned remove
	AP176	Delegation's Final Copies to be signed	KR	March Completed remove
	AP177	TOR to be reviewed by Committees (ARTE remaining)	KR	FP and Suspensions Cttee done WIP
	AP179	Finance and Admin Policy to be completed	KR DL	WIP
	AP180	Dates for Tuahiwi workshops to be advised	KR	TBC- later in year
25 March 20	AP184	Approach NZSTA re assistance with Risk Assessment and Management	TBC	WIP
	AP187	BOT Self Review 2020 deferred from previous meeting		Remove – to be done in November 2020
	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	On agenda - 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	Covered by update at mtg
	AP205	Locate gap analysis May 2018	KR	WIP
	AP206	Amendments to enrolment zone ORS students	STK	Report in agenda -remove
	AP208	Bring back clean copy of BOT annual agenda	KR	WIP
	AP209	Update Fees payment schedules to include all committees	KR	Done - remove
	AP210	Breakdown of farm sales proceeds use to come back	DL	Reported to F & P Committee see minutes 22 July mtg

EVENTS

Date	Details
	Prizegiving 2020 etc. Junior - 10 December 7pm Senior - 30 November Year 13 - 2 December

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	Newsletter 2020 Dates
	<ul style="list-style-type: none"> ▪ Ben Prain Term 3 2020 – Theme suggested – sport and mid-term elections Dec 20 ▪ Louise Courtney term 4 2020 – Theme suggested - Summary of the year past ▪ 2020 Year Book October 2020- Simon Green
	<ul style="list-style-type: none"> ▪ <i>Strategic Planning Day Term 2 or 3 - to be discussed</i> Who will attend? ▪ <i>PTA meetings</i> 10 November
	<ul style="list-style-type: none"> ▪ Whanau hui Dates 2020 Leigh Kennedy will attend all, Simon Green will attend first one ▪ 17 September ▪ 5 November
	<p>Ball dates 2020 – now postponed</p> <p>Meet and Greet winter 2020?</p>

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