



RANGIORA HIGH SCHOOL
MINUTES OF THE BOARD OF TRUSTEES
Open Meeting
6 November
At 7.00 pm in the Strachan Room

Present	Ian Fong Karen Stewart Abigail de Visser Wayne Bonnett Simon Green Leigh Kennedy Gillian Koster Ben Prain	Chair Principal Student Trustee Trustee Trustee Trustee Staff Trustee Trustee	
In Attendance	Paul Donnelly (Associate Principal), David Lowe, (Business Manager) and Kevin Roche, (Secretary),		
<i>The meeting was opened with a Karakia from Wayne Bonnett</i>			
1. Apologies			
An apology was received and accepted from Louise Courtney for absence.			
Conflicts Of Interest and Register Review			
N/A			
2. Briefings			
N/A			
3. Strategic Discussions and Decisions			
<p>3.1 Curriculum Change Plan</p> <p><u>Strategic Draft Plan</u></p> <p>Karen Stewart spoke to the draft Strategic Plan for the period 2020-2024 and elaborated further on this from the view of: process, people, financial and services perspectives.</p> <p>This will be developed further and brought back to the Board.</p> <p>In addition, she suggested that it would be a worthwhile strategic exercise for the Board to brainstorm its vision for what the BOT should look like in five years' time (noting the changes arising from elections to its membership).</p> <p>It was agreed that the BOT would meet at 5pm before the next meeting on 11 December to discuss this and tea would be provided.</p> <p>3.2 Community Consultation-Survey Link</p> <p>A link to the proposed community consultation document was provided with the agenda and discussed. It was suggested that an overview be added to this.</p>			AP145 KR actioned

In terms of timing it was agreed the consultation should be sent out after Show Weekend with two weeks to respond.

Publicity - primary school principals would forward this onto their parents. Information would also go onto the School website.

Graduate Profile

A copy of the draft profile developed by Paul Donnelly, from the previous BOT discussion, was provided with the agenda for information (see below for outline). Karen Stewart noted that this was a work in progress and it was intended to also align this with the Puketeraki kāhui ako Year 10 learner profile.

In summary she advised this was not yet complete, tertiary and employability skills had also to be added. In response to a query as to what the position would be if we did not have the same message as from Puketeraki kāhui Karen Stewart commented that she expected these would be similar. A copy of the Puketeraki kāhui ako profile can be circulated. Simon Green commented that looking at the two profiles he thought these should not be difficult to match.

The next steps will be to match to this to the Puketeraki kāhui ako profile, add the employability skills and bring back to the 11 December BOT mtg

Draft Graduate Profile Rangiora High School - Attributes Sought

1. *The ability to communicate effectively with others.*
2. *Be trustworthy, honest, reliable, and dependable.*
3. *Be respectful, caring and empathetic.*
4. *Be open minded and enthusiastic for learning new skills.*
5. *Be independent, motivated, confident, persistent and resilient.*
6. *Value cultural diversity - be inclusive of all cultures and backgrounds.*
7. *Make a positive contribution to society.*

AP147
KR KS

AP148
PD

5. Administration

4.1 Confirmation of Minutes – Open Meeting 18 September 2019

“That the minutes of the open meeting of 18 September 2019 be confirmed as a true and correct record”.

Moved: Chair; **Carried**

(Noted that Item 3.2 would be discussed In-Committee)

4.2 Correspondence

Noted

4.3 Report on Finance and Property Committee Meetings of 2 and 23 October 2019

Copies of the adopted minutes of 2 October 2019, and draft minutes of 23 October 2019 meetings were included with the agenda and noted.

The following recommendations from the meeting of 23 October 2019 were considered by the Board and adopted as follows:

▪ **Item 4.5 Venue Hire Rates 2020**

An oral briefing was provided by David Lowe – it was noted that these had been reviewed earlier in the 2019 year. It was agreed to place this on the BOT workplan for August each year. Rates are detailed in the staff handbook.

Resolution No 2019/OP/033

Karen Stewart formally moved that the rates be the same for 2020 as 2019

Moved: Chair; **Carried**

AP149
KR
advised

▪ **Item 4.6 Temporary Delegation to the Principal 2019**

David Lowe spoke to his email regarding this – he noted that there were some budget items that were likely to be exceeded this year therefore the Principal would not have a delegation.

Following on from the discussion at the previous meeting on likely year-end outturns he therefore suggested that the Committee recommend to the Board that:

Resolution No 2019/OP/034

“The Board resolves to delegate to the Principal the following powers:

1. Approval of orders for goods and services up to \$10,000 where such expenditure is in relation to the following budget areas, being those where the existing budget allocation is insufficient:

- Professional Learning and Development
- Teacher relief costs

2. This temporary delegation to expire at 31 December 2019”.

Moved: Chair; **Carried**

AP150
KR
advised

4.4 2020 BOT MEETING DATES

A suggested schedule of BOT and Committee meeting dates for 2020 was spoken to in the first instance by David Lowe. He advised that Finance and Property Committee meetings were proposed to be held on the second week of each month, and then reporting to the following BOT meeting. There were no Finance and Property Committee meetings scheduled in the term breaks.

It was agreed that the important school dates would be added to this and then it be circulated to BOT members.

Gillian Koster suggested that as the ARTE & Curriculum Committee meeting on 3 December 2020 would be in the week of prize giving’s that this date be shifted to 9 December - Agreed

AP151
KR
done

4.5 2020 Mid Term Elections Timetable

A schedule of dates for the 2020 mid-term BOT elections was provided for the information of members. Election day for the 18-month term would be 7 December 2020.

It was noted that this timetable was based on the exiting legislation and it was hoped this would be amended before then to allow more time for the return of nominations and voting papers.

(Action- check regarding BOT resolutions, also note a returning officer to be appointed by 31 October 2020.

The information was received.

4.6 Newsletter Term 4 - due 25 November and 2020

Responsibility for the November 2019 newsletter and newsletters for 2020 was discussed and agreed as follows:

- 25 November 2019 – Ian Fong
- Wayne Bonnett term 1 2020 – Theme suggested - financial
- Simon Green term 2 2020 - Theme suggested – curriculum and Kahui Ako
- Ben Prain Term 3 2020 – Theme suggested – sport and mid-term elections
- Louise Courtney term 4 2020 – Theme suggested - Summary of the year past
- 2020 Year Book October 2020- Ian Fong

AP152
KR

	<p>The option also existed of BOT members jointly working on a newsletter if they so wished.</p> <p>4.7 Fund Raising Resolution Boyle River Trips</p> <p>SUPPORT FOR FUNDING BOYLE RIVER LODGE YEAR 9 TRIPS - FEBRUARY 2020</p> <p>The following resolution was adopted to allow the school to seek funding from the Southern Trust.</p> <p>Resolution No 2019/OP/035</p> <p><i>“At a meeting of the Rangiora High School Board of Trustees on 6 November 2019, the Board resolved to apply to the Southern Trust for a grant of \$7650 (gst ex) towards the cost of Rangiora HS Year 9 students attending the Boyle River Lodge school camps in 2020</i></p> <p><i>The Board authorises Robyn McGrath, Head of House Mansfield, and/or the Karen Stewart, Principal, to apply on behalf of the Board. “</i></p> <p>Moved: Simon Green; seconded: Gillian Koster; Carried</p> <p>4.8 BOT Members Attending 2019 Prizegiving</p> <p>This was discussed and agreed at the meeting with the list to be circulated to BOT members to review.</p> <p>4.9 International Fees – Additional Charge</p> <p>The additional fee proposed was noted and explained.</p> <p>Resolution No 2019/OP/036</p> <p><i>That the following additional fee be approved:</i></p> <p><i>“International Visitor Conservation and Tourism Levy \$35.00”</i></p> <p><i>(Applies to German, Chinese, Japanese & Korean students who apply in New Zealand or in their home country)</i></p> <p>Moved: Chair; Carried</p> <p>4.10 Exit Information</p> <p><i>(It was noted that an update was contained in the Personnel Report- In-Committee Agenda. Data would now be provided at the March 2020 meeting).</i></p>	<p>AP153 KR advise BOT</p> <p>AP154 KR Actioned</p> <p>AP155 KR done</p> <p>AP156 KR advised</p>
<p>5. Monitoring</p>		
	<p>5.1 Principal’s Report</p> <p>The report was taken as read. Topics raised in discussion related to:</p> <ul style="list-style-type: none"> ▪ Guidance Report Term 3 – school nurse consultations. Ian Fong queried if the number of consultations for psychological issues, nutrition, education, drugs and alcohol was higher than would be expected? Karen Stewart advised there was no trend showing. There was some concerns, however, on the accuracy of the data. ▪ Gillian Koster spoke regarding the proposed time-table changes for 2020. It was noted this would be discussed as a separate item later in the report. (See below) ▪ Ben Prain queried about the Mathematics Faculty Review and Karen Stewart confirmed that this had been worthwhile. Paul Donnelly was working with the faculty and the SLT would review progress against the recommendations in 2020. ▪ Proposed timetable for 2020 - Karen Stewart spoke to this. The suggested timetable allowed for the disruption to the week to be confined to a Wednesday only, rather than both Tuesday and Wednesday as at present, and aligned with other Christchurch Schools. In respect to 	

	<p>sport, it would give time for Rangiora HS students to travel to Christchurch for this. School would finish at 2.10pm on the Wednesday and it was confirmed supervised study would be provided. It was noted this would mean the loss of one teaching period for Years 9 and 10 and study period for Years 11 and 12.</p> <p>Gillian Koster expressed her concern at the impact of the proposed timetable on breaks for teaching staff and the need for the school to meet its legal obligations.</p> <p>It was confirmed that this would be further investigated and discussed with staff. Following this the proposal would then be discussed with the school community.</p> <p>Moved: Karen Stewart; seconded: Simon Green; Carried</p> <p>5.2 Finance Report September 2019 (Income Statement and Balance Sheet)</p> <p>The report was taken as read. Wayne Bonnett asked for an update on the implementation of the new accounting package. David Lowe confirmed that Xero would be used with School Solutions assisting in the implementation. Start date was 1 January 2020 and he confirmed he thought this could be achieved. The old MUSAC programme would be available as a backup and the first critical date would be the AP (accounts payable) run at the end of January</p> <p>A budget update would come to the 27 November Finance and Property Committee Meeting Finance and Property Committee meeting and David Lowe gave some additional background on relevant issues that now made the school's position in respect to budget preparation more favourable, (drawing attention to the previous treatment of finance leases (mainly IT)). As previously mentioned the interest cost on these may not be justified when the school had funds in the bank.</p> <p><i>That the information be received</i></p> <p>Moved: Chair; Carried.</p>	
6.	BOT PLD	
	<p>Ian Fong spoke to this and advised:</p> <ol style="list-style-type: none"> 1. A workshop on school finance is to be held at the school - we would get NSTA to talk, other schools may also be interested in attending. 2. The Course at Tuahiwi in January 2020 - highly recommended, Ian Fong would send an email 3. He would also talk to NZSTA re training. <p>Leigh Kennedy mentioned the need for feedback from BOT members on what they wanted to do and their areas of need - updates are to come.</p>	
7.	Policies	
	<p>Policies as below were considered by the Board and actioned as follows:</p> <p>7.1 Timetable Policy</p> <p>No feedback had been received, it was resolved that the policy be adopted</p> <p>7.2 Care of Heritage Art Collection-</p> <p>No feedback had been received, it was resolved that the policy be adopted</p>	

	<p>7.3 CCTV Systems Procedures</p> <p>It was agreed that the policy should be approved for consultation.</p> <p>7.4 Professional Learning Development</p> <p>It was agreed that the policy should be approved for consultation.</p> <p>7.5 Complaints Policy -</p> <p>It was agreed that the policy should be approved for consultation.</p> <p>7.6 Social Media Draft –</p> <p>It was agreed that the policy should be approved for consultation.</p> <p>7.7 Treaty of Waitangi Policy -</p> <p>It was agreed that the policy should be approved for consultation.</p> <p>7.8 Creative Commons Policy - <i>for consultation</i></p> <p>It was agreed that the policy should be approved for consultation.</p> <p>Resolution No 2019/OP/037</p> <p><i>Policies 7.1 and 7.2 were moved by the Chair for adoption - Carried</i></p> <p><i>Policies 7.3 – 7.8 were moved by the Chair for consultation - Carried</i></p>	<p>AP157 KR done</p>
Action Items		
	Noted	
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 9.10pm.</i></p> <p>Carried</p> <p><i>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 9.41pm pm and the open meeting was closed at 9.42 pm.</i></p>	
8. For Information Items		
	<p>Bulletin - Donations requirements for Schools</p> <p>The circular from the MoE was noted. Gillian Koster commented that in respect to cooking if students did not bring the required ingredients to school then the school actually provided these. David Lowe noted that this would impact on our budgets, and was a risk area.</p> <p><i>The information was received.</i></p>	
Action List		
	<p>The action list was noted. Karen Stewart commented on the need to arrange another date for suspension training for BOT members. It was agreed book this in for February 2020 for the whole BOT.</p>	<p>AP158 KR</p>

9. Meeting Closure		
Date of Next Meeting		
11 December 2019		
Confirmed as True and Correct record		
Ian Fong, Chairperson		
_____ Date 11 / 12 /2019		

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	November 2019 Review Cttee
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
	AP056	Dates for 2019 RHS Whanau Hui to BOT	KR JM	WIP
	AP058	Review Policy Overseas Trips	SLT	Week 8 Term 4 2019
	AP061	Analysis of Variance Report	KS	20 Feb 20
20 February	AP067	Succession Planning Meeting TBC	BOT KR	
	AP073 & 78	Update polices for delegations	KR	WIP
27 March	AP086	Mainstream Unit Delegations	KR	Update
22 May	AP103	Communications Plan – revise and Bring back	CQ KR	Sept Mtg
26 June	AP105	Suspension Training date for BOT	BOT	On today's agenda
	AP111	Health and Safety Report on BOT responsibilities to come back	DL	Sept Mtg
	AP112	BOT Triennial Agenda – amend dates and insert column to show how actioned	KR	WIP by Dec /Nov
	AP115	International Student Discipline Policy to be consulted on	FR	WIP on Web Site
	AP116	Action changes to budget holders for 2019	DL	
	AP118	Revised Staff Media Policy – consult with NZSTA	KR KS	WIP
14 August		NCEA Individual BOT members to make a submission on implementation – confirm date etc.	BOT	Remove
		Media Training BOT Chairs, Principals IF to provide details	IF	Update at mtg
		Puketeraki Kahui Meeting for Boards - Date of 15 October to be confirmed	KS	Done - remove

		Suspensions stand downs national data from MoE for comparison- later in the year - Check	KR	WIP
		NZSTA Knowledge Hub – agreed BOT do individually	KR	Update at mtg
		Alcohol Policy – BOT confirmed not to change at the moment is due for review in early 2020		Review with policy 2020
		Timetable Policy - publish on Web for community consultation – circulate on Beacon.	KR	Done remove
		Complaints Policy need a working Group on this bring back next meeting Sept	TBC	On agenda
		Report back on Enrolment ballot – next meeting – add to annual workplan	KR	Done - remove
18 September	AP135	Parent consultation survey to be sent out		
	AP137	Develop RHS Graduate profile	PD	
	AP138	Note Planning and reporting timetable	KR	
	AP139	Budget to Nov BOT Mtg	DL	On agenda Ap140
	AP140	BOT training – bring a facilitator in	BOT	
	AP141	Analysis of Variance	SLT	Dec Mtg
6 November	AP147	Circulate Puketeraki kāhui ako Year 10 profile	KR KS	
	AP148	Match /complete Rangiora HS graduate profile	PD	
	AP152	Check resolutions re returning officer fro 2020	KR	
	AP153	Advise BOT of 2020 newsletter dates and responsibility	KR	
	AP158	Date for BOT suspension training in February 2020	BOT	11 Dec Mtg