



RANGIORA HIGH SCHOOL
MINUTES OF THE BOARD OF TRUSTEES
Open Meeting
25 March 2020
At 7.00 pm by Video Conference

Present	Simon Green Chair Karen Stewart Principal Wayne Bonnett Trustee Louise Courtney Trustee Abigail de Visser Student Trustee Leigh Kennedy Trustee Gillian Koster Staff Trustee Ben Prain Trustee	
In Attendance	Paul Donnelly (Associate Principal), David Lowe, (Business Manager) and Kevin Roche, (Secretary)	
<i>In view of the advice concerning social-distancing the meeting was held by videoconference. Consideration of some non-urgent items was deferred to the following meeting.</i>		
Speaking rights		
<i>That speaking rights be granted to Paul Donnelly, Associate Principal, and David Lowe, Business Manager.</i>		
Moved: Chair; Carried		
<i>Links to the BOT Annual agenda and Policy Framework were provided in the agenda document for reference purposes if required.</i>		
1. Apologies		
N/A.		
Conflicts Of Interest and Register Review		
N/A		
2. Briefings		
2.1 Pandemic Management Plan Briefing		
<p>Paul Donnelly, Associate Principal spoke to the School's Pandemic Plan and the Pandemic briefing report. He advised that the School was now in phase 4 of the Management Plan. Staff had been fully briefed and were, he considered, ready to go. The decision of the MoE to bring the School holidays forward by two weeks was noted. Students had been allowed the opportunity to collect work and equity devices from School before lockdown.</p> <p>Term 2, 2020 would start on Wednesday 15 April, after the Easter break, via distance learning.</p> <p>Alison Cleary and Scott Wright (DPs) were drafting protocols around on line learning, as staff would be working remotely in students' homes.</p> <p><u>Distance Learning</u></p>		

Simon Green asked for details around how the School would be operating distance learning and Ben Prain also queried about the availability of devices to all students.

Karen Stewart confirmed that all students/households they thought might not have a device/internet connection had been contacted. The School had as a result issued about 100 equity devices out to students. Leigh Kennedy asked about the availability of Wi-Fi at home as well, and Karen Stewart advised that from the enquiries made this did not appear to be an issue.

The NZQA would also be working on new guidelines for NCEA assessment.

Staff PDL

Wayne Bonnett enquired if staff were at different levels in respect to distance learning. Karen Stewart confirmed this and that PDL had been, and would continue to be, offered to staff as required. In those instances, where there was commonality in the preparation of online teaching material HOFs were putting together a team to do this (e.g. English). The MoE was also trying to act in a central coordinating manner as well.

Paul Donnelly noted that if the lockdown and school closure lasted over the four weeks then the School would have to move to another stage of development

Newsletters

Newsletters were being sent out regularly. Newsletters would provide details on how students could obtain help. Families most at risk during this period had been identified.

Staff

Karen Stewart advised that some Rangiora HS staff has accessed the School guidance counsellors for help and details of other avenues of assistance had been advised to them. The online relief system had also been revised to enable staff to report any issues e.g. health, family redundancies.

She advised that if any Government agencies wished to use the School facilities during the lockdown then they could do so and staff were available to assist them with this.

School Access.

Simon Green queried about access to the School over the lockdown period and it was advised that in line with MoE instructions the school was in lock-down with no access. The farm animals, however, would still need looking after. There might also be a need for urgent maintenance e.g. a blocked overflowing pipe. David Lowe confirmed that the caretaker on site would undertake a daily inspection of the school grounds.

Other Questions

Simon Green then invited other questions. Gillian Koster asked what if the lockdown extended past four weeks? and also about issues regarding scanning copying etc. It was confirmed this was not possible and only online work could be done.

Simon Green asked Abigail de Visser if, (as student representative), she had any concerns? She advised she thought the arrangements were going smoothly, there were some variations in terms of quantity of learning programmes being offered, and Karen Stewart confirmed the HOFs would manage these. Some impacts were highly visible e.g. EOTC trips and the Year 13 Ball cancellation and Karen Stewart confirmed this concern and disappointment was shared/noted by the SLT.

Karen Stewart advised her biggest issue was International Students, a number were trying to return home but there were no flights. The German Government might send a flight for their nationals/students. For these students, the School would be paying home stays over the period and not charging for this.

2.2 Education Brief Master Plan

Karen Stewart noted that the brief (i.e. Education Brief for Small Project doc) provided in the agenda was no longer the MoE template to be used. As previously advised at the meeting with Peter Fenwick, MoE, other MoE staff and navigators, we had argued that a "full brief" should be prepared. This was something that she would like to make a start on online over the holiday period with the navigators A further template will be provided to the next meeting.

AP185
STK

AP186
STK

3. Strategic Discussions and Decisions

	<p>3.1 NZSTA Newsletter 12 March 2020 – Election NZSTA President and Board <i>Consideration of this item was deferred to the following meeting. Action</i></p> <p>3.2 2021 Out of Zone Enrolments <i>Consideration of this item was deferred to the following meeting. Action</i></p> <p>3.3 Board Structure and Remuneration Policy <i>Consideration of this item was deferred to the following meeting. Action</i></p>	AP187 KR
4. Administration		
	<p>4.1 Confirmation of Minutes – Open Meetings of 19 February and 1 March 2020. <i>“That the minutes of the open meetings of 19 February and 1 March 2020 be confirmed as a true and correct record”.</i></p> <p>Moved: Wayne Bonnett Seconded; Leigh Kennedy Carried</p> <p>4.2 Correspondence <u>Rangiora HS Education Trust Audit.</u> A copy of the emails between Crowe Horwath, as Trust auditors, and the OAG (Office of the Auditor General) was included with the correspondence. This provided a solution to the long outstanding issue of the audit of the Education Trust (now wound up), and would require appropriate notes in the 2019 annual accounts for the School. No future audits would need to be undertaken for the 2020 year and the position would be covered by notes in the Annual Accounts.</p> <p>4.3 Report on Finance and Property Committee Open Meeting of 11 March 2020 Wayne Bonnett spoke to the report, which was taken as read, and invited questions There were no questions received from the meeting. <i>The report was received.</i></p> <p>4.4 Meeting ARTE and Curriculum Committee of 18 March 2020 The report was noted. As two members only were present consideration of the terms of reference for the Committee had been carried forward to the following meeting.</p> <p>4.5 International Department Travel Approval for 2020 <i>Consideration of this item was carried forward to the next meeting.</i></p> <p>4.6 International Department Fees 2021 Karen Stewart advised that these should be approved by the Board at this meeting, as it was necessary for the School to give sufficient advance notice to its agents. The fees proposed were similar to those charged by other schools in the Canterbury region.</p> <p>Resolution No 2019/OP/004 <i>That the schedule of proposed fees for International Students for the 2021 School year be adopted.</i></p> <p>Moved: Simon Green; seconded: Leigh Kennedy; Carried</p> <p>4.7 Revised Terms of Reference Suspensions Committee Resolution No 2019/OP/005 <i>That the amended TOR for the Suspension Committee, as contained in the agenda, be adopted.</i></p> <p>Moved: Simon Green; seconded: Leigh Kennedy; Carried</p>	<p>AP188 KR MH</p> <p>AP189 KR Done</p> <p>AP190 KR</p>

4.8 Report from Review Committee Meeting of 4 March 2020

The report was taken as read and the recommendation contained within adopted as follows:

Resolution No 2020/OP/006

1. *That the Terms of Reference for the Self-Review Committee to be amended as shown in the report.*
2. *That the Board of Trustees approaches the NZSTA regarding PLD on 'reviewing the effectiveness of systems for the assessment and management of areas of risk'.*
3. *That the updated Objectives of Self Review for the Rangiora HS BOT be adopted*

Moved: Leigh Kennedy; **seconded:** Louise Courtney; **Carried**

AP191
KR

4.9 Delegation to Sign Core Project Input Pages

This item related to the signing of the "Core Project Input Page" by the School for its 5YA projects and was a matter that had been raised by the Logic Group.

Some concern was expressed that this was a departure from the previous approval process and could lead to delays. It was agreed therefore to restate, and widen, the delegation as follows:

Resolution No 2020/OP/007

That the Board delegates to two of: the Principal, Board Chair and Finance and Property Committee Chair, authority to execute the Core Project Input Page for 5YA projects on behalf of the School

Moved: Chair; **Carried**

AP192
KR

4.10 Attendance October 2020 NZSTA Conference

It was noted that the NZSTA had now rescheduled this conference to October 2020, in view of the Covid19 pandemic. Consideration of this item was therefore deferred with the matter to be kept under review. It was understood that if the conference was not possible in October it would be cancelled for 2020.

4.11 BOT Self Review 2020 – Triennial Review (Presentations faculties and annual review cycle)

This report had presented a schedule for the BOT for the 2020 school year. Karen Stewart noted that recent developments had now made this out of date and consideration of this item was therefore deferred.

AP193
KR KS

4.12 International Students Airline Flights (Supplementary Item)

Karen Stewart spoke to this item. This was an urgent matter that has arisen during the day and related to the return back to Thailand of seven international students on a short-term stay. They had five previous flights cancelled and this had probably been a final opportunity for them to return home. In the absence of being able to contact the Chair she had discussed this with the Deputy Chair. Retrospective approval to the payment, which she thought the school should be able to recover, was therefore now sought.

She also expressed her appreciation to the Executive Officer in arranging this payment at very short notice.

Resolution No 2020/OP/008

That the Rangiora HS BOT retrospectively authorises the expenditure of \$21,500 for airline travel costs to allow the return to Thailand of seven Thai international students.

Moved: Ben Prain; **Seconded:** Simon Green; **Carried**

AP194
KR VA
done

Note: Abigail de Visser queried what the position was regarding other International Students at the School, and the School's involvement in their return home if they so wished. Karen Stewart explained that this was not matter in which the school had a direct role as it was between the

	<p>students, their parents and their agents to discuss and decide on. The School was then notified and worked with the agent and student to facilitate this. It was noted there was one Rangiora HS student currently in Canada until June 2020.</p>	
5.	<p>Monitoring</p>	
	<p>5.1 Principal's Report January 2020 The report was taken as read. <i>That the report be received</i></p> <p>Moved: Karen Stewart; seconded: Simon Green; Carried</p> <p>5.2 Finance Report January 2020 The report was taken as read <i>That the information be received.</i></p> <p>Moved: Chair; Carried.</p> <p>5.3 Draft Budget 2020</p> <p>David Lowe spoke to the briefing paper and draft budget as presented in the agenda. He noted that this had been previously submitted to the Finance and Property Committee and was supported by that Committee.</p> <p>He advised that the developments of the past week, in respect to the pandemic, would significantly impact this financial plan and were not provided for. There was likely to be a loss of income and unknown impact on costs. In order for the school to operate correctly, however, approval to the budget as presented was still sought from the Board, noting that revisions would need to be made in the months ahead.</p> <p>Resolution No 2020/OP/009</p> <p><i>That the budget as presented for the 2020 school-year be adopted, noting; that the present situation in respect to the COVID19 pandemic will have a significant impact on the School, and subject to a revised budget being presented to the Board within the next 2-3 months.</i></p> <p>Moved: Chair; seconded: Wayne Bonnett; Carried</p> <p>Karen Stewart also took the opportunity to thank David Lowe, Business Manager, and his team for the work they had carried out in what had been a busy term with the change to the Xero accounting package, preparation of the annual accounts, a change away from a service provider and work related to the pandemic.</p> <p>5.4 International Department Report Term 1 2020 <i>The report was taken as read, and received.</i></p> <p>5.5 Annual Report – Explanatory Notes to School Community (for oral discussion) <i>Consideration of this item was carried forward.</i></p>	<p>AP195 DL</p>
6.	<p>BOT Professional Development</p>	
	<ul style="list-style-type: none"> ▪ Tuahiwi Workshops (Dates for next workshops to be advised when available) ▪ NZSTA Workshops – Schedule for 2020 	<p>AP196 KR</p>

	<i>It was noted that given the current pandemic situation all workshops had been cancelled.</i>	
7. Policies		
	<p>The following policies were presented to the Board for adoption. It was noted that no comments had been received from the consultation process.</p> <ul style="list-style-type: none"> ▪ Appointments Policy ▪ Drugs inc Alcohol Policy ▪ Drugs inc Alcohol Procedural Policy ▪ PPE Procedure Policy ▪ Personnel Policy ▪ Professional Boundaries ▪ Professional Development for BOT Trustees <p>Resolution No 2020/OP/010 Moved: Chair; Carried</p> <p>The following policies were presented for consultation:</p> <ul style="list-style-type: none"> ▪ Curriculum Policy ▪ Assessment Policy <p>It was agreed that consultation on these two policies (as per the review programme) be deferred given the current situation. The existing polices as currently drafted would therefore continue to apply in the interim.</p>	<p>AP197 KR</p> <p>AP198 KR</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 9.10pm.</i></p> <p>Carried</p> <p><i>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 9.41pm and the open meeting was closed at 9.42 pm.</i></p>	
8. For Information Items		
	<p>The following items presented for information were noted:</p> <ul style="list-style-type: none"> ▪ <i>Revised Delegation as adopted 19 Feb 2020, final copy – action to be signed</i> ▪ <i>PTA Financials 2019</i> ▪ <i>2019 Analysis of Variance final</i> <p><i>1 March 2020 Roll Return – (not tabled - carried fwd. to next meeting</i></p>	
Action List		

	Noted	
9.	Meeting Closure	
	Date of Next Meeting 20 May 2020	
	Confirmed as True and Correct record Simon Green, Chairperson _____ Date 20 / 05 /2020	

ACTION TABLE: UPDATE

Meeting Date	No	ACTION	Responsibility	Date Due
22 May 19	AP103	Communications Plan – revise and Bring back	CQ KR	May BOT Mtg
26 June 19	AP111	Health and Safety Report on BOT responsibilities to come back	DL	Sept Mtg
6 Nov 19	AP148	Develop Rangiora HS Graduate profile	PD	
19 Feb 20	AP172	By Election Casual Vacancy	KR	WIP
	AP177	Delegation's Final Copies to be signed	KR	March
	AP178	TOR to be reviewed by Committees (ARTE remaining)	KR	FP and Susp Cttee done WIP
	AP180	Finance and Admin Policy to be completed	KR DL	April
	AP181	Dates for Tuahiwi workshops to be advised	KR	TBC- later in year
25 March 20	AP191	Approach NZSTA re assistance with Risk Assessment and Management	TBC	
	AP193	BOT Self Review 2020 deferred from previous meeting		
	AP198	Review of Assessment and Curriculum Policies for consultation	KR	On agenda