



RANGIORA HIGH SCHOOL BOARD OF TRUSTEES MEETING
Wednesday 9 December 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
	Carried forward to February 2021
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 granted to Paul Donnelly, Associate Principal, and David Lowe, Business Manager”</i>
5.	Briefings
	N/A
6.	Strategic Discussions and Decisions
	6.1 Charter (one-page summary) 6.2 Graduate Profile Summary 6.3 Charter (and Annual Plan) 6.4 Analysis of Variance Term 4
7.	Administration
	7.1 Confirmation of Minutes – BOT Open Meeting of 28 October 2020 7.2 Correspondence MoE Lighthouse Enrolment Scheme <i>(see also schedule of correspondence below)</i> 7.3 Report on Finance and Property Committee Open Meeting of 11 November 2020 7.4 2021 Meeting dates <i>(Final for information and discussion on:</i>

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	<ul style="list-style-type: none"> ▪ Staff meet and greet Term 1 date to be confirmed - <i>(Friday 5 February 2021 suggested)</i> ▪ Suspension Training discuss – <i>(do we need another training session?)</i> ▪ Strategic Planning Day -Term 2 or 3 – <i>(to be discussed)</i> <p>Who will attend?</p> <ul style="list-style-type: none"> ▪ Whanau Hui Dates 2021 -TBC ▪ PTA meetings Dates 2021- TBC <p>7.5 Resolution 2021 Annual Accounts for adoption</p> <p>7.6 International Department Report Term 4</p> <p>7.7 Crowe Horwath Fraud Report Returns 2020 <i>(For discussion and adoption by BOT ex F & P Cttee mtg 11 Nov 2020)</i></p> <p>7.8 Business Case Bridge Programme</p>
8.	Monitoring
	<p>8.1 Principal’s Report Term 4 week 9</p> <p>8.2 Finance Report October 2020 <i>(ex F & P Cttee mtg 11 Nov 2020)</i></p> <ul style="list-style-type: none"> ▪ Business Manager Report ▪ Balance Sheet Ex Summary ▪ Budget Variance Ex summary ▪ Income and Expenditure Trend Summary <p>8.3 Review Committee Report <i>(ex Committee Meeting of 25 November 2020)</i></p> <p>8.4 ARTE Report</p>
9.	Policies For Review
	<p><i>(No feedback has been received to date)</i></p> <ul style="list-style-type: none"> ▪ International Students -Policy Refunds – <i>(for adoption)</i> ▪ Drugs & Alcohol policy <i>(for adoption)</i> ▪ Drugs and Alcohol Procedural Policy <i>(for adoption)</i> ▪ Fire Arms Policy – <i>(for adoption)</i> ▪ Appraisal Policy – <i>(for adoption)</i>
10.	BOT PLD
	PLD 2021 Priorities / Plans
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 24 February 2021

INWARDS CORRESPONDENCE:

DATE	DETAILS	COPIES TO	ACTION
Sept 2020	NZSTA News Issue 302	BOT	For information
1 Dec	Moe Project approval Multiblock weather tightness	BOT	For information
1 Dec	Moe Project approval Site sewer and stormwater	BOT	For information
26 Nov	Moe Lighthouse enrolment scheme	BOT	For information
10 Nov	MoE Bulletin for School Leaders 132	BOT	For information
13 Oct 20	M Curnow letter to BOTs	BOT	For information
14 Nov	NZSTA Midterm elections Memo 10	BOT	For information
17 Nov	MoE Bulletin for School Leaders 133	BOT	For information
24 Nov	MoE Bulletin for School Leaders 134	BOT	For information
1 Dec	MoE Bulletin for School Leaders 135	BOT	For information
30 Nov	MoE Southern Region EOY Update	BOT	For information
17 Nov	Statement of NELP Priorities	BOT	For information
6 Dec	Email Paul Chapman – re Meningitis vaccination L	BOT	For discussion
4 Dec	NZSTA Admin Support Staff	BOT	For information

OUTWARDS CORRESPONDENCE:

Date	Details
	N/A

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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
20 May 20	AP201	Communications Plan Review -	STK CQ	OS assistance to be engaged
24 June	AP205	Locate gap analysis May 2018	KR	Done remove
	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
	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	Done remove
3 Sept	Personnel Cttee	Appraisal Policy cwfd – awaiting outcome Legislation changes	KR	Remove - done
“ “	“ “	Privacy Policy cwfd – awaiting outcome Legislation changes	KR	WIP
9 Sept	F & P Cttee	Induction and Training Policy – being reviewed	KR	Remove - done
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
	AP129	Prize giving – bring Waiata back	KR	Nov - WIP
		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
28 October 20	AP231	Uniform Subcommittee to meet in Term 1 2020	KR	February 2021
	AP233	Workplan review 2021 cfwd	KR	March 2021

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	AP238	Google Survey self-review – BOT and Chair	BOT	December 20
		Privacy Report carry fwd	KR	Dec

EVENTS

Date	Details
	<p>School Prize Giving – (who will attend)</p> <ol style="list-style-type: none"> 1. Year 9 - 12 Prizegiving 10 December 2020, RHS Hall (<i>LK SG will attend</i>) 2. Year 13 Graduation 8 December 2020 James Hay Theatre, (<i>BP and WB will attend</i>) 3. Staff Farewell Friday 11 December TBC – (<i>SG LK or BP will attend</i>)

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