



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

Present	Ian Fong Chairperson Karen Stewart Principal Blake Benny Student Trustee Wayne Bonnett Trustee Simon Green 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),	
		Action Point
Administration		
<p>Karen Stewart extended a welcome to the new Board of Trustees and especially to Gillian Koster, the new staff representative on the BOT.</p> <p>Resolution No 2019/OP/024</p> <p>1. Nominations for the position of Board Chair where then called for and received as follows: Moved: Simon Green; Seconded: Leigh Kennedy; <i>“That Ian Fong be appointed Board Chair for a term until July 2020”;</i> Carried.</p> <p>2. Nominations for the position of Deputy Chair were then called for and were received as follows: Moved: Wayne Bonnett; Seconded: Ben Prain; <i>“That Simon Green be appointed Deputy Chair until July 2020”</i> Carried.</p> <p>Karen Stewart then formally declared the above appointed.</p> <p>3. Committee Membership</p> <p>The meeting then considered Committee membership as follows:</p> <ul style="list-style-type: none"> ▪ Finance and Property Committee That the membership of the Committee remains as previous with the co-option of David Lowe as a Committee member. ▪ ARTE and Curriculum Committee That the membership of the Committee remains as previous with replacement of David Newsham-West by Gillian Koster (new staff representative) ▪ Review Committee 		

	<p>That the membership of the Committee remains as previous with replacement of David Newsham-West by Gillian Koster and the co-option of David Lowe</p> <ul style="list-style-type: none"> ▪ Suspensions Committee <p>That the membership of the Committee remains as previous with the Committee consisting of all BOT members apart from the Principal.</p> <p>Karen Stewart commented on the need for a further training session to be arranged for BOT members in respect to suspensions. She suggested that this could run through some scenarios that might be experienced and she would talk to the SLT to identify some likely case studies on situations that might be experienced by the Committee.</p> <p>A date would be confirmed for this in Term 3.</p>	AP105 KR KS
1. Apologies		
	N/A	
Conflicts Of Interest and Register Review		
	<p>The Current COI register had been included in the agenda for the meeting to allow BOT members to review this – there were no amendments other than to note for Simon Green and Karen Stewart that that were Trustees on the NCSRT (North Canterbury Sports and Recreation Trust).</p> <p>A COI form is to be completed by Gillian L Koster as the new staff representative.</p>	AP 106 GK, KR done
2. Briefings		
	<p>Health and Safety Report May 2019</p> <p><i>(The report was considered in the In-Committee meeting from 7.12pm to 7.15 pm)</i></p>	AP0107 KR amend work plan
3. Strategic Discussions and Decisions		
	<p>3.1 Community Consultation Questions</p> <p>A framework of possible questions to be asked at this was tabled and discussed The Community consultation day was to be held on 6 August 2019 in conjunction with the Parent Teacher day. It was noted that Karen Stewart, Paul Donnelly and David Lowe would be attending and it would be desirable to have a BOT member /members present as well. Ian Fong and Simon Green confirmed they would be available to attend and a schedule of the time slots to be used is to be circulated to BOT members to allow them to confirm when they could attend.</p> <p>It was confirmed that in terms of helping with this exercise ARA would not be able to assist.</p> <p>Blake Benny is to speak on this matter at the School council in the following week.</p>	AP108 KR BB actioned
5. Administration		
	<p>4.1 Confirmation of Minutes – Open Meeting 22 May 2019</p> <p><i>“That the minutes of the open meeting of 22 May 2019 be confirmed as a true and correct record.</i></p> <p>Moved: Chair; Carried</p> <p>4.2 Correspondence</p> <p>The correspondence was noted.</p> <p>4.4 Report on Finance and Property Committee Meeting of 29 May and 19 June 2019</p> <p>Wayne Bonnett (Chair Finance and Property Committee) spoke to the reports from the Finance and Property meetings of the 29th of May and 19th of June 2019. He advised that the revised budget for 2019 had been finalised and recommended to the BOT for adoption. This now</p>	

<p>showed a small surplus. Finances for the YTD appeared to be tracking satisfactorily and work was being done on improving the format of the financial reporting.</p> <p>A clean Audit Management Report had been received from the auditors, which was very pleasing.</p> <p>He noted that the accounts for the 2018 year had arrived late, (and caused some difficulties in being signed off) which was not caused by the school, and Simon Green commented that a number of schools had been in that situation.</p> <p>The application by Mainpower for an increase in their easement areas as reported and recommended by the Committee was noted and it was confirmed that this within the Principal's delegations and was taken as approved.</p> <p>Resolution</p> <p><i>That the report be received</i></p> <p>Moved: Wayne Bonnett; Seconded: Karen Stewart; Carried</p> <p>4.5 Update 2019 BOT Elections and Issues</p> <p>The BOT Secretary Kevin Roche provided a brief oral report on the 2019 BOT elections. A total of 156 votes, or 6.2%, had been received from the 2505 voting papers sent out for the three candidates for the two available 18 month positions. This compared with the CES average of 16.8%. The staff election rate of return had been 49.4%.</p> <p>It was agreed that a letter be sent to the NZSTA expressing the concern of the BOT at the issue around the short timelines prescribed in the Regulations, given the reduced services now offered by NZ Post. Kevin Roche and Karen Stewart to draft a letter for signature by the BOT Chair.</p> <p>4.6 Letter of Representation Crowe Horwath 31 December 2018 Accounts</p> <p>The letter of representation sent to Crowe Horwath and signed by the BOT Chair was noted.</p> <p>4.7 Health and Safety Meeting with the BOT</p> <p>As previously discussed the suggestion that the Health and Safety Representative Committee met with the BOT was explored further. David Lowe commented that the BOT needed to understand its responsibilities under the Health & Safety legislation (as a PCBU) and it was noted that the MoE is producing a set of guidelines for schools. Karen Stewart mentioned the example of the NMIT where BOT members had undertaken a physical walk around to check safety aspects. A report on what the BOT needs to review/monitor is to come back.</p> <p>4.8 Review BOT Triennial Agenda</p> <p>A copy of this was tabled for the information of BOT members and to allow them to provide input into the work plan.</p> <p>It was noted that dates needed to be amended and BP also suggested the addition of a column showing dates and when the items and been completed / considered by the BOT.</p> <p>4.9 ARTE and Curriculum Reports May 2019</p> <p>The ARTE and Curriculum reports for Term 2 2019 were spoken to by Karen Stewart. It was noted that the Meeting of the ARTE and Curriculum Committee scheduled for 19 June had needed to be cancelled as insufficient members were available to attend.</p> <p>The meeting discussed the issues around the timing of the meetings and agreed to leave the Committee's meeting schedule as is, but for members to advise as soon as possible if they were not able to attend and for the Secretary to canvass members regarding attendance 6-7 days prior to the meeting. If necessary Wayne Bonnett and Ben Prain P could attend a meeting.</p>	<p>AP109 DL</p> <p>AP110 KR KS done</p> <p>AP111 KR DL Keep under review</p> <p>AP112 KR</p> <p>AP113 KR</p>
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Karen Stewart then spoke to the ATRE report noting that she had discussed this with the DPs and would be expecting some further refinements in the Term 3 reporting. Term 2 had involved mentoring and keeping parents informed. Simon Green mentioned the need for good information on achievement at mid-year to allow sufficient time for any required interventions to be put in place.

In respect to the Curriculum report she noted there was at the moment not a Rangiora HS connected curriculum document, this should be in a 5-year curriculum development plan. This would then assist in identifying where resources should be allocated over future years. Paul Donnelly then spoke about the exciting opportunities he thought were available and the opportunities for achieving improvement in NCEA results.

Karen Stewart advised she had been explaining to staff the connected curriculum, how it is underpinned by the NZ curriculum, its links to students and what the community wants from its graduates.

She spoke briefly about the current NCEA review which was likely to include measures such as micro-credentialing. There was still an emphasis on literacy and numeracy with smaller qualifications than Level 1 NCEA. Concerns were held nationally that students with Level 2 NCEA are not fully operating at that level due to the assessment criteria being too subject specific.

Karen Stewart is to send a copy of the PowerPoint to BOT members for information.

In reply to a query from Simon Green she explained semesterisation giving an art course as an example.

She spoke about the work Paul Donnelly was doing and the involvement of David Lowe and the need to be able to show both involvement and outcomes and not just measure by NCEA.

The reports were received.

4.10 Analysis of Variance Term 2 2019

The report was taken as read and the information was **received**.

4.11 2018 Annual Report for Adoption

The Annual Report for the 2018 year was presented to the Board for formal adoption. This had been signed off by Ian Fong and Paul Donnelly, as acting Principal.

Simon Green commented on the number of goals attached to the Annual Variance for 2018, included with the 2018 Annual Accounts, and the challenge in managing these. Karen Stewart commented that they had to be managed, but she expected that these would become simpler over time – a number of systems and processes had yet to be implemented.

Resolution No 2019/OP/025

Moved: Chair;

“That the 2018 Annual Report be adopted

Carried.

Action – copy to be placed on the School Website

4.12 Restraint Training Mainstream Support Staff

This item was taken in the In-Committee meeting

4.13 NZSTA July 2019 Conference

Resolution No 2019/OP/026

The Board resolved that Leigh Kennedy would attend this on behalf of the Rangiora HS BOT.

4.14 Report International Department Code of Practice Amendment

AP114
KS

AP115
KR
actioned

	<p>A supplementary report in respect to changes to the Rangiora HS International Department Student Application Form was included in the agenda. This related to amendments to the Code of Practice for the care of international students to take place from 1 July 2019. This had required a code of conduct and disciplinary policy to be prepared as part of the amendments and approval of the BOT was sought to these.</p> <p>A letter advising of the changes and agreement forms is being sent to all parents/caregivers involved.</p> <p>The BOT agreed to adopt the amendment to allow the process to be implemented noting that it would be necessary to consult on the Code of Conduct and Disciplinary Policy.</p> <p>Resolution No 2019/OP/027</p> <p>Moved: Chair</p> <p><i>That the amendment to the Code of Practice be approved.</i></p> <p>Carried</p>	<p>AP116 KR</p>
<p>5. Monitoring</p>		
	<p>5.1 Principal's Report</p> <p>The Principal's report was taken as read</p> <p><i>That the report be received.</i></p> <p>Moved Chair; Carried</p> <p>5.2 Finance Report May 2019</p> <p>The Finance report for the period ended 31 May 2019 (Income statement and Balance Sheet was received and David Lowe provided some further explanation to the accounts. There were no items of particular concern at this stage. In response to a query he confirmed that the MoE had not expressed any direct comments on the School finances but he intended, however, to make contact again with the School Finance Advisor, MoE, in the near future.</p> <p><i>That the information be received.</i></p> <p>Moved: Wayne Bonnett; Seconded: Blake Benny; Carried.</p> <p>5.3 International Department Report Term 2 - 2019</p> <p>The report was taken as read. In response to a query Paul Donnelly confirmed that arrangements for the trip to Japan planned for 2020 were proceeding satisfactorily.</p> <p>Wayne Bonnett queried how difficult it was to obtain homestays and Karen Stewart advised that it was challenging to obtain suitable homestays. There were regular meeting with homestays hosts and the co-coordinator also visited. Data from the Director, International Students, on academic results would be presented in the next report.</p> <p><i>That the report be received.</i></p> <p>Moved: Chair; Carried</p> <p>5.4 Revised Budget 2019 Year.</p> <p>Wayne Bonnet as Chair of the Finance and Property Committee spoke to the revised budget for the 2019 year, as presented to the July 2019 meeting of the Finance and Property Committee.</p> <p>An analysis of the total movement in the budgets of \$126k, from the previous \$69k deficit to a \$56k surplus, was contained in the briefing paper and David Lowe spoke further to this. This revision had been based on a line-item analysis after four months of operations and provided for both increased revenues in some areas and decreased costs.</p> <p>Resolution No 2019/OP/028</p>	

	<p><i>That the amended budget be adopted.</i></p> <p>Moved: Chair: Carried</p> <p><i>(Action: affected budget holders are to be advised of the budget changes)</i></p>	AP116 DL VA
6.	Policies	
	<p>6.1 Harassment and Bullying Policy – draft for consultation</p> <p>A copy of an amended Harassment and Bullying Policy was presented to the Board for approval for consultation. It was noted that this replaced the Abuse and Harassment Policy considered by the Board at the previous meeting and reflected input from the Harassment Committee chaired by Paul Donnelly.</p> <p>Resolution No 2019/OP/029</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 - Draft for Adoption</p> <p>The meeting discussed this policy at some length together with the feedback that had been received. (Note some further feedback has also been received subsequent to the meeting). It was suggested that in respect to the last bullet point on page 3 “<i>social media</i>” be amended to read “relevant social media”</p> <p>Karen Stewart noted that the suggested policy had been prepared/amended following an extensive literature search. It was a very complex topic in terms of striking an appropriate balance. The meeting suggested that the assistance of the NZSTA be sought on a policy and that the matter be deferred for the moment and brought back in due course.</p>	AP117 KR AP118 KR KS
	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 9.12pm.</i></p> <p>Carried</p> <p><i>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 10.17 pm and the open meeting was closed at 10.18 pm.</i></p>	
8.	For Information Items	
	<ul style="list-style-type: none"> ▪ Roll Return 1 June 2019 – (tabled) ▪ 2018 Letter of Representation, as above <p>The information was received.</p>	
9.	Meeting Closure	
	Date of Next Meeting	

14 August 2019	
Confirmed as True and Correct record	
Ian Fong, Chairperson	
_____ Date 14 / 08 /2019	

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
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
	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
	AP092	Revised budget for 2019 to BOT	DL	Done remove
22 May	AP097	Submit amended 5YA application form to the MoE	DL	Done remove
	AP099	Change format of future financial reporting	DL	Done remove
	AP103	Communications Plan – revise and Bring back	CQ KR	Sept Mtg
26 June	AP105	Suspension Training date for BOT	BOT	On today's agenda
	AP111	Health and Safety Report on BOT responsibilities to come back	DL	Sept Mtg
	AP112	BOT Triennial Agenda – amend dates and insert column to show how actioned		
	AP115	International Student Discipline Policy to be consulted on	FR	WIP on Web Site
	AP116	Action changes to budget holders for 2019	DL	
	AP118	Revised Staff Media Policy – consult with NZSTA	KR KS	WIP

