



RANGIORA HIGH SCHOOL
MINUTES OF THE BOARD OF TRUSTEES
Open Meeting
16 September 2020
At 7.00 pm in the Strachan Room

Present	Simon Green Chair Karen Stewart Principal by Video link Wayne Bonnett Trustee Louise Courtney Trustee Abigail de Visser Student Trustee Andrew Hodgkinson Trustee Leigh Kennedy Trustee Gillian Koster Staff Trustee Ben Prain Trustee	
In Attendance	Paul Donnelly (Associate Principal), David Lowe, (Business Manager)) and Kevin Roche (Secretary)	
		Action Points
	<p><i>Links to the BOT Annual agenda and Policy Framework were provided in the agenda document for reference purposes if required.</i></p> <ul style="list-style-type: none"> ▪ BOT Annual Agenda ▪ RHS Policy Framework ▪ Link BYOD Instructions 	
3. Speaking Rights		
	<p><i>“That speaking rights be granted to Paul Donnelly, (Associate Principal), and David Lowe, (Business Manager)”.</i></p> <p>Moved: Chair; Carried</p>	
1. Apologies		
	N/A.	
2. Conflicts of Interest and Register Review		
	<p>Conflicts of interest were declared as follows:</p> <p>Louise Courtney - advised that she was an employee of Ara Institute of Canterbury and also her spouse, Peter Courtney, was a teacher at the School. Noted.</p>	
4. Briefings		
	N/A	
5. Strategic Discussions and Decisions		
	<p>5.1 Graduate Profile</p> <p>The briefing paper was spoken to by Karen Stewart. She noted that the previous profile should be updated as part of the new Charter. It was important for the Board to have input into this. It</p>	

	<p>related back to the Schools revised vision and mission, and how it would reinforce the Schools values of “<i>aspire, respect and achieve</i>”.</p> <p>David Lowe commented that the graduate profile was not a huge amount to work and a small subcommittee of the Board would be the most appropriate way to progress this.</p> <p>It was agreed to meet at 8.30am Friday 2 October with STK and DL (ADV, SG, LK and AH expressed interest).</p> <p>5.2 Education Brief</p> <p>Karen Stewart advised that she had recently spent a day with the navigators. She noted that one issue identified was for the School to be consistent in respect to its descriptions of spaces. She expected to complete the draft brief over the holiday period.</p> <p>Board Activity – Community Feedback</p> <p>The Board split into working groups to identify the key responses from the community in respect to:</p> <ul style="list-style-type: none"> ▪ Student Consultation ▪ Staff Consultation ▪ Community Consultation ▪ Parent Consultation ▪ Whanau Consultation <p>The meeting then discussed the key points that needed to be made in responding back to the community. Karen Stewart advised she would prepare a Goggle document and share this to allow BOT members to have input.</p>	<p>AP221 KR actioned</p> <p>AP222 STK done</p>
6.	Administration	
	<p>6.1 Confirmation of Minutes – Open Meeting of 19 August 2020.</p> <p><i>“That the minutes of the open meeting of 19 August 2020 be confirmed as a true and correct record”.</i></p> <p>Moved: Simon Green; Seconded: Wayne Bonnett; Carried</p> <p>6.2 Correspondence</p> <p>Noted as per schedule.</p> <p>6.3 Report on Finance and Property Committee Open Meetings of 9 September 2020</p> <p>Wayne Bonnett spoke to the report from the open meeting of the Finance and Property Committee on 9 September 2020. He drew attention to the discussion at that meeting on the current status of the School’s proposed SIPO (Statement of Investing Policy and Objectives) and the lack of any response back on this from Treasury and the MoE over the past two years.</p> <p>The Committee had debated if Mike Rondell should be formally advised that the School no longer wished to pursue the matter.</p> <p>David Lowe commented that a more important issue was for the School to identify and confirm its long term planning and how it wished to use its funding for education purposes.</p> <p>Karen Stewart noted the need for the School to set aside funding to cover its obligations in respect to BOT owned property and David Lowe confirmed that such a plan would cover this aspect.</p> <p>Leigh Kennedy commented that one of the reasons the Commissioner, and Community Reference Group, had sought a SIPO was to ensure appropriate utilisation of the Farm sale proceeds. This was now not so urgent with the financial controls now in place.</p> <p>Action: Agreed DL would provide a report to the October BOT meeting on this matter and that progression of the SIPO, via Treasury and the MoE, would be left to take its course.</p> <p>6.4 Delegate to NZSTA Special Meeting on 7 November 2020</p> <p>The meeting agreed not to nominate a member for this meeting.</p>	<p>AP223 DL</p>

	<p>6.5 Board Elections Mid-term 2020</p> <p>Update material from the NZSTA, and CES, was provided and noted. As a first step in the process nomination forms will be emailed out to the School Community on 25 September 2020, with nominations closing on 1 November 2020. Online voting will also be available to parents for the first time as an option.</p> <p><i>The report was received.</i></p> <p>6.6 School Prize Giving – (who will attend)</p> <ol style="list-style-type: none"> 1. Colors 10 November 2020 - Sport and Cultural Prizegiving (LK BP and WB will attend) 2. Year 9 - 12 Prizegiving 10 December 2020 (LK SG will attend) 3. Year 13 Graduation 8 December 2020 (BP and WB will attend) 4. Staff Farewell Friday 11 December 3-5pm – (SG GK LK DD or BP will attend) <p>6.7 Committee Appointments</p> <p>Resolution No 2020/OP/027</p> <p>It was agreed that Andrew Hodgkinson be appointed to the Finance and Property Committee and the Personnel Committee.</p> <p>Moved: Chair; Carried</p>	<p>AP224 KR done</p>
<p>7.</p>	<p>Monitoring</p>	
	<p>7.1 Principal's Report August 2020</p> <p>The report was spoken to by Paul Donnelly, Associate Principal, as follows:</p> <p>NAG1</p> <p>It was noted that Rangiora HS had participated in the GCSN survey on online learning during the Covid 19 lockdown. In response to a query from Andrew Hodgkinson he confirmed the results would be available for all parents to see.</p> <p>NAG 2</p> <p>Learning advisory PLD Teacher only day - planning is underway for implementation in 2021. There is some exciting progress with work still to be done. Is a need to key responses back to the needs of our students.</p> <p>Karen Stewart commented that the day been challenging but some staff concerns had been settled. Consultation is to be part of the process. Gillian Koster noted there would be more time for staff to work on this for the 2021 year after exams.</p> <p>NAG 3</p> <p>A PLD workshop for Rangiora HS relief teachers was held on the teacher only day. This had covered the PBL4 process and class processes regarding; attending on time and being ready to learn.</p> <p>NAG 4 Property Finance – covered in the agenda</p> <p>NAG 5 Safety - noted</p> <p>NAG 6 Meetings Community Involvement -</p> <p>It was noted the School's First 15 would be playing the following Saturday.</p> <p><i>That the report be received</i></p> <p>Moved: Chair; Carried</p> <p>7.2 Finance Report August 2020</p> <p>David Lowe spoke to the report. He advised that a key point was that while Covid 19 had an impact on the School the expected year-end result would not overall be that different from budget, with savings and increased costs being similar. The MoE had provided additional funding</p>	

for Covid 19 related costs, and also to cover collective agreement award increases. He noted the need for the MoE to provided appropriate and timely additional funding for other award increases or it could have a negative financial impact.

Some early work had been undertaken on the budgets for 2021 and some line items may need to be trimmed with an overall deficit budget for the year possible, recognising the impact of Covid 19 on delaying some expenditure. It was noted that a number of other schools are in the same position.

The reports as below were noted.

- Business Manager report August 2020
- Balance Sheet August 2020 Ex Summary
- Budget Variance Ex summary
- Income and Expenditure trend Summary

That the report be received

Moved: Chair; Carried

7.3 Analysis of Variance Term 3

The report was spoken to by Paul Donnelly as follows:

1. Student Success and Achievement

It was noted that discussion had suggested the development of an app to assist in self-monitoring by students. Assessment was seen as a growth area and is a work in progress. Development work had yet to be done, however, before a business case would come back to the BOT.

2. Student Engagement

Noted

3. Leadership of Teaching and Learning

In response to a query Karen Stewart noted that a report on Māori student success had been presented to the previous BOT meeting.

4. Connected Curriculum

Gillian Koster asked about community consultation as to whether the School should offer level 1 NCEA for 2021. Karen Stewart advised that the Covid 19 lockdown, and work on the Education Brief, had delayed consultation on this. Consultation on the options with the Rangiora HS wider school community was intended to take place in Term 1 2021, for 2022.

5. Learning Opportunities

Details of next year's trades school programme was being discussed with Ara. Year one would be just an "introduction". It was hoped that by years 2-3 local employers would come to the school seeking apprentices.

Andrew Hodgkinson advised that he been involved in employing apprentices and was willing to offer his help in talking to students.

6. Self-Review

To reduce staff workload annual reviews had been postponed.

7.4 International Report Term 3

The International Report for Term 3, 2020 was received. Karen Stewart noted two aspects from the report - that staff were proactive and directing their attention towards meeting individual student needs. The decline in International student numbers would have an impact and a report would come back to the next BOT meeting in October.

7.5 ARTE Curriculum Meeting 3 September 2020

The report for the meeting was included in the agenda for the information of Board members and was dealt as follows:

AP225
SLT

AP226
STK

	<p>Gillian Koster noted that one of the topics discussed at the meeting was the analysis of guidance counsellor appointments, noting in particular the increase in workload post lockdown. Additional relief time had been provided to assist with this workload.</p> <p>In reply to a query Karen Stewart confirmed that a separate application had been made to the Urgent Response Fund to obtain additional Guidance Counsellor hours to the end of the term four.</p> <p>The details of the report were noted in particular the impacts of the year from Covid 19 on students wellbeing both at Rangiora HS and nationally.</p> <p>Additional information is to come back to the next ARTE meeting.</p>	AP229 KR
8.	Policies	
	<p>8.1 International Students Procedural Policy- Revised (<i>approval for consultation sought</i>)</p> <p>The meeting discussed the suggested clause relating to requests for refunds due to Covid 19 and whether this should be expanded out to be broader in its context i.e. <i>Global pandemic</i>.</p> <p>A decision on its consultation was therefore carried forward to the October meeting.</p> <p>8.2 EEO Policy (<i>Ex Personnel Cttee 3 Sept</i>) Adopted</p> <p>8.3 Protected Disclosures Policy <i>Ex Personnel Cttee 3 Sept</i>) Adopted</p> <p>8.4 On Line Safety Policy – Adopted</p> <p>8.5 Staff Leave Policy – Adopted</p> <p><i>That the above four policies be adopted</i></p> <p>Moved: Chair; Carried</p> <p>Resolution No 2020/OP/028</p>	AP230 KR
9.	BOT PLD	
	<p>Information in respect to the NZSTA workshops Term 3, Employer Role, was provided and noted. Tuahiwi Education Centre – workshops dates were:</p> <ul style="list-style-type: none"> ▪ 9 October ▪ 16 October 	
	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, 7 a 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 8.51pm</i></p>	

	<p>Carried</p> <p><i>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 9.16 pm and the open meeting was closed at 9.23 pm.</i></p>	
8.	For Information Items	
	<ul style="list-style-type: none"> ▪ Roll Return 1 Sept 2020 <i>tabled and noted.</i> 	
	Action Notes	
	Noted as per schedule	
9.	Meeting Closure	
	<p>Date of Next Meeting</p> <p>28 October 2020</p>	
	<p>Confirmed as True and Correct record</p> <p>Simon Green, Chairperson</p> <p>_____ Date 28 /10 /2020</p>	

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	WIP
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	WIP
	AP208	Bring back clean copy of BOT annual agenda	KR	WIP
19 August 20	AP215	Check hall capacity statement education Brief	KR	WIP
	AP217	Add Maori Success as Maori report to Annual Agenda	KR	WIP
	AP219	<p>Polices for review follow up as shown</p> <p>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	WIP

3 Sept	Personnel Cttee	Appraisal Policy cwfd – awaiting outcome Legislation changes	KR	WIP
		Privacy Policy cwfd – awaiting outcome Legislation changes	KR	WIP
9 Sept	F & P Cttee	Induction and Training Policy – being reviewed	KR	WIP
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
	AP226	Report to BOT International Students	See In Cttee Agenda	Remove - transferred