



## RANGIORA HIGH SCHOOL

### MINUTES OF THE BOARD OF TRUSTEES MEETING

Wednesday 31 March 2021

At 7.00pm in the Strachan Room

<b>Present</b>	<p>Simon Green            Chair</p> <p>Karen Stewart        Principal</p> <p>Wayne Bonnett        Trustee</p> <p>Gillian Koster        Staff Trustee</p> <p>Andrew Hodgkinson   Trustee</p> <p>Hannah Lord        Student Trustee</p> <p>Ben Prain              Trustee</p> <p>Darryn Ward          Trustee</p>	
<b>In Attendance</b>	Paul Donnelly (Associate Principal), David Lowe, (Business Manager) and Kevin Roche (Secretary).	
	<i>Links to the BOT Annual agenda and Policy Framework were provided in the agenda document for reference purposes if required.</i>	
<b>1.</b>	<b>NZSTA Training Hub - BOT Exercise</b>	<b>Action Points</b>
	The information was noted	
<b>2.</b>	<b>Apologies</b>	
	N/A.	
<b>3.</b>	<b>Conflicts of Interest and Register Review</b>	
	N/A	
<b>4.</b>	<b>Speaking Rights</b>	
	<i>“That speaking rights be granted to Paul Donnelly, (Associate Principal), and David Lowe, (Business Manager)”.</i>	

	<b>Moved:</b> Chair; <b>Carried</b>	
<b>5.</b>	<b>Briefings</b>	
	N/A	
<b>6.</b>	<b>Strategic Discussions and Decisions</b>	
<b>6.1</b>	<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>● <b>Strategic Planning Day - Sunday 1 May 2021</b></li> </ul> <p>Arrangements for the BOT Strategic Planning day to be held on Sunday 1 May 2021 were discussed. The focus of the meeting will be on the formulation of a long-term asset management plan, which would also link to long term financial planning for the school.</p> <p>David Lowe confirmed that he would come up with the basis of a draft agenda for the meeting, which could be discussed at the 14 April 2021 Finance and Property Committee meeting.</p> <ul style="list-style-type: none"> <li>● <b>Uniform and Branding Review</b></li> </ul> <p>The meeting of the Committee held on 26 March was discussed. It was noted that it was intended to formulate a series of “big picture” relevant questions to consult on with the School community. The Committee would then meet again to consider the responses from this.</p>	<p>AP268 KR DL done</p> <p>AP269 TBC</p>
<b>6.2</b>	<p><b>BOT PLD 2021</b></p> <p>Karen Stewart commented on the need to look at what was available to the Board for professional development and perhaps set aside a day and bring someone in external from the School to provide this.</p> <p>Simon Green asked if the NZSTA provided a service to assist Boards to ascertain what their needs were. Darryn Ward suggested contacting Tom Scollard, NZSTA, and offered to contact him to discuss this further.</p> <p>It was noted there had not been interest in attending the NZSTA Conference in Rotorua in April.</p>	<p>AP270 DW</p>
<b>7.</b>	<b>Administration</b>	
<b>7.1</b>	<p><b>Confirmation of Minutes – BOT Open Meeting of 3 March 2021</b></p> <p>Adopted; subject to the addition of Andrew Hodgkinson and Darryn Ward as attending, and the removal of Leigh Kennedy and Louise Courtney.</p> <p><b>Resolution No 2020/OP/056</b></p> <p><b>Moved:</b> Darryn Ward; <b>seconded:</b> Ben Prain; <b>Carried</b></p>	

7.2	<p><b>Report on the Finance and Property Committee Open Meeting of 10 March 2021</b></p> <p>The draft minutes were spoken to by Wayne Bonnett and taken as read. He noted that the accounts really only recorded one month of operational activity, due to the school holiday period, hence a report on variances was not included.</p> <p><i>That the report be received.</i>      <b>Moved: Chair; Carried</b></p>	
7.3	<p><b>Out of Zone Enrolment Dates 2022</b></p> <p>The meeting noted the dates for the out of zone enrolment process for the 2022 school year, as agreed with Christchurch Secondary Schools.</p> <p>A report on out of zone enrolment numbers will come to the 26 May meeting of the Board for agreement.</p>	<p>AP271 KR STK</p>
7.4	<p><b>Document Destruction</b></p> <p>Approval for the destruction of the following school records, in accordance with the MoE Guidelines and Public Records Act, was agreed.</p> <p><b>Resolution No 2020/OP/57</b></p> <p>International Students Leavers 2011 to 2012 and 2012 to 2013 also Student Leavers and Class Lists and Staff Files Tenure Finished, as per the memos of 26 and 29 March 2021.</p> <p><b>Moved: Chair; carried</b></p>	<p>AP272 KR done</p>
8.	<b>Monitoring</b>	
8.1	<p><b>Principal's Report Term 1 Week 9 2021</b></p> <p>The report was taken as read.</p> <p><i>That the report be received</i></p> <p><b>Moved: Karen Stewart: seconded; Andrew Hodgkinson; Carried</b></p>	
8.2	<p><b>Finance Report February 2021 (ex F &amp; P Cttee mtg 10 March 2021)</b></p> <p>Wayne Bonnett spoke to the report. As noted previously no variance report was provided due to the lack of activity during the period. In respect to income for February it was noted this was high due to the absence of teacher's salary payments.</p> <p><i>That the reports be received</i></p> <p><b>Moved: Chair; Carried</b></p>	
8.3	<p><b>Bridge Programme Report Term 1</b></p> <p>The update was spoken to by Karen Stewart and noted. There had been no applications for the position role when initially advertised, however, since then a staff member had expressed interest in performing this on a part time basis. Advertising for a second part time teacher was in process. Tim Heidman and Scott</p>	<p>AP273 KR for agenda done</p>

	<p>Wright were leading the programme and reports would be provided to the Board in Week 6 of each term.</p> <p><i>The report was received.</i></p>	
<b>8.4</b>	<p><b>International Department Report Term 1 2021</b></p> <p>The International Department Report for Term 1 2021 was received. Currently there are eight International students at the School. With one only expected at present for 2022. Staffing had been reduced with the Director retained to maintain the liaison with agents, pastoral care and homestay. The recovery process was likely to be over 1- 2 years but there was a risk that if other markets opened up earlier NZ might lose out.</p> <p>Revenue from the International Department had previously made a significant contribution to the School's budget.</p> <p><i>The report was received.</i></p>	
<b>8.5</b>	<p><b>Report of the Review Committee Meeting of 3 March 2021</b></p> <p>Darryn Ward spoke to the report and took it as read. The update in respect to the audit of 2020 teacher appraisals was noted. Karen Stewart commented that as from 2023 the Board's 2022 Charter would become its Transitional Strategic Plan as noted in the Review Committee Report</p> <p><i>The update was received.</i></p>	
<b>8.6</b>	<p><b>Report of the ARTE Cttee</b></p> <p>The report was spoken to by Simon Green, who commented that he had found the presentations by the SLT very positive.</p> <p><i>The report was received</i></p>	
<b>8.7</b>	<p><b>Final Budget for 2021</b></p> <p>David Lowe spoke to the report which was taken as read. The final budget showed an expected deficit for the 2021 year of \$256k, allowing for the Bridge Programme costs and savings achieved since the previous draft. He commented there was still a lot of risk with the School operating in an uncertain environment. Karen Stewart confirmed that personnel/staffing was still a very complex issue.</p> <p><b>Resolution No 2020/OP/058</b></p> <p><i>That the final budget as presented for the 2021 school year be adopted.</i></p> <p><b>Moved:</b> Karen Stewart; <b>seconded:</b> Wayne Bonnett; <b>Carried.</b></p>	<p><b>AP274</b> <b>DL</b></p>
<b>8.8</b>	<p><b>Sensitive Claims of Abuse in State Schools</b></p> <p>The correspondence from SPANZ (Secondary Principals Association NZ) and the guidelines provided by the MoE were discussed. It was noted that essentially any such claims were the responsibility of the School to handle. Members noted that should any claims arise from the operation of the School's former hostel they would be a school, not MoE, responsibility to process.</p>	<p><b>AP275</b> <b>KR</b></p>

	<p>Simon Green mentioned the need to adopt the process as outlined in the guidelines as a formal School policy.</p> <p><b>Resolution No 2020/OP/059</b></p> <ol style="list-style-type: none"> <li>1. <i>That the guidelines as outlined by the MoE in respect to the processing of any sensitive claims of abuse at the School be formally adopted as a BOT policy.</i></li> <li>2. <i>That the NZSTA be asked if it intends to develop a suggested policy on this topic for schools.</i></li> </ol> <p><b>Moved:</b> Chair; <b>carried</b></p>	
<b>9.</b>	<b>Policies</b>	
	<p>The following two policies were submitted for formal adoption. No feedback had been received from the consultation undertaken since the previous meeting.</p> <ul style="list-style-type: none"> <li>▪ Assessment Policy</li> <li>▪ Curriculum Policy</li> </ul> <p><b>Resolution No 2020/OP/055</b></p> <p><i>That the above policies be formally adopted and reviewed again in February 2022.</i></p> <p><b>Moved:</b> Chair; <b>Carried</b></p>	<p><b>AP276</b> <b>KR</b> done</p>
<b>10.</b>	<b>BOT PLD</b>	
	Discussed in agenda item 6.2	
<b>11.</b>	<b>In- Committee Meeting</b>	
	<p><b>Resolution Moved:</b> by the Chair</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.” Time 7.39pm</i></p> <p><b>Carried</b></p> <p><i>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 8.58 pm and the meeting was closed at 8.59 pm.</i></p>	
<b>12.</b>	<b>For Information Items</b>	
	<ul style="list-style-type: none"> <li>▪ 1 March Roll Return to carried forward to the May meeting</li> <li>▪ Updated Language of Education – noted,</li> </ul>	

	Karen Stewart then commented at this stage of the meeting, as an aside, that she had spoken to ERO and we were not scheduled in Tranche 2. She felt it was unlikely that ERO would actually visit the School this year.	
<b>13.</b>	<b>Action Notes</b>	
	Noted as per schedule	
	<b>Meeting Closure</b>	
	<b>Date of Next Meeting - BOT Meeting 26 May 2021</b>	
	Confirmed as True and Correct record  _____ Simon Green, Chairperson  Date: 26/5/2021	

#### **ACTION TABLE:**

<b>Meeting Date</b>	<b>No</b>	<b>ACTION</b>	<b>Responsibility</b>	<b>Date Due</b>
26 June 2019	AP111	Health and Safety Report on BOT responsibilities to come back	DL	Sept Mtg WIP F/up
20 May 2020	AP201	Communications Plan Review -	STK CQ	OS assistance to be engaged
	AP208	Bring back clean copy of BOT annual agenda	KR	WIP
19 Aug 2020	AP217	Add Maori Success as Maori report to Annual Agenda	KR	WIP
3 Sept 2020	“ “	Privacy Policy cwfd – awaiting outcome Legislation changes	KR	WIP
16 Sept 2020	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 2021
		Privacy Report cfwd next mtg – Legislation changes	SLT	WIP

28 Oct 2020	AP231	Uniform Subcommittee to meet in Term 1 2020	BOT	Done March – next mtg June TBC
	AP233	Workplan review 2021 cfwd	KR	March 2021
9 Dec 2020	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 done remove
	AP248	Bridge Programme Reporting Template to ARTE Cttee	KR	23 June Mtg
3 March 2021	AP254	Replacement BOT member co-option	BOT	
	AP255	Follow up action <i>HOD</i> Guidance to be officially confirmed as a “Designated Person for Child Protection”.	KR	March
	AP259	Uniform Branding Cttee Student representation	HL	Cfwd
	AP264	TOR Suspension Cttee – Update	KR	Done remove
	AP267	BOT Policy Framework and Annual Agenda Review	STK SG to discuss	WIP
31 March 2021	AP269	Meeting of the Uniform and Branding Cttee to be confirmed in Term2 plus draft questions for consultation	TBC	May/June
	AP270	Follow up with NZSTA Tom Scollard re assistance with BOT gap identification and training	DW	April/May
	AP271	Report to 26 May BOT Meeting on Out of Zone enrolment nos for 2022	STK	May
	AP275	Sensitive Claims for Abuse in State Schools - add guidelines to Policies and ask NZSTA if they are drafting a policy	KR	April