



RANGIORA HIGH SCHOOL BOARD OF TRUSTEES MEETING
Wednesday 3 March 2021
At 7.00pm in the Strachan Room
OPEN AGENDA

Appointment of Chair and Deputy Chair for 2021 year (<i>Principal to take Chair</i>)	
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Reference Links	BOT Annual Agenda (<i>current</i>) RHS Policy Framework (<i>current</i>) Link BYOD Instructions
1.	NZSTA Training Hub - BOT Exercise
	To be confirmed NZSTA (Governance Framework- for information)
2.	Apologies
	Wayne Bonnett and Gillian Koster for absence
3.	Conflicts of Interest for the Meeting (<i>Open and In Committee</i>)
	<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 – “that speaking rights be granted to Paul Donnelly, Associate Principal, and David Lowe, Business Manager”
5.	Briefings
	EOTC Review
6.	Strategic Discussions and Decisions
	6.1 Analysis of Variance 2020 (in draft at present) 6.2 Annual Plan 2020 (in draft at present) 6.3 Charter and Strategic Plan <i>Resolution by Board regarding public viewing</i>
7.	Administration
	7.1 Confirmation of Minutes – <i>BOT Open Meeting of 9 December 2020</i> 7.2 Correspondence

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MoE Correspondence - NZ History Link
NZ History Announcement (*Hon Chris Hipkins*)
(see also schedule of correspondence below)

7.3 Report on Finance and Property Committee Open Meeting of 17 February 2021

7.4 2021 Meeting Dates/Events:

- BOT Suspension Training - date required and by whom.
- Who will attend?
 - Whanau Hui Dates 2021 –TBC
 - PTA meetings Dates 2021- AGM 13 April 7pm
- Uniform Committee Meeting Date - Term 1 2021, to be decided
- Logo Committee Meeting Date – Term 1 2021, to be decided

7.5 Review of Delegations ex Finance &Property 17 Feb 21 (*for adoption as recommended*)

- **Principal**
- **Associate Principal**
- **Business Manager**

7.6 Committee Appointments Darryn Ward (*For discussion*)

7.7 BOT Code of Conduct- Annual Review (*and signature*)

7.8 Delegation TOF Suspension Cttee for Annual Review

7.9 Out of Zone Policy - Joint Custody (*Review and Discussion- see page 7 MoE Guidelines*)

7.10 Board Assurance Statement Self-Audit Check List H & S

7.11 Resolution Re Banked Staffing

7.12 Destruction of Archived material- see email attached

8. Monitoring

8.1 Principal's Report Term 1 week 3

8.2 Finance Report December 2020 (*ex F & P Cttee mtg 17 Feb 2021*)

- Business Manager Report
- Balance Sheet Ex Summary
- Budget Variance Ex summary
- Income and Expenditure Trend Summary

8.3 Report 2020 December Mid-Term Elections (*BOT Secretary*)

8.4 International Student Fees 2022 (*For review and adoption*)

8.5 Budget 2021 Update– (*update report ex 17 Feb F & P Cttee Mtg*)

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	<p>8.6 Policy Framework – for review</p> <p>8.7 BOT Annual Agenda – for review</p>
9.	Policies For Review
	<p><i>(For consultation)</i></p> <ul style="list-style-type: none"> ▪ Assessment Policy – (annual review) ▪ Curriculum Policy – (annual review) ▪ Financial Admin and Procedures Policy – for annual review and adoption (as recommended by the F& P Cttee 17 Feb 21)
10.	BOT PLD
	<p>Southern Term Workshops NZSTA PDL Email 17 December 2020 Reminder NZSTA workshops</p>
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
	<ul style="list-style-type: none"> ▪ 2021 Meeting Dates ▪ 2021 Schedule of Policy Review Dates- for information only ▪ Matt Doucy MP - Article re third secondary school Nth Canterbury. ▪ Gifts Given and Received 2020
11.	Date of Next Meeting
	BOT Meeting 31 March 2021

INWARDS CORRESPONDENCE:

DATE	DETAILS	COPIES TO	ACTION
14 Jan	MoE Project approval F Block upgrade and Deck	BOT	For information
18 Dec 20	MoE Project approval site signage	BOT	For information

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15 Dec 20	MoE Project approval installation of hand basins	BOT	For information
15 Dec	MoE Project approval Site security upgrade	BOT	For information
10 Dec	Membership Matters	BOT	For information
22 Jan	Media Query High School Nth Canty	BOT	For information
26 Jan	Designated person child Protection link	BOT	For information/discussion /decision
3 Feb	MoE Aotearoa NZ Histories	BOT	For information
1 Feb 2021	NZSTA AGM Remits	BOT	For information
9 Feb	MoE Bulletin for school leaders No137	BOT	For information
14 Feb	NZSTA Term 1 workshops	BOT	For information
	Newsletter No 15	BOT	For information
15 Feb	Membership Matters 15 Feb	BOT	For information
22 Feb	MoE Changes to the By election process	BOT	For information
18 Feb	Pay equity Update	BOT	For information
25 Feb.	MoE Bulletin for school leaders No 138	BOT	For information

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
	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 ???Remove
20 May 20	AP201	Communications Plan Review -	STK CQ	OS assistance to be engaged
	AP208	Bring back clean copy of BOT annual agenda	KR	WIP
19 August 20	AP217	Add Maori Success as Maori report to Annual Agenda	KR	WIP
3 Sept	“ “	Privacy Policy cwfd – awaiting outcome Legislation changes	KR	WIP

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16 Sept 20	AP223	Report on Long Term Financial Plan re SIPO	DL	May 2021 Planning Day
	AP225	Business case to BOT on app for student self-monitoring	SLT	TBC
		Policy update Financial Admin Policy and Procedures still need as clean copy ex DL to Feb 2021	DL	Done removed
		Privacy Report cfwd next mtg – Legislation changes	SLT	Dec
28 October 20	AP231	Uniform Subcommittee to meet in Term 1 2020	BOT	February 2021 For discussion
	AP233	Workplan review 2021 cfwd	KR	March 2021
	AP238	Google Survey self-review – BOT and Chair	BOT & KR	Feb 2021 done - remove
		Privacy Report carry Fwd	KR	Dec
9 Dec 2020	AP241	2020 Analysis of Variance Final to Feb 2021 mtg	STK	Feb on agenda
	AP243	Date for suspension training	BOT	Feb WIP
	AP244	Strategic Planning day 2 May	BOT	May WIP
	AP254	Date for PTA meetings and Whanau hui meetings in 2021	BOT	Feb TBC
	AP247	Report back once a term on Bridge Programme	ELT	April 2021
	AP248	Bridge Programme Reporting Template to ARTE Cttee	KR	March
	AP252	Add Strategic Planning Day to Committee Agendas	KR	Feb/March

EVENTS

Date	Details
	<p>School Prize Giving 2021 TBC</p> <ul style="list-style-type: none"> ▪ <i>Thursday 2 December 2021 Year 11 & 12 Prizegiving 7pm School Hall</i> ▪ <i>Tuesday 7 December 2021 Yr 13 Graduation James Hay 7pm</i> ▪ <i>Thursday 9 December 2021 Yr 9-10 Prizegiving School Hall 7pm</i> ▪ <i>Newsletter dates Terms 1 2 3 4 TBC</i> ▪ <i>PTA Dates 13 April AGM 7pm</i> ▪ <i>Whanau Hui Dates 2021 TBC</i> ▪ <i>BOT Strategic Planning Day Sunday 2 May 2021</i>

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