



**RANGIORA HIGH SCHOOL BOARD OF TRUSTEES MEETING**  
**Wednesday 19 February 2020**  
**At 6.00pm in the Strachan Room**  
**OPEN AGENDA**

	<i>The Chair will be taken by the Principal at the commencement of the meeting to call for nominations for the position of Chairperson.</i>
<b>1</b>	<b>Apologies</b>
	<b>Conflicts of Interest</b>
	<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>
<b>2</b>	<b>Briefings</b>
	<ul style="list-style-type: none"> <li>▪ Paula McDonald: HOF Business Studies (15 Minutes) 1st</li> <li>▪ Bev Sue Tang: HOF Mathematics (15 minutes) 2<sup>nd</sup></li> </ul>
<b>3.</b>	<b>Strategic Discussions and Decisions</b>
	<p><b>3.1 BOT Succession Planning: (Resignation of Ian Fong)</b></p> <p><b>3.2 Filling of Casual Vacancy (Guidelines attached)</b></p> <p><b>3.3 Community Consultation Survey -Link to newsletter</b></p> <p><b>3.4 Analysis of Variance 2019</b></p> <p><b>3.5 Annual Plan 2020</b></p> <p style="padding-left: 40px;"><i>3.5.1 Motions re Annual Plan and Analysis of Variance to be adopted</i></p> <p><b>Resolution</b></p> <p style="padding-left: 40px;"><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><b>3.6 Governance vs Management the Role of trustees</b></p> <p style="padding-left: 40px;">BOT Code of Conduct – copy attached – has been signed by all Trustees</p>
<b>2</b>	<b>Administration</b>
	<p><b>4.1 Confirmation of Minutes – Open Meeting of 11 December 2019</b></p> <p><b>4.2 Correspondence</b></p> <p style="padding-left: 40px;"><i>See schedule below</i></p> <p><b>4.3 Report on Finance and Property Committee Meeting of 12 February 2020</b></p> <p><b>4.4 Policies 3 Year review Programme</b></p>

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	<p><b>4.5 Revised Schedule of Delegations</b></p> <p><b>4.6. BOT Annual /Triennial Agenda</b></p> <p><b>4.7 Committee TOR Review</b> <i>(To be separately circulated)</i></p> <p><b>4.8 RHS Policy Framework</b></p> <p><b>4.9 Finance and Admin Policy – To be reviewed annually</b></p>
<b>5.</b>	<b>Monitoring</b>
	<p><b>5.1 Principal's Report January 2020</b> NCEA Achievement 2019 Report</p> <p><b>5.2 Finance Report December 2019</b> (<i>Income Statement and Balance Sheet ex F &amp; P mtg 12 February 2020</i>)</p> <p><b>5.3 Draft Budget 2020</b> (<i>Oral update if required</i>)</p> <p><b>5.4 Analysis of Variance 2019</b></p>
<b>6.</b>	<b>BOT PLD</b>
	<ul style="list-style-type: none"> <li>▪ <b>What is the BOTs focus in 2020</b> (<i>See also Professional development for Trustees Policy in Item 7</i>)</li> <li>▪ <b>Tuahiwi Workshops Email, (NB workshop now full)</b></li> <li>▪ <b>Date Suspension Committee Training February 2020 –7pm 4 March</b> (<i>for discussion</i>)</li> <li>▪ <b>NZSTA Workshops 2020 (3) link</b></li> </ul>
<b>7.</b>	<b>Policies For Review</b>
	<p><b>Feedback (CCTV and Complaints Policy)</b></p> <p><b>(Next Meeting February 2020 for adoption</b> (<i>currently out for consultation – close on 13 February 2020</i>))</p> <p><b>For adoption</b></p> <ul style="list-style-type: none"> <li>▪ <i>CCTV Systems Procedures</i></li> <li>▪ <i>Professional Learning Development</i></li> <li>▪ <i>Social Media Draft –</i></li> <li>▪ <i>Treaty of Waitangi Policy –</i></li> <li>▪ <i>Creative Commons Policy –</i></li> </ul> <p><b>For consultation</b> (<i>based on two- year cycle</i>)</p> <ul style="list-style-type: none"> <li>▪ <i>Appointments Policy</i></li> <li>▪ <i>Drugs inc Alcohol</i></li> <li>▪ <i>Drugs inc alcohol Procedural Policy</i></li> <li>▪ <i>PPE Procedure Policy</i></li> <li>▪ <i>Personnel Policy</i></li> <li>▪ <i>Professional Boundaries</i></li> </ul>

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	<ul style="list-style-type: none"> <li>Professional Development for BOT Trustees</li> </ul>
<b>8.</b>	<b>For Information Items</b>
	Job Description Privacy Officer
<b>9.</b>	<b>In Committee Meeting</b>
	<p><b>Resolution to Move into In-Committee meeting</b></p> <p><i>“That the public be excluded from this meeting for the consideration of Agenda Items 2, 3, 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) (“Carry on commercial and industrial negotiations”) and that the meeting move In-Committee.”</i></p>
<b>10.</b>	<b>Date of Next Meeting</b>
	BOT Meeting 25 March 2020

#### INWARDS CORRESPONDENCE:

DATE	DETAILS	COPIES TO	ACTION
	Hon Tracey Martin Sexuality Education in Secondary Schools	BOT	For information/action
12 Dec 19	Letter of thanks Fernside School	BOT	For information
	STA News No 298	BOT	For information
	Terms of Settlement Support Staff	BOT	For information
12 Dec 19 Email	MoE Information Learning Support coordinators	BOT	For information/discussion
	Membership matters 31 Jan	BOT	For information
	MoE Bulletin for school leaders No 119	BOT	For information
	MoE Bulletin for school leaders No 120	BOT	For information
	MoE Bulletin for school leaders No 121	BOT	For information
	MoE Bulletin for school leaders No 122	BOT	For information
	MoE Bulletin for school leaders No 119	BOT	For information
	RHS application for grants rugby club Matt Richardson	BOT	For action/decision/reply
	Letter of resignation Ian Fong	BOT	For action/decision
3e1q Jan	Memo NZSTA Elections NZSTA nominations	BOT	For information
7 Feb	Paid Union meeting 21 Feb 2020 PPTA	BOT	For information

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4 Jan	Art of Living Resilience training	BOT	For information
18 Feb 20	Palestine Solidarity Network Aotearoa	BOT	<b>For response</b>

**OUTWARDS CORRESPONDENCE:**

Date	Details
	S Jeffcott – NZEI Rep – support staff pay rates

**ACTION TABLE:**

Meeting Date	No	ACTION	Responsibility	Date Due
7 November 2018	AP033	Briefing Paper to Finance Committee and BOT on Banking Services	VT	Presented to Finance Committee - <b>remove</b>
	AP038	NZSTA Internal Review Week 9 Term 3	KR – agenda	Ongoing
	AP058	Review Policy Overseas Trips	SLT	<b>Remove</b> adopted BOT mtg 11 Dec 2019
20 February 2019	AP067	Succession Planning Meeting TBC	BOT KR	WIP
	AP077	Staff BOT Functions to be arranged	KR	For Feb 21 2020 Done - <b>remove</b>
22 May	AP103	Communications Plan – revise and Bring back	CQ KR	WIP
26 June	AP105	Suspension Training date for BOT	BOT	Now 4 March 2020 - <b>remove</b>
	AP111	Health and Safety Report on BOT responsibilities to come back	DL	Dec Mtg
	AP112	BOT Triennial Agenda – amend dates and insert column to show how actioned	KR	Revised format <b>on today's agenda</b>
	AP118	Revised Staff Media Policy – consult with NZSTA	KR KS	<b>On today's agenda</b>
14 August 2019		Circulate tertiary Review Fact Sheets – when available	KS	WIP
		Community Consultation – circulate summary when completed ( senior students are doing this	KR KS	<b>On today's agenda</b>
		Suspensions stand downs national data from MoE for comparison- later in the year - Check	KR	<b>On today's agenda</b>
		Alcohol Policy – BOT confirmed not to change at the moment is due for review in early 2020		<b>On today's agenda</b>
18 September 2019	AP137	Develop RHS Graduate profile	PD	WIP

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	AP138	Note Planning and reporting timetable	KR	WIP
	AP139	Budget to Nov BOT Mtg	DL	done - <b>remove</b>
	AP140	BOT training – bring a facilitator in	BOT	WIP
	AP141	Analysis of Variance	SLT	<b>On today's agenda</b>
6 November 2019	AP147	Circulate Puketeraki kāhui ako Year 10 profile	KR KS	
	AP148	Match /complete Rangiora HS graduate profile	PD	
	AP152	Check resolutions re returning officer for 2020	KR	<b>On today's agenda In cttee</b>
	AP153	Advise BOT of 2020 newsletter dates and responsibility	KR	<b>Done – remove</b>
	AP158	Date for BOT suspension training in February 2020	BOT	4 March - <b>remove</b>
11 December 2019	AP166	BOT Work Plan to come to Feb 2019 meeting	KS	<b>On today's agenda</b>
	AP167	Final Analysis of Variance for 2019 to come to February 2019 meeting	KS	<b>On today's agenda</b>
	AP168	NZSTA Finance Training for BOT members	IF	<b>On today's agenda</b>
	AP169	Policies for consultation/ to February 2019 meeting for adoption	KR	<b>On today's agenda</b>
		Revised TOR Suspension Committee ( <i>cfwd from 11 December 2019 BOT meeting</i> ) Discuss 4 March	BOT	4 March trg mtg

## EVENTS

Date	Details
	Prizegiving 2020 etc Junior - 10 December 7pm Senior - 30 November Year 13 - 2 December
	Newsletter 2020
	<ul style="list-style-type: none"> <li>▪ Wayne Bonnett term 1 2020 – Theme suggested - financial</li> <li>▪ Simon Green term 2 2020 - Theme suggested – curriculum and Kahui Ako</li> <li>▪ Ben Prain Term 3 2020 – Theme suggested – sport and mid-term elections</li> <li>▪ Louise Courtney term 4 2020 – Theme suggested - Summary of the year past</li> <li>▪ 2020 Year Book October 2020- Ian Fong</li> </ul>

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	<p><i>Also staff meet and greet - week 3 Term 1 - 3.30pm Friday 21 February 2020</i></p> <ul style="list-style-type: none"> <li>▪ <i>Suspension Training - week 5 Term 1 – date required 4 March 7.30pm</i></li> <li>▪ <i>Strategic Planning Day Term 2 or 3 - to be discussed</i> <i>Who will attend?</i></li> <li>▪ <i>Whanau Hui?</i></li> <li>▪ <i>PTA meetings</i> <ul style="list-style-type: none"> <li>- <i>Tuesday 18th February 2020 - Gillian Koster</i></li> <li>- <i>Tuesday 7<sup>th</sup> April 2020 (AGM) – Simon Green, Gillian Koster</i></li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>▪ <i>Whanau Dates 2020</i> <i>Leigh Kennedy will attend all, Simon Green will attend first one</i></li> <li>▪ <i>13 Feb</i></li> <li>▪ <i>14 May</i></li> <li>▪ <i>30 July</i></li> <li>▪ <i>17 September</i></li> <li>▪ <i>5 Nov</i></li> </ul>

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