



RANGIORA HIGH SCHOOL
MINUTES OF THE BOARD OF TRUSTEES
Open Meeting
19 February 2020
At 6.00 pm in the Strachan Room

Present	Karen Stewart Principal Abigail de Visser Student Trustee Wayne Bonnett Trustee Louise Court Trustee Simon Green Chairperson Leigh Kennedy Trustee Gillian Koster Staff Trustee Ben Prain Trustee	
In Attendance	Paul Donnelly (Associate Principal), David Lowe, (Business Manager) and Kevin Roche, (Secretary)	
Karakia by WB		
Appointment of Chairperson	<p>The Chair was assumed at the commencement of the meeting by the Principal, Karen Stewart, for the purpose of appointing a new Board Chair following on from the resignation of Ian Fong from the Board of Trustees.</p> <p>Nominations were called for the role of Chair and one nomination was received as follows: <i>“That Simon Green be appointed as the Chair until December 2020”</i></p> <p>Nominated by: Karen Stewart; seconded: by Louise Courtney; Carried unanimously</p>	
Appointment of Deputy Chair	<p>Nominations were then called for the role of Deputy Chair and one nomination was received as follows: <i>“That Ben Prain be appointed as Deputy Chair until December 2020”</i></p> <p>Nominated by: Wayne Bonnett; seconded: by Simon Green; Carried unanimously</p>	
1. Apologies		
	NA	
Conflicts Of Interest and Register Review		
	N/A	
2. Briefings		
	<p>Briefings were provided by HOFs as follows:</p> <ul style="list-style-type: none"> ▪ Paula McDonald: HOF Business Studies link ▪ Bev Sue Tang: HOF Mathematics link 	

	The information was received and the presenters thanked for their complete and informative presentations.	
3.	Strategic Discussions and Decisions	
	<p>3.1 BOT Succession Planning - Resignation Letter from Ian Fong</p> <p>The letter of resignation from Ian Fong tendering his resignation from the BOT as at 11 February 2020 was received and accepted.</p> <p>It was agreed that a thank you letter would be written to Mr Fong and a small gift (subject to Policy check) be sent to him.</p> <p>3.2 Filling of Casual Vacancy</p> <p>A briefing paper setting out the options available to the BOT in respect to the casual vacancy caused by the resignation of Ian Fong, together with background material from the NZSTA, was considered by the meeting.</p> <p>The consensus of the meeting was that the best option would be to hold a by-election with the request that all BOT members canvass and encourage any prospective candidates to stand.</p> <p>The NZSTA generic guide of the qualities sought is to be sent to BOT members</p> <p>Resolution No 2020/OP/001</p> <p>The Board</p> <ol style="list-style-type: none"> 1. <i>Agreed that the vacancy caused by the resignation of Ian Fong from the Board of Trustees be filled by way of a by-election and that Canterbury Education Services be appointed as its Returning Officer.</i> 2. <i>Requested that a quote be obtained from Canterbury Education services (CES) for undertaking this by-election.</i> 3. <i>Asked that confirmation be sought that the MoE will fund the cost of the by election.</i> 4. <i>Requested that all BOT members approach any suitable candidates they might be aware of to encourage them to stand in the by-election.</i> <p>Moved: Chair; Carried</p> <p>3.3 Community Consultation</p> <p>A copy of the results from the community consultation was included in the agenda. It was noted that the BOT had not yet discussed these in detail and it was agreed to visit these at the strategic planning day on Sunday 1 March.</p> <p>The opportunity was taken at this stage of the meeting to brief BoT Members “In Committee” on the issues around the schools 5YA development. Reason -(Clause S9 (2) (j) (“Carry on commercial and industrial negotiations”) Time 6.20-6.31pm</p>	<p>AP170 KR done</p> <p>AP171 KR</p> <p>AP172 Bot KR</p>
	<p>3.4 Analysis of Variance 2019</p> <p>Paul Donnelly spoke to the Analysis of Variance for the 2019 School year. He expressed the view that the School was doing exciting work.</p> <p>The analysis covered:</p> <ol style="list-style-type: none"> 1. Connected curriculum 2. Learning Opportunities 3. Leadership 4. Māori Success 5. Self-Review and Evaluation 6. and Areas of Focus for the past 2019 year <p>The development of the school’s students and the need for the school to celebrate its successes were discussed with Paul Donnelly suggesting we celebrate “key stages”.</p> <p>He noted that the SLT had taken a “deep dive” in respect to the academic achievement for the 2019 year. The School’s results had reflected the national trends with some decline in NCEA achievement. It had performed better than the national averages but not as well as other decile</p>	

	<p>9 co-od schools. There had been issues with results for Māori, boys and also their retention rates.</p> <p>Leigh Kennedy commented on the improvement in data collection in respect to tracking student learning.</p> <p>Karen Stewart advised that she was endeavouring to obtain a student voice into what we did and had talked to head students about this. It was noted that some 34% of our students were involved in sport compared to the national average of 22%.</p> <p>3.5 Annual Plan</p> <p>Karen Stewart spoke to the Annual Plan for 2020. This had been a team effort and a draft had now been sent to the MoE as required.</p> <p>The School's 2019 NCEA results had dictated some of the content in this. It was intended in 2020 to have a focus on the wellbeing of staff and students and a strategic PD plan supporting this focus would be developed.</p> <p>Connected curriculum would be further developed to the next stage in consultation with students, staff and community. Appropriate training for staff and the SLT would be organised.</p> <p>Resolution No 2020/OP/001</p> <p><i>"That the Analysis of Variance and Annual Plan be made available to the public through website and paper copy available at reception"</i></p> <p>Moved: Leigh Kennedy; seconded: Wayne Bonnett; Carried</p>	<p>AP173 Done</p>
	<p>3. 6 Governance vs Management the Role of Trustees – BOT Code of Conduct</p> <p>A copy of the current code of conduct for the BOT was included with the agenda and the content reviewed by the meeting.</p> <p>It was agreed that in accordance with the NZSTA recommendations all BOT members would sign this again for the 2020 school year.</p>	<p>AP174 KR done</p>
4.	Administration	
	<p>4.1 Confirmation of Minutes – Open Meeting 11 December 2019</p> <p><i>"That the minutes of the open meeting of 11 December 2019 be confirmed as a true and correct record".</i></p> <p>Moved: Chair; Seconded Gillian Koster; Carried</p> <p>4.2 Correspondence</p> <ul style="list-style-type: none"> ▪ Palestine Solidarity Network Aotearoa ▪ Matt Richardson Rangiora HS Rugby Club <p>Following discussion both items were referred to management for follow up.</p> <p>4.3 Report on Finance and Property Committee Meetings of 12 February 2020</p> <p>Wayne Bonnett spoke to the report from the meeting of the Finance and Property Committee meeting of 12 February 2020.</p> <p>He noted that information on the progress of the Rangiora HS SIPO was likely to come back from the MoE and Treasury in April.</p> <p>The revised Finance and Administration Policy was included in the agenda for the Board meeting and the Committee had supported the proposed changes to this Policy.</p> <p>The report was received.</p>	<p>AP175 Review</p>

	<p>4.4 Policies - 3 Year Review Programme</p> <p>A copy of the Rangiora High School draft three-year policy review programme was provided for review by the Board. It was advised that the original review dates for a number of policies had been shown as a two-year cycle whereas in accordance with best practice, and other schools, these should have been on a three yearly review cycle.</p> <p>A spreadsheet showing the corrected dates was included with this report and it was agreed the Policy Review Programme be updated to reflect these and amalgamated against the appropriate NAGS.</p> <p>4.5 Revised Schedule of Delegations</p> <p>David Lowe spoke to the revised delegations which had been supported by the Finance and Property Committee at its meeting on 12 February 2020. The structure of the schedule had been amended to align with other large schools and NZSTA guidelines.</p> <p>Karen Stewart advised that one addition had been made since the Finance and Property Committee meeting to include a delegation in respect to requesting concurrence for a staff member on the Royal Society Science Leadership Programme.</p> <p>Resolution No 2020/OP/002</p> <p><i>That the revised schedule of delegations as recommended by the Finance and Property Committee, including the addition as noted above, be adopted.</i></p> <p>Moved: Ben Prain; seconded: Wayne Bonnett; Carried</p> <p>4.6 BOT Annual Triennial Agenda</p> <p>The BOT Annual Agenda was received and noted.</p> <p>4.7 Committee TOF Review</p> <p>Noted – it was agreed that individual Committee TOR would in the first instance be reviewed by the respective Committees.</p> <p>4.8 RHS Policy Framework</p> <p>Karen Stewart spoke regarding the establishment of a Personnel Committee. Gillian Koster, Wayne Bonnett and Leigh Kennedy expressed interest in serving on this.</p> <p>It was agreed for this topic to come to the next BOT meeting. Also link to the Policy should be provided in each BOT agenda.</p> <p>The report was received.</p> <p>4.9 Finance and Administration Policy</p> <p>Spoken to by David Lowe, he advised that the deletions in the policy mainly related to areas which had been duplicated hence their strike out. The policy still needed some final completion and was still a WIP. A final edition would be brought back to the next meeting.</p> <p>The Finance and Property Committee had supported the direction of the document at its meeting on 12 February 2020.</p>	<p>AP176 KR</p> <p>AP177 KR obtain signatures</p> <p>AP178 KR</p> <p>AP179 KR done</p> <p>AP180 DL</p>
5.	Monitoring	
	<p>5.1 Principal's Report January 2020</p> <p>Karen Stewart spoke to the report. In respect to the NCEA results for 2019 the SLT were undertaking a Spiral of Inquiry with a view to improving these. She felt that these results were a result of a number of factors including culture. On a positive note she was meeting with the HOFs to identify what the School to review Prizegiving formats.</p>	

	<p>The School's results at level 3 NCEA were below the national and decile 9 averages, level 2 were pleasing and level 1 had shown a decline. The school had, however, performed better than national achievement levels at level 1. There were differences in the results between houses.</p> <p>A detailed analysis of the 2019 NCEA achievement for the school, was also provided in addition to the Principal's report.</p> <p>Simon Green queried what could be done to improve the results and Karen Stewart noted that additional funding had been provided in the 2020 budget for example PLD. What was needed was a change in the school culture.</p> <p>Simon Green noted that this would take some time to achieve.</p> <p>Karen Stewart advised she had attended a meeting regarding the establishment of "Project Search" in North Canterbury. This would explore employment opportunities for ORs children in North Canterbury.</p> <p>Attendance information would be included in the ARTE report.</p> <p><i>That the report be received.</i></p> <p>Moved: Karen Stewart; seconded: Simon Green; Carried</p> <p>5.2 Finance Report January 2020 (Income Statement and Balance Sheet)</p> <p>David Lowe spoke to the report. He advised that the draft accounts for the 2019 year had been forwarded to the auditors (Crowe Horwath). In discussion with the auditors appropriate accounting treatment had been taken to correcting show the previous 2018-year expenditure on the playing field to capex rather than repairs and maintenance.</p> <p><i>That the information be received</i></p> <p>Moved: Chair; Carried.</p> <p>5.3 Draft Budget 2020</p> <p>David Lowe reported that a final version of this would be provided to the next Board meeting based on the 1 March roll and the MoE grant resulting from this. The surplus for 2019 now allowed some more flexibility in the budget</p>	
6.	BOT Professional Development (PLD)	
	<p>This was discussed, it was noted the February Tuahiwi Workshop was now full and details of other dates are to be advised to the BOT when known.</p> <p>Leigh Kennedy advised that the NZSTA web site provided some resources for BOT learning and PD. A link to their training timetable for 2020 had been included with the agenda.</p> <p>Simon Green mentioned the need for the BOT to have some briefing sessions prior to the visit of ERO in June 2020. Health and Safety was one area, also student achievement</p> <p>It was noted that a training session for BOT members on Suspensions would be held on 4 March. Simon Green raised discussion on the location and culture of the meetings – noted would more desirable to have at a round table. The Principal's office was suggested as a more suitable venue.</p>	AP181 KR
7.	Policies	
	<p>The following policies had been previously approved for consultation at the 6 November 2019 Board meeting. As no feedback had been received from staff and the school community, they were presented for formal adoption by the Board</p> <p>For adoption.</p> <ul style="list-style-type: none"> ▪ CCTV Systems Procedures ▪ Professional Learning Development - ▪ Complaints Policy - ▪ Social Media Draft – ▪ Treaty of Waitangi Policy - ▪ Creative Commons Policy – 	

	<p><i>*(In respect to the CCTV Systems Procedures Policy it was commented that the Associate Principal needed to be added to this in addition to the DPs. Clarification was also provided around the Complaints policy – with concerns expressed to teachers but all complaints sent to the Principal.</i></p> <p>Resolution No 2020/OP/002</p> <p>That the policies as shown above be formally adopted by the board</p> <p>Moved: Karen Stewart; seconded: Louise Courtney; Carried</p> <p><i>For consultation</i></p> <ul style="list-style-type: none"> ▪ <i>Appointments policy</i> ▪ <i>Drugs inc Alcohol</i> ▪ <i>Drugs inc alcohol procedural policy</i> ▪ <i>PPE Procedure policy</i> ▪ <i>Personnel Policy</i> ▪ <i>Professional boundaries</i> ▪ <i>Professional Development for BOT Trustees</i> <p>Resolution No 2020/OP/003</p> <p><i>That policies as shown above be formally approved for consultation.</i></p> <p>Moved: Chair; Carried</p>	AP182 KR
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 8.12pm.</i></p> <p>Carried</p> <p><i>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 9.25pm pm and the open meeting was closed at 9.26 pm.</i></p>	
8. For Information Items		
	<p>See correspondence - noted</p> <p>Job Description Privacy Officer - noted</p> <p>(Karen Stewart advised that the PTA meeting on 18 February had been cancelled. This will now be on Tuesday 25 February)</p>	
Action List		
	Noted	
9. Meeting Closure		
	<p>Date of Next Meeting</p> <p>25 March 2020</p>	

Confirmed as True and Correct record	
Simon Green, Chairperson	
_____ Date 25 / 3 /2020	

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	November 2019 Review Cttee
7 November	AP038	NZSTA Internal Review Week 9 Term 3	KR – agenda	July 2019
	AP058	Review Policy Overseas Trips	SLT	Completed
	AP061	Analysis of Variance Report	KS	Completed
20 February	AP067	Succession Planning Meeting TBC	BOT KR	Completed
	AP073 & 78	Update polices for delegations	KR	Completed
27 March	AP086	Mainstream Unit Delegations	KR	Update
22 May	AP103	Communications Plan – revise and Bring back	CQ KR	Sept Mtg
26 June	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	Completed
	AP115	International Student Discipline Policy to be consulted on	FR	WIP on Web Site
	AP118	Revised Staff Media Policy – consult with NZSTA	KR KS	Completed
14 August		Media Training BOT Chairs, Principals IF to provide details	IF	Update at mtg
		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
		Complaints Policy need a working Group on this bring back next meeting Sept	TBC	Completed
18 September	AP137	Develop RHS Graduate profile	PD	
	AP138	Note Planning and reporting timetable	KR	
	AP140	BOT training – bring a facilitator in	BOT	
	AP141	Analysis of Variance	SLT	Completed

6 November	AP147	Circulate Puketeraki kāhui ako Year 10 profile	KR KS	Completed
	AP148	Match /complete Rangiora HS graduate profile	PD	
	AP152	Check resolutions re returning officer for 2020	KR	
	AP153	Advise BOT of 2020 newsletter dates and responsibility	KR	Completed
	AP158	Date for BOT suspension training in February 2020	BOT	Done to be 4 March 2020
11 December 2020	AP167	Analysis of Variance to Feb BOT Meeting	KR STK	Done - remove
19 Feb 2020	AP172	By Election casual vacancy	KR	Underway
	AP176	Delegations – Final copies to be signed	KR	
	AP177	TOR to be reviewed by Committees	KR	WIP
	AP179	Finance and Admin policy to be completed	KR DL	
	AP180	Dates for Tuahiwi workshops to be advised	KR	