



**RANGIORA HIGH SCHOOL**  
**MINUTES OF THE BOARD OF TRUSTEES**  
**OPEN MEETING**  
**Held On 20 February 2019**  
**At 7.00 pm in the Strachan Room,**

<b>Present</b>	<p>Ian Fong                      Chairperson</p> <p>Karen Stewart              Principal</p> <p>Blake Benny                 Student Trustee</p> <p>Wayne Bonnet              Trustee</p> <p>Simon Green                 Trustee</p> <p>Leigh Kennedy              Trustee</p> <p>David Newsham-West      Staff Trustee</p> <p>Ben Prain                     Trustee</p>	
<b>In Attendance</b>	Paul Donnelly (Associate Principal), David Lowe, (Business Manager) and Kevin Roche, (Secretary),	
	<i>A welcome was extended to David Lowe, Business Manager, at the commencement of the meeting.</i>	
<b>1. Apologies</b>		
	N/A	<b>Action Point</b>
<b>Conflicts Of Interest</b>		
	N/A	
<b>2. Staggered Elections</b>		
	<p>This report was taken at the commencement of the public open meeting to allow the school community the opportunity of participating as required under Section 101 of the Education Act. Parents and caregivers of pupils had been notified of this agenda item in the previous week and that they could attend the BOT meeting if they wished. Copies of the Education Act, NZSTA information guidelines and emails were provided with the report.</p> <p>No members of the school community attended the meeting and noting that the advantages and disadvantages of this proposal had been discussed by the BOT at some length the previous week the Chair moved the recommendations in the report as follows:</p> <p><b>Resolution 2019/OP/001</b></p> <p><i>That the Board:</i></p> <ol style="list-style-type: none"> <li>1. Resolves that two of the five Rangiora HS Board of Trustees parent representative positions will be filled on a staggered election cycle basis i.e. an 18-month term from June 2019 with the three remaining positions being filled on a three-year term from June 2019.</li> <li>2. Notes the requirements under Section 101B of the Education Act (See Appendix 1)</li> <li>3. Advises the MoE of its decision, should it decide to adopt recommendation 1 above.</li> </ol>	<b>APO66</b> <b>KR</b>

	<b>Moved: Chair; Carried</b>	
<b>3.</b>	<b>Briefings</b>	
	N/A	
<b>4.</b>	<b>Strategic Discussions and Decisions</b>	
	<p><b>4.1 BOT Election Planning and Succession Planning</b></p> <p>The information provided by the NZSTA on BOT succession planning had been included in the agenda and was discussed. The need for an induction programme for new members was noted bearing in mind that the induction material / information previously used had a specific flavour towards the taking over of responsibility from the previous commissioner.</p> <p>It was agreed that Simon Green, Leigh Kennedy and Karen Stewart would meet to discuss. Kevin Roche is to send out the information currently held, and also archived.</p> <p><i>(At this stage the meeting went into In-Committee at 6.40pm to discuss the Principal's Appraisal and returned to the open meeting at 7.35pm.)</i></p> <p><b>Resolution</b></p> <p><i>That the public be excluded from this meeting for the consideration of Agenda Item 2, of the In-Committee Agenda (Principal's Appraisal), for the reasons contained in Clauses S9 (2) (a) Official Information and Meetings Act 1982 ("To protect the privacy of natural persons")</i></p> <p><b>Moved: Chair; Carried</b></p> <p><b>4.2 Analysis of Variance 2018</b></p> <p>The analysis of Variance for the 2018 year was tabled at the meeting and spoken to by Karen Stewart. She noted that some further work needed to be completed to finalise this, and a copy of the completed document would be emailed to BOT members. The document was due with the MoE by 31 March 2019.</p> <p><b>4.3 Annual Plan 2019</b></p> <p>A copy of the draft plan had been contained in the agenda and was spoken to by Karen Stewart. Some minor work was still required to complete the document and she spoke to the elements of the plan i.e.</p> <ol style="list-style-type: none"> <li>1. Connected curriculum - while this was included in the plan there was not a widespread understanding of it.</li> <li>2. Learning Opportunities</li> <li>3. Leadership</li> <li>4. Maori Success</li> <li>5. Self-Review and Evaluation</li> </ol> <p>She noted the School's success rates for NCEA and the need to improve success rates for Level 3 and also the idea, as previously discussed, of undertaking consultation with the school community on what they wanted to see a graduate from Rangiora HS look like. In respect to this, however, it was not possible at this stage to make significant changes to the School Charter. She considered that in Year 13 more subjects were needed and spoke also about the Youth Future collaboration with ARA, Nth Canterbury Enterprises, Enterprise NZ, and the Waimakairi DC etc.</p>	<p>AP067 KR</p> <p>AP068 KR KS</p> <p>AP069 KR</p>
<b>5.</b>	<b>Administration</b>	
	<b>5.1 Confirmation of Minutes</b>	

*“That the minutes of the ordinary meeting of 12 December 2018 be confirmed as a true and correct record.”*

**Moved:** Chair; **Carried**

#### **Extraordinary Meeting 4 February 2019**

**Moved:** Chair; **Carried**

#### **5.2 Correspondence**

The correspondence was noted.

#### **5.4 Archive Material**

The meeting considered a brief report seeking approval for a delegation from the BOT to the Board Chair, and Principal, for the destruction or achieving of School records during 2019.

##### **Resolution No 2019/OP/002**

*That the Board:*

- 1. Delegates to the BOT Chair authority to approve either the destruction or transfer of Rangiora HS records, relating to the BOT and governance issues, as noted in the guidelines, to archives as appropriate during 2019, in accordance with the MoE guidelines.*
- 2. That the Board authorises the Principal to approve either the destruction or transfer of Rangiora HS records to archives apart from those relating to one above (i.e. non BOT and governance records) as appropriate during 2019, in accordance with the MoE guidelines.*

**Moved:** Chair; **Carried**

#### **5.4 Licence to Occupy Nth Canterbury Basketball**

A copy of the completed MoE application form for a Licence to Occupy (LTO) was tabled for the information of Trustees. It was agreed that this should be submitted to the MoE.

##### **Resolution 2019/OP/003**

*That the Licence to Occupy in respect to Nth Canterbury Basketball be supported and forwarded to the Ministry of Education.*

**Moved:** Chair; **Carried**

#### **5.5 Attendance at RHS PTA Meetings**

Karen Stewart spoke on this, she noted that the PTA had agreed that fundraising should be directed towards the provision of improved outdoor seating, shades etc. around the school. The PTA AGM was on 9 April 2019 at 7pm and meeting dates for the remainder of the year would be decided at that meeting.

It would be good if BOT members could attend this. Simon Green and Ben Prain advised they may be able to attend, and Ian Fong confirmed he could. Invites are to be sent out.

#### **5.7 Principal's Delegation**

In accordance with the BOTs triennial agenda confirmation was sought from the BOT to the schedule of delegations given to the Principal as contained on Page 41 of the Financial Administration Policies and Procedures Manual.

AP070  
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AP071  
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AP072  
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<p><b>Resolution No 2019/OP/004</b></p> <p><i>It was resolved that the delegations given by the BOT to the Principal be confirmed and carried forward for 12 months</i></p> <p><b>Moved: Chair; Carried</b></p>	<p><b>AP073</b> <b>KR</b> update policy</p>
<p><b>5.8 Acting Principal</b></p> <p>This item originated from the BOT triennial agenda and related to the need for the BOT to reconfirm the delegations in respect to the Acting Principal at the commencement of each year. In recognition of the fact that the school now had an Associate Principal the meeting agreed that the wording of the delegation be amended to reflect this.</p> <p><b>Resolution No 2019/OP/005</b></p> <p><i>That the Board directs that, except where the Board, at its discretion, otherwise determines, the Associate Principal shall, in the absence of the Principal from duty for periods not exceeding 2 weeks and for the full period or periods of such absence, perform all the duties and powers of the Principal.</i></p> <p><b>Moved: Chair; Carried</b></p>	<p><b>AP074</b> <b>KR</b> update policy</p>
<p><b>Suspension Committee</b></p> <p>This item originated from the triennial agenda and related to the need for the BOT to reconfirm the delegations to the Suspensions Committee at the commencement of each year</p>	<p><b>AP075</b> <b>KR</b></p>
<p><b>Resolution 2019/OP/006</b></p> <p><i>That all current Trustees bar the Principal are delegated authority to be members of the Board's Disciplinary Committee acting under the Terms of Reference for this committee.</i></p> <p><b>Moved: Chair; Carried</b></p>	<p><b>AP076</b> <b>KR</b></p>
<p><b>Key Dates for 2019</b></p> <p>Discussed - Karen Stewart commented that in her view some key dates that BOT members should attend were;</p> <ul style="list-style-type: none"> <li>▪ Junior prize giving - 11 December 2019</li> <li>▪ Senior prize giving - 2 December 2019</li> <li>▪ Colours - 25 November 2019</li> </ul> <p>Invites for these dates are to be sent to BOT members.</p>	<p><b>AP077</b> <b>KR</b></p>
<p>Also the BOT had hosted a function with staff once a year. It was suggested hold this in the current term, but make it earlier in the day.</p> <p><b>BOT Committee Terms of Reference (TOR)</b></p> <p>The meeting noted that the BOT Triennial agenda included the need for the BOT to review at the commencement of each year the terms of reference for the Committees it had established. After discussion, (and noting that BOT elections would be held in June this year), the meeting confirmed that these TOR should roll over for the next 12 months.</p>	
<p><b>BOT Code of Conduct</b></p> <p>The meeting confirmed the code of conduct for BOT members as per Page12 of the Policy Framework. Noting that this was an annual requirement Copies of this are to be circulated and signed by each BOT member</p>	<p><b>AP078</b> <b>KR</b></p>

	<p>The meeting noted that confirmation of the appointment of a Chairperson was not required in this instance as the BOT at a previous meeting in July 2018 had confirmed the appointment of Ian Fong as Chair until the end of the BOT's current term.</p>	
<p><b>6.</b></p>	<p><b>Monitoring</b></p>	
	<p><b>6.1 Principal's Report</b></p> <p>Karen Stewart spoke to her report which was taken as read. She noted the school role for 2019 was some 40 students above the expected level. She also spoke of her concern at the School's achievement at Level 3 and for Maori students. This would be a matter to be discussed at the first ARTE meeting of the year.</p> <p>Other topics discussed were: Student loss – some in-zone students bypassed Rangiora HS and attended schools such as; Kaiapoi HS, Hagley College, Papanui HS, Burnside HS, Girls HS etc. Level 3 results were of a concern. Karen Stewart also commented that of the number of students moving onto to University overall some 50% failed. The most success was with students who left to study at Level 4 and 5 (Trade based).</p> <p>She also spoke about the Nth Canterbury Youth Futures initiative with ARA, Enterprise NZ, Enterprise Nth Canterbury and the University of Canterbury.</p> <p>Wayne Bonnett queried regarding suspensions and stand downs and if there was a comparison with data for previous years. Karen Stewart advised that the data was not tracked, but she may be able to get MoE data to give a comparison.</p> <p><i>That the report be received</i></p> <p><b>Moved:</b> Karen Stewart; <b>seconded:</b> Ian Fong; <b>Carried</b></p> <p><b>6.2 Finance Report 31 December 2018</b></p> <p>Wayne Bonnett spoke about the need to include a forecasted cash flow report as previously discussed.</p> <p>Karen Stewart commented that this was a very good result for the year in comparison with the previous 10 years and she acknowledged the contribution of all staff.</p> <p><b>Resolution</b></p> <p><i>That the information be received and congratulations be extended to all the staff.</i></p> <p><b>Moved:</b> Chair; <b>Carried.</b></p> <p><b>6.3 Property Report Term 1 2019</b></p> <p>Karen Stewart advised that an additional item had since arisen since the report was written. The drains around the school had been inspected by CCTV on the previous Friday. This had been arranged by Nathan Fisher, Logic Group, and it had been discovered that one sewerage pump had failed but replacement was not in the School's 5YA.</p> <p>The MoE would further investigate. If the cost was over \$5K the MoE would cover it but under that the school would be responsible.</p> <p><i>"That the information be received"</i></p> <p><b>Moved:</b> Karen Stewart; <b>seconded:</b> Simon Green; <b>Carried</b></p> <p><b>6.4 Health and Safety Report - Term 4</b></p> <p>This was considered as part of the Principals report, Item No 5.1</p>	<p>AP079 KS</p> <p>AP080 KR</p> <p>AP081 DL VT</p>

<b>7.</b>	<b>Policies</b>	
	<p>The policies as below were presented to the BOT for approval for consultation.</p> <p>In accordance with the BOT triennial agenda these are reviewed on an annual basis at the commencement of each school year.</p> <p><b>7.1 Curriculum Policy</b></p> <p><b>Resolution 2019/OP/007</b></p> <p><i>That the Rangiora HS Curriculum Policy be approved for consultation.</i></p> <p><b>Moved: Chair; Carried</b></p> <p><b>7.2 Assessment Guidelines</b></p> <p><b>Resolution No 2019/OP/008</b></p> <p><i>That the Rangiora HS Assessment Guidelines be approved for consultation.</i></p> <p><b>Moved: Chair; Carried</b></p>	<p>AP 082 KR</p> <p>AP083 KR</p>
<b>7.</b>	<b>In- Committee Meeting</b>	
	<p><b>Resolution</b></p> <p><b>Moved:</b> 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 8.50pm.</i></p> <p><b>Carried</b></p> <p>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 10.11 pm and the open meeting was closed at 10.12 pm.</p>	
<b>8.</b>	<b>For Information Items</b>	
	<ul style="list-style-type: none"> <li>▪ Confirmed ERO Report</li> <li>▪ NZ Rugby – Review of Secondary School Rugby</li> <li>▪ NZSTA Public Meetings Tomorrows Schools</li> </ul> <p><i>(This was noted as an item that the BOT will need to give some serious thought to in the future).</i></p> <p><i>The information was received</i></p>	
<b>9.</b>	<b>Meeting Closure</b>	
	<p><b>Date of Next Meeting</b></p> <p>27 March 2019</p>	
	<p>Confirmed as True and Correct record</p> <p>Ian Fong, Chairperson</p> <p>_____ Date 27 / 03 / 2019</p>	

**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	February 2019
	AP030	Staff Social Media Policy	KR KS	February 2019
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
	AP047	Draft Staff Social Media Policy – Review	KR KS	20 Feb BOT meeting
12 December	AP055	Annual Plan to BOT for approval	TBC	Feb 19?
	AP056	Dates for 2019 RHS Whanau Hui to BOT	KR JM	WIP
	AP058	Review Policy Overseas Trips	SLT	Week 8 2019
	AP061	Analysis of Variance Report	KS	20 Feb 19
20 February	AP066	Agreement to staggered elections – follow up	KR	
	AP067	Succession Planning Meeting TBC	BOT KR	
	AP068	Analysis of Variance – send out final version	KS	
	AP072	PTA AGM 9 April send out invites	KR	
	AP073 & 78	Update polices for delegations	KR	
	AP076	Invites key dates for 2019 – send invites	KR	
	AP077	Staff BOT Functions to be arranged	KR	