



RANGIORA HIGH SCHOOL BOARD OF TRUSTEES MEETING
Wednesday 28 October 2020
At 7.00pm in the Strachan Room
OPEN AGENDA

Reference Links	BOT Annual Agenda RHS Policy Framework Link BYOD Instructions
1.	NZSTA Training Hub - BOT Exercise
	NZSTA Training Hub - BOT Exercise Working with a Returning Officer or more information on this role refer to the trustee election website.
2.	Apologies
3.	Conflicts of Interest for the Meeting
	<i>Declaration of any conflicts of interests in items to be covered during the meeting, (Open and In-Committee Agendas) and any updates to the Board Conflict of Interest Register.</i>
4.	Speaking Rights
	Standing Motion – <i>“that speaking rights be given to Paul Donnelly, Associate Principal, and David Lowe, Business Manager”</i>
5.	Briefings
	N/A
6.	Strategic Discussions and Decisions
	6.1 Education Brief -- Final approval 6.2 Consultation with Parent Community in 2021 <ul style="list-style-type: none"> ▪ NCEA Level 1 ▪ ▪ Uniform and Logo 6.3 Adult Community Education (ACE) 6.4 Graduate Profile
7.	Administration
	7.1 Confirmation of Minutes – BOT Open Meeting of 16 September 2020

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	<p>7.2 Correspondence – (see list attached)</p> <p>7.3 Report on Finance and Property Committee Open Meeting of 14 October 2020</p> <p>7.4 Board Mid-term Elections 2020 (Oral update)</p> <p>7.5 2021 Work Plan for Review</p> <p>7.6 Committee Appointments – Student Trustee (for discussion)</p> <p>7.7 2021 Meeting Dates (Tabled at the meeting)</p> <p>7.8 Fund Raising Resolution Boyle River Year 9 Trips (Yearly)</p> <p>7.9 Exit Interview Information September 2020</p> <p><i>(NB: three resignations were received for the period March to September 2020 but no exit information was received)</i></p>
8.	Monitoring
	<p>8.1 Principal’s Report Sept 2020</p> <p>8.2 Finance Report Sept 2020 (ex F & P Cttee mtg 14 October 2020)</p> <ul style="list-style-type: none"> ▪ Business Manager Report ▪ Balance Sheet Ex Summary ▪ Budget Variance Ex summary ▪ Income and Expenditure trend Summary
9.	Policies For Review
	<ul style="list-style-type: none"> ▪ International Students -Policy Refunds - <i>for consultation – (cfwd last mtg)</i> ▪ Update of Drugs Alcohol policy to include vaping <i>(for consultation)</i> ▪ Fire Arms policy – <i>(for consultation)</i> ▪ International Students Managing Supervised Groups Policy (Removed - adopted for a 3-year term due, for review December 2021) ▪ Appraisal Policy – <i>amended- for consultation</i>
10.	BOT PLD
	<p>Attached below are links to the NZSTA self-review forms for the Board and Board Chair. These are attached for the information of BOT members at this stage and will be sent out as a google survey for reporting back of the outcomes to the 9 December BOT meeting.</p> <ul style="list-style-type: none"> ▪ Board Self Review ▪ Chair Self Review
10.	In Committee Meeting
	<p>Resolution to Move into In-Committee meeting</p> <p><i>“That the public be excluded from this meeting for the consideration of Agenda Items 2, 3, 4, 5, 6 ,7, 8, and 9 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) (“Carry on commercial and industrial negotiations”) and that the meeting move In-Committee.”</i></p>
10.	For Information Items

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	N/A
11.	Date of Next Meeting
	BOT Meeting 9 December 2020

INWARDS CORRESPONDENCE:

DATE	DETAILS	COPIES TO	ACTION
Sept 2020	NZSTA News Issue 302	BOT	Tabled For information
21 Sept	MoE gazette Vol 99 No 15	BOT	For information
12 October	MoE gazette Vol 99 No 16	BOT	For information
12 Oct	MoE Copy Relationships and Sexuality Education	BOT	For information
October	NZSTA Mid-term elections Memo 5	BOT	For information
	NZSTA Mid-term elections Memo 6	BOT	For information
	NZSTA Mid-term elections Memo 7	BOT	For information
	NZSTA Mid-term elections Memo 8	BOT	For information
	NZSTA Mid-term elections Memo 9	BOT	For information
	Covid 19 Updates	BOT	For information
	Moe Bulletin for School Leaver No 129	BOT	For information
	NZSTA Changes to School Election Legislation	BOT	For information
27 Oct 2020	Letter RHS Rugby Club Re Fundraiser 2021	BOT	For Decision (late item)

OUTWARDS CORRESPONDENCE:

Date	Details
	N/A

ACTION TABLE:

Meeting Date	No	ACTION	Responsibility	Date Due
26 June 19	AP111	Health and Safety Report on BOT responsibilities to come back	DL	Sept Mtg WIP F/up

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6 Nov 19	AP148	Review Rangiora HS Graduate profile	PD	See today's agenda - remove
19 Feb 20	AP172	By Election Casual Vacancy	KR	WIP
	AP179	Finance and Admin Policy to be completed	KR DL	By Jan 2021
25 March 20	AP184	Approach NZSTA re assistance with Risk Assessment and Management	TBC	WIP
20 May 20	AP201	Communications Plan Review -	STK CQ	OS assistance to be engaged
24 June	AP205	Locate gap analysis May 2018	KR	WIP
	AP208	Bring back clean copy of BOT annual agenda	KR	WIP
19 August 20	AP215	Check hall capacity statement education Brief	KR	WIP
	AP217	Add Maori Success as Maori report to Annual Agenda	KR	WIP
	AP219	<p>Polices for review follow up as shown RHS Bus Network Policy - no St Joseph's students use this, two students from Ashley School currently use it cost is paid by parents.</p> <ul style="list-style-type: none"> ▪ EOC Overseas Trips Policy - <i>carried forward</i> ▪ EOC Procedural Policy - <i>carried forward</i> ▪ Others in the Workplace - <i>carried forward</i> ▪ Risk Management - <i>carried forward</i> 	KR	WIP
3 Sept	Personnel Cttee	Appraisal Policy cwfd – awaiting outcome Legislation changes	KR	WIP
“ “	“ “	Privacy Policy cwfd – awaiting outcome Legislation changes	KR	WIP
9 Sept	F & P Cttee	Induction and Training Policy – being reviewed	KR	WIP
16 Sept 20	AP223	Report on Long Term Financial Plan re SIPO	DL	TBC
	AP225	Business case to BOT on app for student self-monitoring	SLT	TBC
	AP226	Report to BOT International Students	See In Cttee Agenda	Remove - transferred
	AP129	Prize giving – bring Waiata back	KR	Nov
		Policy update Financial Admin Policy and Procedures still need as clean copy ex DL to Feb 2021	DL	Jan 2021
		Privacy Report cfwd next mtg – Legislation changes	SLT	Dec

EVENTS

Date	Details
	<p>School Prize Giving – (who will attend)</p> <ol style="list-style-type: none"> 1. Colors 10 November 2020 - Sport and Cultural Prizegiving, RHS Hall (<i>LK BP and WB will attend</i>) 2. Year 9 - 12 Prizegiving 10 December 2020, RHS Hall (<i>LK SG will attend</i>)

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	<p>3. Year 13 Graduation 8 December 2020 James Hay Theatre, <i>(BP and WB will attend)</i></p> <p>4. Staff Farewell Friday 11 December 3-5pm – <i>(SG GK LK DD or BP will attend)</i></p>
	Newsletter 2020 Dates
	<ul style="list-style-type: none"> ▪ Louise Courtney term 4 2020 – 23 November Theme suggested - Summary of the year past. Due 23 November
	<p>Who will attend?</p> <ul style="list-style-type: none"> ▪ <i>PTA meetings</i> 3 November
	<ul style="list-style-type: none"> ▪ Whanau hui Dates 2020 Leigh Kennedy will attend all. ▪ 5 November

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