



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

Present	Ian Fong Chairperson Blake Benny Student Trustee Wayne Bonnett Trustee Simon Green Trustee Leigh Kennedy Trustee Ben Prain Trustee David Newsham-West Staff Trustee	
In Attendance	Paul Donnelly (Associate Principal), David Lowe, (Business Manager) and Kevin Roche, (Secretary),	
1. Apologies		
	An apology for absence was received and accepted from Karen Stewart	Action Point
Conflicts Of Interest		
	N/A	
2. Briefings		
	<p>5YA Update</p> <p>David Lowe, Business Manager, spoke to the report which provided information on the proposed amendment to the Rangiora HS 5YA programme. He advised that there were some errors identified in the current 10-year plan in respect to property details. Signing of the 5YA amendment was on hold for the moment until Logic Group completed some analysis and re-measure on the site. This work was close to being finished.</p> <p>The 5YA amendment project summary showed urgent projects within the three groups of:</p> <ul style="list-style-type: none"> ▪ Weather tightness ▪ Fire alarms; and ▪ Services. <p>The allowance of \$1.6m shown for the Sports Complex was in effect a balancing sum to show what was available for this project after the other urgent work was completed. This could be the subject of a future "Budget Plus" application as explained in the report.</p> <p>In total the 5YA funding available was \$4.7M.</p> <p>He confirmed that the BOT could now resolve to support his recommendation and the MoE would then be able to sign the amended 5YA Application.</p> <p>Resolution No 2019/OP/17</p> <p><i>That the proposed 5YA amendment be submitted to the Ministry of Education for approval.</i></p>	AP097 DL

	Moved: Ian Fong; Seconded; Simon Green; Carried	
3.	Strategic Discussions and Decisions	
	<p>3.1 Rangiora HS Enrolment Review for 2020</p> <p>The meeting considered the briefing paper in respect to Out of Zone enrolments for the 2020 year and the current RHS enrolment scheme.</p> <p>It was noted that of the 12 out of zone places offered in 2018 for the 2019 year only nine had been accepted.</p> <p>After careful consideration and discussion, especially in respect to any reduction in the numbers, the Board resolved to remain with the status quo in respect to the number of out of zone places and the enrolment scheme. It noted property funding was not allocated for out of zone students.</p> <p>It also noted that at the previous BOT meeting Simon Green (BOT) and Sergeant Simon Gulland, NZ Police, had been appointed to scrutinise the ballot process.</p> <p>Resolution No 2019/OP/018</p> <p><i>That the number of out of zone places to be allocated in 2019 for the 2020 school year be 12 only.</i></p> <p>Moved: Ian Fong; Seconded; Simon Green; Carried</p>	AP098 KR
5.	Administration	
	<p>4.1 Confirmation of Minutes</p> <p><i>“That the minutes of the open meeting of 27 March 2019 be confirmed as a true and correct record subject to deletion of the words “that the MoE should have” from the final bullet point page 2, Item 3.1.”</i></p> <p>Moved: Simon Green; Seconded; Ian Fong; Carried</p> <p>4.2 Correspondence</p> <p>The correspondence was noted.</p> <p>4.4 Report on Finance and Property Committee Meeting of 1 May 2019</p> <p>Wayne Bonnett, Committee Chair, spoke to the draft minutes for the Finance and Property meeting of 1 May 2019. He commented that the main topics of discussion at the meeting had related to:</p> <ul style="list-style-type: none"> ▪ The 2019 budget ▪ 5YA amendment; and ▪ Financial reporting <p>In respect to the 2019 budget it was expected that a revised budget moving to a surplus, rather than deficit situation, would be submitted to the next BOT meeting.</p> <p>It is intended that the format for future financial reporting be expanded to show more high level information, but with a commentary.</p>	AP099 DL

David Lowe commented that in the longer term it would be necessary to revise the chart of accounts and this would be done for the year-end budget process.

Overall the finances were in a satisfactory state.

Resolution

That the report be received

Moved: Wayne Bonnett; **Seconded:** Ian Fong; **Carried**

4.5 Update 2019 BOT Elections

Kevin Roche, BOT Secretary, provided an oral update. Only three nominations had been received for the three-year term parent representative positions which meant that; Ben Prain, Simon Green, and Wayne Bonnett would be appointed. For the two 18-month positions three nominations had been received and an election would be required.

Two nominations had been received for the one Staff Representative position and an election would also be required for this.

Voting papers had been distributed.

4.6 Letter of Representation Crowe Horwath 31 December 2018 Accounts

This had not yet been received from Crowe Horwath. It was noted that the audited annual accounts were due with the MoE by 31 May 2019.

4.7 Sponsorship NZSTA Conference Dunedin 4 July

It was agreed that the School would seek sponsorship and that an application be made. The closing date was 20 June with the NZSTA.

4.8 BOT Strategic Planning Day 9 June

David Lowe and Paul Donnelly advised that they had completed some work on the agenda for this and it was agreed this would be further discussed the following Friday with the Board Chair. David Lowe commented that an urgent issue was property redevelopment

The agenda is to be developed then circulated. Ben Prain commented that he saw as an issue the structure around the SIPO fund.

4.9 Japan Trip 2020

Paul Donnelly spoke to this application which sought the approval of the BOT to a visit to Japan from 8-24 April 2020 for senior students (year 12-13) studying Japanese. He advised that a meeting with parents the previous night had confirmed interest in the trip which had been a feature of the school for almost 20 years. Simon Green queried about the financial assistance available for students who might have difficulty in fund raising as he would not like to see them excluded.

Paul Donnelly commented that he supported the trip but with only one concern regarding a Type One Diabetes student whose parents would accompany him. He stated that a condition would be that the student be engaged in the trip programme the same as other students. Simon Green noted that this was not included in the RAM form and members confirmed the need for this to be up to date.

Resolution No 2019/OP/019

That the BOT supports the trip, and that the RAM form be updated and the student with Type One Diabetes be included in this.

Moved: Simon Green; **Seconded:** Ian Fong; **Carried**

AP100
BOT
members
to apply
by 20
June

AP101
PD

4.10 Appointments of Returning Officer 2019 BOT Student Election

The Secretary spoke to this item. He confirmed that Val Andersen, Executive Officer, had agreed to act in this role for 2019 as in previous years.

The issue of marketing the role was also discussed and it was suggested that Blake Benny speak about the position at a Principal's assembly

A suggested time line TBC based I on the previous year was tabled at the meeting as follows:

Event	Date
Appoint Returning Officer	Wednesday 22 May
Close main roll	Wednesday 14 August
Call for nominations	Friday 16 August
Close supplementary roll	Wednesday 28 August
Close nominations	Friday 30 August
Voting papers sent out	Wednesday 4 September
Election Day	Friday 13 September
Count votes	Thursday 19 September
Student Rep takes office	Friday 20 September

Resolution No 2019/OP/020

That the Board appoints Val Andersen, EO, as the returning officer for the 2019 BOT Student representative elections.

Moved: Ian Fong; **Seconded:** Blake Benny; **Carried**

AP102
VA

5. Monitoring

5.1 Principal's Report

Paul Donnelly spoke to the report which was taken as read.

Simon Green advised for information that at the COL (Community of Learning) meeting that day Rangiora HS had been complimented in respect to the Rakahuri Building and consultation with Iwi.

Paul Donnelly also provided an update in respect the teachers strike on the following Wednesday 29 May. He confirmed that the School would not be closed for instruction as there were about 30 staff who were not members of the PPTA, and would be at school and could supervise any students who arrived for the day. In addition, there would be a teacher-only day on Friday 31 May. A considerable amount of work had been done for this hence it was intended to proceed with it. The difficult issue was the subsequent planned rolling strikes.

It was noted that one student had been expelled and one excluded during the report period.

Ben Prain queried about the use of the hard courts during the lunch break and it was explained that the need to collect gear from storage was a delaying factor but students were working on

	<p>a solution to this themselves. David Lowe also mentioned the involvement of students in suggesting locations for additional outdoor seating.</p> <p><i>That the report be received</i></p> <p>Moved Chair; Carried</p> <p>5.2 Finance Report March 2019</p> <p><i>The information was received.</i></p> <p>Moved: Chair; Carried.</p> <p>5.3 Communication Plan 2019-20</p> <p>The meeting discussed the draft communication plan as follows:</p> <ul style="list-style-type: none"> ▪ Ian Fong - think it should have a section on BOT communication. ▪ Need to obtain newsletter close off dates for 2019 to allow the BOT to provide an update. ▪ Simon Green - give some year 13 students Facebook access so they can give input into daily topics. Blake Benny the media group has started up, getting it back on track could tie in with the School's Facebook. ▪ Blake Benny there is also a Rangiora HS Instagram account –an issue is not all students use Facebook, they use Instagram while their parents use Facebook. ▪ Media plan obtain student involvement develop more channels <p>5.4 Budget 2019 Year.</p> <p>A revised budget is to go to 29 May 2019 Finance and Property Committee meeting to aim to remove the current deficit and move to a surplus</p> <p>The issue of delegations in the interim period until a budget is approved by the BOT was discussed, noting that delegation used the wording "<i>authority to approve within budget</i>". It was agreed that the budget as currently standing should be adopted for the purposes of staff exercising their delegations, noting that a revised version with the deficit removed would come to the 26 June 2019 BOT meeting</p> <p>Resolution No 2019/OP/021</p> <p><i>That the BOT approves the current draft budget for the purposes of allowing staff delegations to be exercised and noting that this is to be reviewed and amended and a final budget for the 2019 year will be presented to the next BOT meeting for approval, as recommended by the Finance and Property Committee.</i></p> <p>Moved: Ian Fong; Seconded: Wayne Bonnett; Carried</p>	<p>AP103 KR CQ</p> <p>Amend and bring back</p>
6.	Policies	
	<p>Two draft polices were presented to the meeting for approval for consultation with staff and the School Community.</p> <p>The meeting discussed the Harassment Policy querying the extent to which this covered racist behaviour.</p> <p>In response Paul Donnelly updated the meeting on the Schools' Sexual Harassment Committee, which he oversaw, and work done by this staff committee on the Policy which he would like to bring back to the Board. This Policy had previously been student focussed but was now being widened out in its scope.</p> <p>It was confirmed that the BOT took these issues very seriously.</p> <p>The meeting agreed that the polices should be released for consultation.</p>	<p>AP 103 KR</p> <p>AP104 KR</p>

	<p>6.1 Harassment Policy</p> <p>Resolution No 2019/OP/022</p> <p><i>That the Rangiora HS Harassment Policy be approved for consultation.</i></p> <p>Moved: Chair; Carried</p> <p>6.2 Staff Media Policy</p> <p>Resolution No 2019/OP/023</p> <p><i>That the Rangiora HS Staff Media Policy be approved for consultation.</i></p> <p>Moved: Ian Fong; Seconded: Wayne Bonnett; Carried</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 8.50pm.</i></p> <p>Carried</p> <p>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 10.15 pm and the open meeting was closed at 10.16 pm.</p>	
8. For Information Items		
	<ul style="list-style-type: none"> ▪ <i>Newsletter Deadlines 2019</i> ▪ <i>Sick Leave Guidelines</i> ▪ <i>BOT Induction material</i> ▪ <i>Tuahiwi Education Workshop Dates 2019</i> ▪ <i>NZSTA Update Strategic Planning and Reporting</i> <p><i>The information was received</i></p>	
9. Meeting Closure		
	<p>Date of Next Meeting</p> <p>26 June 2019</p>	
	<p>Confirmed as True and Correct record</p> <p>Ian Fong, Chairperson</p> <p>_____ Date 26 / 06 / 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	August 2019 Review Cttee
	AP030	Staff Social Media Policy see AP47	KR KS	May 2019 done remove
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	done remove
12 December	AP055	Annual Plan to BOT for approval	TBC	Done remove
	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	AP067	Succession Planning Meeting TBC	BOT KR	
	AP073 & 78	Update polices for delegations	KR	WIP
	AP077	Staff BOT Functions to be arranged	KR	June 2019
27 March	AP086	Mainstream Unit Delegations	KR	Update
	AP087	Number of out of zone places 2020	BOT	Done remove
	AP088	Delegations Overnight camp approvals	KR	Done remove
	AP089	Delegations 5YA projects	KR	Done remove
	AP092	Revised budget for 2019 to BOT	DL	
22 May	AP097	INSERT		
	AP104			