



**RANGIORA HIGH SCHOOL
MINUTES OF THE BOARD OF TRUSTEES
OPEN MEETING
Held On 27 March 2019
At 7.00 pm in the Strachan Room,**

Present	<p>Ian Fong Chairperson</p> <p>Karen Stewart Principal</p> <p>Blake Benny Student Trustee</p> <p>Simon Green Trustee</p> <p>Leigh Kennedy Trustee</p> <p>David Newsham-West Staff Trustee</p>	
In Attendance	Paul Donnelly (Associate Principal), David Lowe, (Business Manager) and Kevin Roche, (Secretary),	
1. Apologies		
	Apologies for absence were received and accepted from Ben Prain and Wayne Bonnett.	Action Point
Conflicts Of Interest		
	N/A	
2. Briefings		
	<p>Sports Administration Fee</p> <p>The meeting considered a briefing paper in respect to the introduction of a sports administration fee of \$7.50 for each student who wished to play sport, per sports season.</p> <p>Details of the current funding sources for sport at the school were explained.</p> <p>The fee structure was based on that at Burnside High School and its introduction would allow the Rangiora High School Sports Department to develop services and retain coaches.</p> <p>Resolution No 2019/OP/009</p> <p><i>That each student who wishes to play sport for Rangiora HS be charged a fee of \$7.50 per sports season.</i></p> <p>Moved: Simon Green; Seconded: Ian Fong; Carried</p>	<p>AP085 KR Advise VA & KE- done</p>
3. Strategic Discussions and Decisions		
	<p>3.1 Tomorrows Schools Review</p> <p>Information in respect to;</p> <ul style="list-style-type: none"> ▪ The Tomorrow's Schools Review Submission Form. ▪ Tomorrow's Schools Review Information Sheet. ▪ Tomorrow's Schools Review FAQs. 	

	<p>was provided with the agenda to assist discussion on this topic.</p> <p>Karen Stewart spoke regarding some of the significant features of the proposed review, and those aspects that concerned her e.g.</p> <ul style="list-style-type: none"> ▪ The BOT would not be responsible for suspensions and expulsions etc., but rather the Hub. ▪ There would be 20 Hubs responsible for about 150 schools each, staffed by experienced school leaders. ▪ Hubs would take on legal responsibility (a BOT responsibility at the moment). ▪ Operations and staff recruitment would be delegated back, but the 5YA programme not automatically, finance may be delegated to the Principal. ▪ The issue of school community consultation, and providing what the school community wants to achieve is an unknown. ▪ Improving the linking of secondary schools with tertiary study and improving the success rates for year 13 students moving into study were not addressed. ▪ Vocational teachers – trades qualifications may not be allowed – could make it difficult to get staff. ▪ Principals would be on five-year contracts, which would not help the leadership shortage or address the workload of Principals. ▪ Leigh Kennedy noted that ERO had released some very good documents (Note: ERO is proposed to be disestablished). <p>After discussion it was agreed individual BOT members would make their own submissions which could encompass the issues raised in the discussion. It was noted that submissions closed on-line on 31 March 2019.</p>	
5.	Administration	
	<p>4.1 Confirmation of Minutes</p> <p><i>“That the minutes of the open meeting of 20 February 2019 be confirmed as a true and correct record.”</i></p> <p>Moved: Chair; Seconded; Simon Green; Carried</p> <p>4.2 Notes for Minutes</p> <p>As noted in the agenda the following motions were confirmed for inclusion in the meeting minutes</p> <ol style="list-style-type: none"> 1. <i>That the BOT notes that the Annual Plan and Analysis of Variance were sent to the MoE before 1 March 2019.</i> 2. <i>That the Annual Plan is available to be read at the school reception by the community during normal school hours and is also posted on the school’s website.</i> <p>4.3 Correspondence</p> <p>The correspondence was noted.</p> <p>4.4 Report on Finance and Property Committee Meeting of 20 March 2019</p> <p>The report from the open meeting of the Finance and Property Committee meeting of 20 March 2019 was considered.</p>	

David Lowe spoke further about the 5YA update, noting that the school was now in the second year of the 5YA agreement. The urgent health and safety projects in the 5YA had now been grouped into three similar groups:

1. Stormwater
2. Plumbing and Drainage
3. Fire alarms

This was on the basis that the school would complete these urgent projects first then look at the Gymnasium Redevelopment. The advice from the MoE had been for the School to complete these projects first, and then in the following 3-4 months have a conversation about the Gymnasium Redevelopment.

Karen Stewart noted that it was a complex situation; overall the School's 5YA had a value of about \$2.5M.

Resolution 2019/OP/010

That the recommendations in the report of the Finance and Property Committee meeting of 27 March 2019 as below be adopted:

***Mainstream Unit Property Redevelopment
Recommendations***

That the Board of Trustees **approve:**

1. *Initiation of the project to modify the Mainstream Support Unit*
2. *Appointment of Logic as Project Manager*
3. *Appointment of David Lowe (Business Manager) as School Representative*
4. *Appointment of Project Control group as herein (see 6 to 10)*
5. *Delegation of authority to the Principal and the Business Manager to approve project milestones.*

It is **recommended** that the principal and the school representative be delegated joint authority to:

6. *Approve the project brief at project milestones*
7. *Approve the procurement plan and tender documents*
8. *Sign contracts for consultant engagement*
9. *Sign off on the designs*
10. *Approve any variations, for example in the material used or design changes*

Moved: Chair; **Carried**

4.5 Confirmation that Draft Accounts sent to Auditors

It was confirmed that the draft accounts for the year ended 31 December 2018 had been sent to the auditors, Crowe Horwath, on 15 March 2019.

4.6 Enrolment Scheme and Ballot Review for 2019

- a. The meeting considered a report on out of zone enrolments for the 2019-year. Karen Stewart spoke to the report and noted that the projections for the 2019 school year required some further work. It was agreed that the item would be placed on the agenda for the 22 May BOT meeting for the BOT to confirm the number of out of zone enrolments to be offered.

In respect to the ballot the meeting confirmed the Simon Green, and Simon Gulland,

AP086
KR

update
delegation

	<p>4.12 Date for BOT Meet and Greet with Staff</p> <p>It was agreed that this be held on Friday 5 April at 3.30pm</p> <p>4.13 BOT Suspension Training – Date</p> <p>It was agreed that this be held on Monday 15 April 2019 at 5pm</p> <p>4.14 HR Self Audit</p> <p>It was agreed this is to be completed as discussed at the Review Committee meeting of 1 March 2019 using the ERO template.</p>	<p>AP091 KR Deferred</p> <p>AP092 BOT</p>
5.	Monitoring	
	<p>5.1 Principal’s Report</p> <p>Karen Stewart spoke to her report which was taken as read. A key issue was the response to the school lockdown on 15 March 2019. She advised the systems involved at the school had again been further tested that day.</p> <p>Post 15 March David Lowe and Paul Donnelly had prepared an action plan. School staff had been asked to provide feedback on their experiences on that day, which had been incorporated into this plan. Issues identified had been; that key people were not available and the alarms had not been working – solutions had now been identified. A device had been purchased to allow remote activation and staff training commenced. Paul Donnelly advised that protocols had been written and agreed and were being implemented.</p> <p>Simon Green commented that another key aspect was parent management.</p> <p>Karen Stewart spoke about the memorial event in Christchurch on Friday 29 March and advised that the head students would represent the school. The MoE would allow staff to attend, but the school needed to be kept open.</p> <p>An internal staff review was starting to be developed and a wellbeing survey would be undertaken in Term 1.</p> <p><i>That the report be received</i></p> <p>Moved: Karen Stewart; seconded: Ian Fong; Carried</p> <p>5.2 Finance Report February 2019</p> <p>The Summary Income Statement and Balance Sheet for the period to February 2019 was considered. David Lowe advised that the budget for 2019 was not yet finalised and would be brought back to the next meeting.</p> <p><i>The information was received.</i></p> <p>Moved: Chair; Carried.</p> <p>5.3 Attendance at NZSTA Conference Dunedin July 12-14</p> <p>The attendance of a BOT member at the NZSTA Conference in Dunedin in July 2019 was discussed noting that this was post the BOT elections.</p> <p>It was agreed that the BOT should reserve one place at the conference and Leigh Kennedy confirmed her interest in attending.</p> <p>5.4 International Department Report - Term 1 2019</p> <p>The International Department Report for term one 2019 prepared by the International Department Director was received. This provided a comprehensive review of the Department covering, students, staffing, programmes of learning PDL, homestays and marketing.</p> <p><i>The report was received.</i></p>	<p>AP093 DL</p> <p>AP093 KR done</p>

	<p>Moved: Chair; Carried</p> <p>5.5 Funding Grant Requests 2019</p> <p>Details of the Showquest Funding Application were provided to the Board for information.</p>	
6.	Policies	
	<p>The policies as below had been approved by the BOT at its previous meeting for consultation. No feedback had been received from either staff or the school community. The policies were therefore adopted by the BOT for review again in one years' time.</p> <p>6.1 Curriculum Policy</p> <p>Resolution 2019/OP/015</p> <p><i>That the Rangiora HS Curriculum Policy be adopted.</i></p> <p>Moved: Chair; Carried</p> <p>6.2 Assessment Guidelines</p> <p>Resolution No 2019/OP/016</p> <p><i>That the Rangiora HS Assessment Guidelines be adopted.</i></p> <p>Moved: Chair; Carried</p>	<p>AP 094 KR done</p> <p>AP095 KR done</p>
	Action Items	
	<p>The action Items were considered/noted as follows:</p> <ul style="list-style-type: none"> ▪ AP010 - On hold, review Term 3. ▪ AP022- Risk Report – for Review Committee August meeting. ▪ AP066 - Done ▪ AP067 - Succession Planning meeting - Thursday Ian Fong will be attending. ▪ AO076 - Done ▪ AP077 - Done ▪ AP079 - Done ▪ AP084 - Done 	<p>AP096 KR Update</p>
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"> ▪ RHS Roll Return 1 March 2019 ▪ 2019 Annual Plan ▪ Analysis of Variance ▪ ARTE Report ▪ Curriculum Report 	

	<ul style="list-style-type: none"> ▪ Newsletter Deadlines 2019 ▪ Analysis of Variance Term 1 2019 <p><i>The information was received</i></p>	
9.	Meeting Closure	
	<p>Date of Next Meeting</p> <p>27 March 2019</p>	
	<p>Confirmed as True and Correct record</p> <p>Ian Fong, Chairperson</p> <p>_____ Date 27 / 03 / 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
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	May BOT meeting
12 December	AP055	Annual Plan to BOT for approval	TBC	Feb 19?
	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	AP066	Agreement to staggered elections – follow up	KR	Done
	AP067	Succession Planning Meeting TBC	BOT KR	
	AP068	Analysis of Variance – send out final version	KS	Done
	AP072	PTA AGM 9 April send out invites	KR	Done
	AP073 & 78	Update polices for delegations	KR	WIP
	AP076	Invites key dates for 2019 – send invites	KR	Done
	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	On agenda
	AP088	Delegations Overnight camp approvals	KR	Update
	AP089	Delegations 5YA projects	KR	Update

	AP092	Revised budget for 2019 to BOT	DL	
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