



5.2	<p>of the NCEA data. It was noted that some papers were still missing and two staff had been identified as having not loaded some data. The Principal indicated that final NCEA data would be uploaded before the Analysis was sent to the MoE.</p> <p><b><u>2022-2025 ANNUAL PLAN</u></b></p> <p>The Principal noted that the format and process was different to last year's plan with Board members joined by members of the SLT and a Facilitator to develop the priorities and goals. The Priorities have been summarised into key goals with clear actions. The school will undertake Kaban Agile (monitoring tool) to follow the progress against the priorities and targets.</p> <p><i>Resolution 2022/OP/001</i></p> <p><i>“That the Board approve - subject to the relevant changes being made</i></p> <ol style="list-style-type: none"> <li><i>1. The Analysis of Variance and the 2022-2025 Annual Plan.</i></li> <li><i>2. That these reports be made available to the Public through the school website and through a paper copy at the schools reception”</i></li> </ol> <p><b>Moved:</b> Presiding Member <span style="float: right;"><b>Carried:</b> All</span></p>	
<b>6. ADMINISTRATION</b>		
6.1	<p><b><u>CONFIRMATION OF PREVIOUS MINUTES</u></b></p> <p><i>That the minutes of the meeting dated 15 December 2021 be accepted as a true and accurate record.</i></p> <p><b>MOVED:</b> Ben Prain      <b>SECONDED:</b> Gillian Koster      <b>CARRIED</b></p>	
6.2	<p><b><u>MATTERS ARISING</u></b></p> <p>Discussed in Agenda 5 - Analysis of Variance and 2022-2025 Annual Plan</p>	
6.3	<p><b><u>GENERAL BUSINESS</u></b></p> <p><b><u>Disposal of Archive Material</u></b> - The Board agreed to the disposal as per the Memo.</p> <p><i>Resolution 2022/OP/002</i></p> <p><i>“That the Board approves the destruction of Rangiora High School Personnel Records, International Student Records, Governance Records and Student Records as identified within the Memo and in accordance with the Ministry of Education School Records - Retention/Disposal Schedule”</i></p> <p><b>Moved:</b> Presiding Member <span style="float: right;"><b>Carried:</b> All</span></p> <p><b><u>Board Contact Information</u></b> - Noted as current.</p> <p><b><u>Conflict of Interest Register</u></b> - The 2022 register is currently in the process of being updated with member declarations of interest.</p> <p><b><u>PTA President Retirement</u></b> - The Board noted that the current PTA president last meeting was on the 8 March. The Board agreed to the purchase of a gift to thank Victoria for her work with the PTA. The Board enquired if PTA meetings were widely published within the schools communication outlets. The</p>	

	<p>Principal noted that this request had been made to the DP (Student Success, Achievement &amp; Resourcing)</p> <p><u>Acting Board Presiding Member provision</u> - The Principal requested a list of board members who were happy to step into the Acting Presiding Member role if either the Presiding Member or Deputy Presiding Member were unwell. The following members agreed to fill the role (in order) - Gillian Koster, Wayne Bonnett, Andrew Hodgkinson.</p> <p><u>Auditors report/Annual Accounts 2021</u></p> <p><i>Resolution 2022/OP/003</i></p> <p><i>“That the Board authorises the Board Presiding Member and Principal to sign the Statement of Responsibility and Representation Letter for the 2021 Annual Accounts on the Board’s behalf when confirmation has been received that the audit has been completed”</i></p>	
7.	<b>MONITORING</b>	
7.1	<p><b><u>PRINCIPALS REPORT T1 Wk4</u></b></p> <p>The Principal spoke to the report, summarising the following:</p> <ol style="list-style-type: none"> <li>1. NCEA results - down in comparison to tracking data expected. 2022 data will be reviewed to determine possible reasons.</li> <li>2. Ako and Wānanga - Frameworks are now in place and learning programmes are in place in order to look next at pedagogical practices.</li> <li>3. Standdown/suspensions - Working on ensuring that all measures have been taken prior to the students being seen by the Principal and/or Board.</li> <li>4. Health and Safety -To date the school had 16 covid cases. An operational manual has been designed for staff to provide a system of processes for each traffic light setting to ensure the school continues in its delivery of learning to students.</li> </ol> <p>The Board queried how the schools standdown/suspension data compared with other schools within the Canterbury district and nationwide. The principal will conduct an analysis of results and provide this information in the Principal's report T1 Wk9</p> <p><b>ACTION POINT: STK to provide an analysis of data re: student standdown/suspensions in comparison with schools within the Canterbury district and/or nationwide.</b></p> <p><i>The report was received.</i></p> <p><b>MOVED:</b> Karen Stewart      <b>SECOND:</b> Andrew Hodgkinson      <b>CARRIED</b></p>	AP 001 STK
7.2	<p><b><u>FINANCE REPORTS - DECEMBER 2021</u></b></p> <p>The Business Manager indicated the report was subject to the annual audit with further information available after the audit process has been completed.</p> <p><i>The report was received.</i></p>	
7.3	<p><b><u>FINANCE &amp; PROPERTY COMMITTEE MEETING</u></b></p>	



1. Financial Administration Policies and Processes Manual

Two major changes have been made to this manual. Para 4.5 (Funds held on behalf, or in trust) and Para 5.5 - Account Payment Process.

*Resolution 2022/OP/006*

*“That the updated Annual Financial Administration Policies and Processes Manual be adopted for 2022”*

***Moved: Wayne Bonnett    Seconded: Ben Prain                      Carried***

2. Appointments Policy

*Resolution 2022/OP/007*

*“That - subject to the amendments being made - the Appointments Policy be approved”*

***Moved: Karen Stewart    Seconded: Andrew Hodgkinson                      Carried***

3. International Students - Managing the Vaccination Status of Residential Caregivers and International Students

The Board agreed that the wording in the policy be amended to reflect that persons over 5 years of age be vaccinated in the household

*Resolution 2022/OP/008*

*“That - subject to the amendments being made - the International Students Policy be approved”*

***Moved: Karen Stewart    Seconded: Gillian Koster                      Carried***

4. Curriculum Policy

The Board approved the Curriculum policy for consultation. This policy will be reviewed at the next Board meeting.

*The Board broke at 7:41pm and returned at 7:50pm*

5. Staff Leave Policy

The Principal referred to the Briefing Paper, noting the Ministry for Education (MoE) has provided guidelines around sick leave situations under the Covid-19 Protection Framework. These guidelines were not consistent with the schools current staff leave policy. In particular, the scenario of paying discretionary leave if the staff member has insufficient sick leave to cover their absence.

MoE guidelines indicate that staff sick leave will be disregarded if staff are required to isolate as a close contact, test positive for Covid-19 or are caring for a dependent who has Covid-19. These provisions refer to teaching staff and the principal and not support staff.

However there are staff with insufficient sick leave entitlement to cover leave due to Covid-19

The Board needed to consider the following:

1. The issue was the effect on staff who have insufficient leave to cover their absence
2. Changing the current staff leave policy to allow the Principal delegation to approve discretionary leave with pay
  - a. for those staff who have no sick leave entitlement

	<p>b. For staff required to isolate and unable to work from home</p> <p>c. Guidelines around the Principals delegation to approve paid discretionary leave.</p> <p>The Business Manager estimated the potential cost to the Board was between \$40 000 - \$100 000. The Board queried if this was a school issue or a sector wide issue. The Principal indicated it was an education sector issue and that the school has sufficient resources to cover potential costs.</p> <p>The Board agreed that as a PCBU they had a duty of care to staff and to ensure fairness and equity be applied to all staff regardless if they are teaching or support. The Board agreed that evidence from the DHB or MoE should be provided for those staff required to isolate if they test positive; have a child/ren under 14 year who is positive; or need to isolate as a household contact and have insufficient sick leave. Furthermore, any discretionary leave would be paid after their sick leave entitlement was exhausted. This additional paid leave provision would only be paid whilst the MoE guidelines are in place.</p> <p>The Board requested the Principal provide additional parameters surrounding her delegation via an email motion which the Board would then consider and pass as a resolution.</p> <p><i>RESOLUTION 2022/OP/009</i></p>	
<b>9.</b>	<b>PROFESSIONAL DEVELOPMENT</b>	
	<p>The Business Manager and Principal collaboratively reviewed the three surveys completed by the Board in 2021 and provided five recommendations in relation to the Boards PLD.</p> <ol style="list-style-type: none"> <li>1. Review of school board responsibilities - RHS Governance Framework is built into the Boards Annual Agenda <b>DONE</b></li> <li>2. Maori representatives to be co-opted - regular Agenda item <b>DONE</b></li> <li>3. Understanding and implementation of the Ka Hikita, Success for all and the Pasifika Education Plan Strategies - Build into a workshop or take 30 minutes at each meeting to discuss. (Add to Annual Agenda) <b>DONE</b></li> <li>4. Communication to be a regular agenda item</li> <li>5. PLD plan for Board</li> </ol> <p><b>ACTION: STK/MKR to look at Board Annual Agenda</b></p>	<p>AP 002</p> <p>STK/ MKR</p>
<b>10.</b>	<b>FOR INFORMATION ITEMS</b>	
	<p>The Board noted the following:</p> <p>NZSTA Term 1 Board Checklist; Current Board Member Register and the current school transport challenges</p>	
<b>11.</b>	<b>CORRESPONDENCE</b>	
	Noted	
<b>12.</b>	<b>UPDATE ON ACTION ITEMS</b>	
	Nil	

<b>13. IN- COMMITTEE MEETING</b>
<p><b>Resolution</b></p> <p><i>“That the public be excluded from this meeting for the consideration of Agenda Items 2-10 of the In-Committee Agenda (Strategic Discussion, Administration, Reports and Information Items). This resolution is made in reliance on <a href="#">section 48(1)(a)</a> of the Local Government Official Information and Meetings Act 1987 and for the reasons contained in the Official Information and Meetings Act 1982 s9(2)(a) (“To protect the privacy of natural persons”) and s9(2)(j) (“Carry on commercial and industrial negotiations”) and that the meeting move In-Committee.” Time 8:34pm</i></p> <p><b>Moved:</b> Presiding Member <span style="float: right;"><b>Carried</b></span></p> <p>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 9.00pm.</p>
<b>Meeting Closure 9.00pm</b>
<b>Date of Next Meeting - 30 March 2022 at 6.30 pm</b>
<p><b>Confirmed as a True and Correct record:</b></p> <p>_____</p> <p>Simon Green <span style="float: right;">_____</span>  Presiding Member <span style="float: right;">Date</span></p>

**ACTION TABLE:**

Meeting Date	No	ACTION	Responsibility	Date Due
<b>2021</b>				
3 March	AP254	Replacement BOT member co-option	SG	working w/Lynne from Tuahiwi
10 Nov	AP288	Kahui Ako pilot info re: stand downs /suspensions	DNP	WIP
10 Nov	AP289	To correlate results of the surveys - IET and Board Effective Governance Review - and provide feedback to board re: upskilling/Board priorities	LWD/STK	<b>DONE REMOVE</b> AGENDA 8
15 Dec	AP290	Changes to Alcohol policy - Include changes relating to consumption of alcohol at venues that are off school site, EOTC and staff drinks and Forward to Principal and Board members prior to adding to agenda	DNP	WIP
<b>2022</b>				
16 February	AP001	Analysis of Student standdown/suspensions in comparison with schools in the Canterbury district	STK	30 March mtg (Principals rept)

		and/or nationwide		
16 February	AP002	Review Board Annual Agenda for inclusion of recommendations as per PLD review	STK/MKR	WIP