



RANGIORA HIGH SCHOOL MINUTES OF THE BOARD OF TRUSTEES MEETING

Wednesday 26 May 2021
At 6.10pm in the Strachan Room

	Present	Simon Green Chair Karen Stewart Principal Wayne Bonnett Trustee Gillian Koster Staff Trustee Hannah Lord Student Trustee Ben Prain Trustee Darryn Ward Trustee Andrew Hodgkinson Trustee	
	In Attendance	Paul Donnelly (Associate Principal), David Lowe, (Business Manager), Rowena Mckinney (Board Secretary).	
	<i>Links to the BOT Annual agenda and Policy Framework were provided in the agenda document for reference purposes if required.</i>		
1.	Apologies		Action Points
	Nil		
2.	Conflicts of Interest and Register		
	Nil		
3.	Speaking Rights		
	<i>"That speaking rights be granted to Paul Donnelly, (Associate Principal), and David Lowe, (Business Manager)".</i> Moved: Chair; Carried		
4.	Briefings		
	Nil		
5.	Strategic Discussions and Decisions		
	Teacher only NCEA Accord day. Karen Stewart advised the Board that due to a calendar conflict with the National Association of Deputy and Assistant Principals Conference and the NCEA Review Teacher Only day, the school has been provided 3 options <ol style="list-style-type: none"> 1. Stay with the original date of August 10 2. Change the date to August 12 3. Apply to have the day on hold 		

	<p>Karen Stewart requested the Board to approve the TOD change of date from August 10 to August 12 to ensure the management team is onsite.</p> <p>MOVED: Andrew Hodgkinson SECONDED: Wayne Bonnett. CARRIED.</p>	
6.	Administration	
6.1	<p>Confirmation of Minutes – BOT Open Meeting of 26 May 2021</p> <p><i>The Chair moved that the minutes of the meeting dated 26 May 2021 be accepted as a true and accurate record.</i></p> <p>MOVED: Chair SECONDED: Ben Prain CARRIED</p>	
6.2	<p>Report on the Finance and Property Committee Open Meeting of 16 June 2021</p> <p>Wayne Bonnett spoke to the report noting a clean Audit report was tabled and thanked David Lowe for his work on the Annual Report to ensure there were no audit adjustments required.</p> <p><i>The report was received.</i></p>	
6.3	<p>Student Election - Val Andersen (Returning Officer)</p> <p><i>RESOLUTION 21/OP/004</i></p> <p><i>“That the Board appoints Val Andersen, EO, as the returning officer for the 2021 BOT Student representative elections”</i></p> <p>Moved: CHAIR CARRIED</p>	
6.4	<p>Adoption of Audited Reports</p> <p>The RHS 2020 Annual Report was presented to the board for formal adoption</p> <p><i>RESOLUTION 21/OP/005</i></p> <p><i>“That the 2020 Annual Report be adopted and made public at the counter and on the schools website, in terms of Section 87 of the Education Act.”</i></p> <p>Moved: CHAIR CARRIED</p>	
6.5	<p>Auditors report end of year December 2020</p> <p>The Audit Management Report for the year ending December 2020 was formally adopted by the Board.</p> <p><i>RESOLUTION 21/OP/006</i></p> <p><i>Auditors Report for end of December 2020 be formally adopted.</i></p> <p>MOVED: Wayne Bonnett SECONDED: Hannah Lord CARRIED</p>	
7.	Monitoring	
7.1	<p>Principal’s Report Term 2 Week 9 2021</p> <p>The Board received the Principal's Report.</p>	

	<p><i>The report was taken as read and received.</i></p> <p>MOVED: Karen Stewart SECONDED: Gillian Koster CARRIED</p>	
7.2	<p>Finance Report April 2021 (<i>ex F & P Cttee mtg 12 May 2021</i>)</p> <p>David Lowe spoke to the report noting that all major budget areas were tracking well and within expectations.</p> <p><i>It was agreed that the financial statements be received.</i></p> <p>MOVED: Chair CARRIED</p>	
7.3	<p>ARTE Report</p> <p>The report provided is for the information of the Board.</p> <p>Simon Green asked if there was a simpler method of viewing if the school was on track with respect to the information contained in the executive summary. Karen Stewart noted that the some of information contained in the report was subjective. For instance, engagement indicators such as PB4L and attendance are based on inputted data and not always accurate.</p> <p><i>The report was received.</i></p>	
7.4	<p>Analysis of Variance Term 2 Report</p> <p>Karen Stewart explained this report is provided as a means of tracking for the Board by providing evidence as to how the School is measuring against this year's Annual Plan's goals and targets Karen explained that by Term 4 there should be clear indicators of what the School hopes to achieve in 2022.</p> <p><i>The report was received.</i></p>	
7.5	<p>International Dept T2 report</p> <p>Karen Stewart spoke to the report highlighting that the international border will not be open until February 2022 whilst international students it will be closed for the foreseeable future. When asked how the current international students in the school were faring, Karen identified homesickness as a dominant factor however the International Director was working with the students to alleviate this through trips during school holidays. The international Students were in one wananga and the International Director was their kaiako to ensure that she could closely monitor their wellbeing. .</p> <p><i>The report was received.</i></p>	
8.	Policies	
8.1	<p>Timetabling Policy</p> <p>It was agreed that this will be discussed at the next Personnel Meeting before being reviewed by the Board.</p>	Personnel Committee

8.2	<p>Harassment & Bullying Policy</p> <p>The policy was reviewed by the Board and it was agreed that while it will be placed to the community for consultation, further work was required in relation to updating the policy and creating a procedural policy which is referenced in the Harassment and Bullying Policy.</p> <p>Action: STK to contact NZSTA and/or SPANZ to obtain legal and procedural advice regarding the policy.</p>	<p>bot next agenda</p> <p>AP 283 STK</p>
9.	BOT PLD	
	<p>Property Training Module</p> <p>Wayne Bonnett put forward the F&P Committee recommendation that the <i>Introduction to School Property Management</i> module training occur for F&P committee members and new Board members. Simon Green preferred that this training module be undertaken by all current Board members.</p> <p>It was agreed that all current Board members will undertake the <i>Introduction to School Property Management</i> module on the MoE website.</p> <p>Action: MKR to send calendar invites to all board members with a link and follow up with a reply response.</p>	<p>AP284 MKR</p>
10.	For Information Items	
	<p>Roll Return 1 June</p> <p>The Board noted that this has been completed</p>	
11.	Correspondence	
11.1	<p>Rugby Club Special Licence</p> <p>Karen Stewart requested guidelines around the school being used repetitively as a venue for events where alcohol was involved. Karen noted the following factors; wear and tear costs, what message does this send to the community, the moral and legal obligations the school has (if the school brand is attached to such fundraising event) and how many of these functions (involving alcohol) should the school host. Karen further noted that fundraisers involving alcohol were normally held off-site.</p> <p>The Board noted that RHS is a strong brand which is why the community utilises the school as an events venue and agreed that guidelines should be in place for any event held at the school, particularly those requests where alcohol is available. Paul Donnelly and David Lowe agreed to follow up with other schools in relation to their alcohol and H&S guidelines.</p> <p>Action: DNP & DWL to follow up on alcohol & H&S guidelines.</p> <p><i>RESOLUTION 2021/OP/007</i> <i>“That the Board will have a guideline of up to 2 events per term for events, where alcohol is sold and open to the school community and that the Board will develop Alcohol and Health and Safety guidelines to ensure appropriate controls are in place”.</i></p> <p>MOVED: Chair CARRIED</p>	<p>AP 285 DNP/DWL</p>

	<p><i>RESOLUTION 2021/OP/008</i> <i>"The Board approves that the Rugby Club hold 3 events at Rangiora High School, with an approved WDC special licence, and that they comply with the Sale and Supply of Liquor Act 2012 regulations. The dates of such events are still subject to the approval of the Principal".</i></p> <p>MOVED: Chair CARRIED</p>	
12.	Action Notes	
	<ul style="list-style-type: none"> Uniform & branding subcommittee <p>As a result of other priorities, the Uniform & Branding subcommittee has not progressed. David Lowe indicated that he is working on School signage and will submit this to the group prior to their next meeting.</p> <p>Action: MKR to set up a Thursday lunch meeting within the next 5 weeks of Term 3</p> <ul style="list-style-type: none"> AP 254 - Coopt Board Member <p>Simon Green is working on this and hopes to find a new member at the next Whanau Hui meeting.</p>	<p>AP286 MKR done</p>
13.	In- Committee Meeting	14.
	<p>Resolution</p> <p><i>"That the public be excluded from this meeting for the consideration of Agenda Items 2, 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) (j) ("Carry on commercial and industrial negotiations") and that the meeting move In-Committee."</i></p> <p>Moved: Chair Carried</p> <p>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 8:19pm and the meeting was closed at 8:20pm.</p>	
Meeting Closure 8:20pm		
Date of Next Meeting - 18 August 2021 at 6pm		
Confirmed as a True and Correct record:		
<p>_____</p> <p>Simon Green, Chairperson</p> <p>Date: 18 August 2021</p>		

ACTION TABLE:

Meeting Date	No	ACTION	Responsibility	Date Due
20 May 2020	AP201	Communications Plan Review -	STK CQ	OS assistance to be engaged
	AP225	Business case to BOT on app for student self-monitoring	SLT	TBC 2021
28 Oct 2020	AP231	Uniform Subcommittee to meet in Term 1 2020	BOT	done remove.
	AP248	Bridge Programme Reporting Template to ARTE Cttee	KR	23 June Mtg
3 March 2021	AP254	Replacement BOT member co-option	SG	Ongoing
	AP259	Uniform Branding Cttee Student representation	HL	Cfwd
	AP267	BOT Policy Framework and Annual Agenda Review	STK SG to discuss	DONE. REMOVE
31 March 2021	AP269	Meeting of the Uniform and Branding Cttee to be confirmed in Term2 plus draft questions for consultation	TBC	DONE. REMOVE
	AP270	Follow up with NZSTA Tom Scollard re assistance with BOT gap identification and training	DW	Self Review Mtg. REMOVE
26 May 2021	AP277	Provide data on number of school leavers for 2021	STK	30 June BOT mtg
26 May 2021	AP278	COnduct a presentation before student body re: BOT student Rep	HL	WIP
26 May 2021	AP282	<i>Giving Effect to Te Tiriti o Waitangi: School Board Responsibilities as a Crown Entity</i> workshop follow up	SG	Tentative 26 Aug set
30 June 2021	AP283	Follow up with NZSTA/SPANZ re: Harassment & Bullying Policy - legal and procedural advice	STK	18 August BoT Mtg
30 June 2021	AP284	Follow up with other school in relation to alcohol and H&S guidelines on the use of a school as a venue	DNP/DWL	WIP