



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

Present	Simon Green Chair Karen Stewart Principal Wayne Bonnett Trustee Louise Courtney Trustee Abigail de Visser Student Trustee Leigh Kennedy Trustee Gillian Koster Staff Trustee Ben Prain Trustee	
In Attendance	Paul Donnelly (Associate Principal), David Lowe, (Business Manager) Andrew Hodgkinson, (Prospective Trustee) and Kevin Roche (Secretary)	
		Action Points
	<i>Links to the BOT Annual agenda and Policy Framework were provided in the agenda document for reference purposes if required</i>	
Speaking Rights		
	<i>“That speaking rights be granted to Paul Donnelly, (Associate Principal), and David Lowe, (Business Manager)”.</i> Moved: Chair; Carried	
1. Apologies		
	N/A.	
2. Conflicts of Interest and Register Review		
	A conflict of interest was declared by Karen Stewart (<i>Refer to In-Committee minutes</i>)	
4. Briefings		
	N/A	
5. Strategic Discussions and Decisions		
	<p>5.1 Update on Filling of Casual Vacancy (<i>Oral update BOT Chair</i>)</p> <p>Andrew Hodgkinson was welcomed to the meeting and the Chair explained that Andrew had expressed interest in serving on the BOT in response to his invitation to parents.</p> <p>Andrew spoke to the meeting on his background and interests, noting that he has one Year 9 student currently attending the School.</p> <p>He attended for the open part of the meeting and retired at the commencement of the In-Committee agenda.</p> <p>The Chair thanked him for attending and advised he would speak to him again following the meeting.</p>	AP214 SG actioned

	<p>5.2 Draft Education Brief Q1-8 for Feedback and Discussion</p> <p>Karen Stewart spoke to the draft Education Brief. She noted this was still a draft document with a number of contributors and with proof reading still required. It had been included in the agenda to allow the Board the opportunity for input into questions 1-8.</p> <p>The Education Brief described how the school's vision, values and curriculum influences the development of the master plan and requirements of each space. The Ministry of Education had yet to commit funds to the redevelopment of Rangiora High School. The expectation was this would produce a master plan for the School showing how it would grow to accommodate its maximum roll.</p> <p>Gillian Koster queried the statement on Page 5 regarding the hall being unable to hold more than a single year level (to be checked)</p> <p>In response to a query from Ben Prain it was confirmed that the School's new vision had been used.</p> <p>Leigh Kennedy asked about the Library report on Page 18 by the National Library Service expressing concern that this had names and roles. It was confirmed if placed on the web names would be deleted.</p> <p>Feedback from the Board was complimentary of the draft brief. The Chair commented that the Board appreciated the work done on this, and had no specific suggestions. It was an excellent document.</p> <p>Karen Stewart advised the team would be meeting with the Principal of Avonside Girls High School the following Monday to discuss the lessons they had learnt from their rebuild. A comment received had indicated that there is a need to be as detailed as possible in space description.</p> <p>Ben Prain asked about the expected outcome from the brief and it was advised the master plan would cover the whole school site including the Library and Gymnasium development. The Master Plan needed to future-proof the School.</p> <p>5.3 Amendment to Enrolment Zone (ORS Students)</p> <p>Karen Stewart spoke to the briefing paper contained in the agenda in respect to the proposed amendments to the Rangiora High School Enrolment Zone for ORS students from 2022. It was noted that this addition to the enrolment zone would operate alongside the existing enrolment scheme for the School. Details of the consultation process and results were contained in the report.</p> <p>The process to be used for deciding out of zone applications to the Lighthouse Programme was outlined and the amendment will now be forwarded to the MoE.</p> <p>Resolution No 2020/OP/024</p> <p><i>That the Board approves that the recommended process be sent to the MoE for consultation with the addition of the one change as suggested by Allenvale School ("Allenvale Special School, North of the Waimakairi Bridge")</i></p> <p>Moved: Gillian Koster; Seconded: Abigail de Visser; Carried</p> <p>5.4 Māori Success as Maori</p> <p>Karen Stewart spoke to in detail to the report covering the key areas She noted this was a new report to the Board. Māori as a percentage of the school roll were currently 13.2%, up from 9.6% in 2010.</p> <p>Ben Prain queried about Pacifica students (23 only across the whole school) It was noted that as a consequence of the small numbers the variations were significant and this made data interpretation difficult.</p> <p>The timing for production of the report was discussed, noting that the report currently covered two years of data.</p> <p>It was agreed that production in Term 2 -3 was the most appropriate time</p> <p>Action: agreed to diary for reporting in the August September 2021 period.</p> <p><i>The report was received.</i></p>	<p>AP215 KR</p> <p>AP216 STK</p> <p>AP217 KR Add to annual agenda</p>
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6.	Administration	
	<p>6.1 Confirmation of Minutes – Open Meeting of 24 June 2020.</p> <p><i>“That the minutes of the open meeting of 24 June 2020 be confirmed as a true and correct record, subject to amending the wording 6.10 para 5 from “where to were”</i></p> <p>Moved: Ben Prain; Seconded: Louise Courtney; 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 22 July and 12 August 2020</p> <p>Wayne Bonnett spoke to the reports for the Finance and Property Committee meetings of 22 July and 12 August 2020. He noted that the impacts of Covid 19 had been reflected in the expenditure YTD, but that the overall outcome was still expected to be within the revised budget projection.</p> <p><i>The reports were received.</i></p> <p>6.4 Delegate to NZSTA AGM by Zoom 5 September 2020</p> <p>The meeting resolved to appoint Leigh Kennedy to the role of delegate for the NZSTA AGM on 5 September 2020.</p> <p>Resolution No 2020/OP/025</p> <p>Moved: Chair; Carried</p> <p><i>(Action: delegate form to be completed and forwarded to NZSTA)</i></p> <p>6.5 NZSTA Post Lockdown Survey Attendance Reporting Survey</p> <p>It was noted that while the NZSTA advice had stated the survey could be completed up to 28 August 2020, (with BOT permission for completion by the Principal required), this had in fact closed on 28 July 2020 and the results had been published by the NZSTA.</p> <p>No further action was therefore required.</p> <p>6.6 Report on Percentage of Part-Time Staff at Rangiora HS</p> <p>The information was considered in association with the requests for change of work status contained in the In-Committee agenda.</p> <p>6.7 Date of Mid Term Elections, Changes to Election Regulations and Appointment of Returning Officer</p> <p>The report in respect to the above was considered by the meeting. The advice within the report in respect to the proposed fee from CES was taken within the In-Committee section of the agenda (reason - <i>Clause S9 (2) (j) (“Carry on commercial and industrial negotiations”)</i>)</p> <p>Resolution No 2020/OP/025</p> <p>That the Board:</p> <ol style="list-style-type: none"> <i>Notes the revised timetable for the 2020 mid-term elections.</i> <i>Formally resolves that the date for the December 2020 mid-term elections will be Saturday 4 December 2020.</i> <i>Appoints CES as its Returning Officer for the December midst term Elections, at the cost quoted by them, plus the costs for return paid envelopes.</i> <p>Moved: Chair; Carried</p>	<p>AP218 KR LK done</p> <p>AP219 KR Done</p>

7.	Monitoring	
	<p>7.1 Principal's Report July 2020</p> <p>Karen Stewart spoke to the report. The Chair took the opportunity to express his thanks to staff for the Academic Conferencing day held on 13 August.</p> <p>The information in the report on the breakdown of schools attended by students living within the Rangiora High School enrolment zone was noted. Karen Stewart noted a complicating issue was that the Rangiora High School enrolment zone did not actually match the bus zone.</p> <p>Some 82% of students in the zone attended Rangiora High School with; Kaiapoi High School, Rangiora New Life School, St Bedes College, and St Andrews College being the main out of zone schools attended.</p> <p>Wayne Bonnett asked about teacher PLD noting the MoE approval for funding for development of the Learning Advisory Programme, and also the Teacher Workplace Survey to be carried out. Karen Stewart explained that this was a national survey carried out in Term 3.</p> <p>Wayne Bonnett asked if the school had considered surveying its own staff directly. Karen Stewart commented this could be done would need to look at what models were available. This would be a big job, however, and it was a matter for the Personnel Committee agenda</p> <p>Information on stand-downs and suspensions in Term 2 was also provided.</p> <p>It was noted that the School was applying to the MoE Covid 19 Urgent Response Fund for additional funding to support students</p> <p><i>That the report be received</i></p> <p>Moved: Karen Stewart; Seconded: Simon Green; Carried</p> <p>7.2 Finance Report - July 2020</p> <p>David Low spoke to the reports for July 2020 which had been considered by the Finance and Property Committee at its meeting on 12 August 2020. He mentioned that additional Operations Grant funding had been provided by the MoE for increased costs resulting from collective agreement settlements (Support Staff) and these increases had been sufficient. He felt some concern in respect to future funding increases perhaps not fully covering future settlements e.g. administration staff.</p> <p><i>That the information be received.</i></p> <p>Moved: Chair; Carried.</p> <p>7.3 Communications Plan Update</p> <p>The Board received the above report provided giving an update on the revised Communications Strategy. The update provided information on the feedback received from external sources, and a summary of the next steps to be taken in respect to:</p> <ul style="list-style-type: none"> ▪ The School's website ▪ Key messages in the Communications Plan ▪ Revision of the School's Prospectus ▪ School Signage <p><i>The update was received.</i></p>	
8.	Policies	
	<p>The following two policies were presented to the meeting for approval for consultation:</p> <p>8.1 Online Safety Policy</p> <p>8.2 Staff Leave Policy</p>	<p>AP218 KR Done</p>

	<p>Resolution No 2020/OP/026 <i>That the above policies be approved for consultation.</i></p> <p>Moved: Chair; Carried</p> <p>8.3 Policies for Adoption</p> <p>The meeting noted that the policies as below were considered at the meeting of the Finance and Property Committee on 12 August 2020. Comments from the Committee are shown alongside them.</p> <ul style="list-style-type: none"> ▪ EOC Overseas Trips Policy (<i>the issue regarding reimbursement was raised e.g. the cancelled Japan trip - check and review.</i>) carried forward ▪ EOC Procedural Policy AS ABOVE. Carried forward ▪ Health & Safety Policy – <i>recommended for adoption</i> ▪ Others in the Workplace - <i>does this cater for the Covid 19 scenarios? Carried forward</i> ▪ Worker Participation - <i>recommended for adoption</i> ▪ Risk Management – <i>to come back, is more a hazard register does not cover strategic risk (noted Risk management advice was being sought from NZSTA) carried forward</i> ▪ RHS Bus Network Policy - <i>SG queried in respect to out of zone children St Joseph’s School and Ashley School – to be checked.</i> <p>The meeting noted the following policies are to be considered by the Personnel Committee at its meeting on 3 September 2020 and will be reported back to the 16 September 2020 BOT meeting</p> <ul style="list-style-type: none"> ▪ Appraisal Policy – ▪ Equal Employment Opportunities- ▪ Induction Training & Information - ▪ Privacy Policy – ▪ Protected Disclosures <p>The meeting noted that the Restraints Policy should be carried forward as legislation changes impacting on it where underway.</p> <p>Accordingly, it was recommended that only the policies as below be adopted at the meeting while additional work/ review is undertaken on the remainder.</p> <p>Resolution No 2020/OP/7 <i>That the:</i></p> <ul style="list-style-type: none"> ▪ Police Vetting ▪ Child Protection Policy ▪ Health & Safety Policy ▪ Website Privacy policy ▪ Worker Participation- <p><i>policies be adopted.</i></p> <p>Moved: Chair; Carried</p>	<p>AP 219 KR</p>
9.	BOT PLD	
	<p>Leigh Kennedy assisted Board members in viewing the online NZSTA BOT Knowledge Hub Learning Modules.</p> <p>The Chair suggested time be set aside at the commencement of each Board meeting for BOT members to review a module together. It was agreed to commence this from the next meeting on 16 September 2020</p> <p>(<i>Action for 16 September 2020 meeting</i>)</p> <ul style="list-style-type: none"> ▪ NZSTA – dates for workshops in Term 3 <p><i>Noted</i></p>	<p>AP220 KR Actioned</p>

	<ul style="list-style-type: none"> ▪ Tuahiwi Education Centre – workshops updated times for 2020 have now been advised separately and are: 11 September 2020 9 October 2020 16 October 2020 	
	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, 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 9.03pm (Also 7.03pm to 7.46pm)</i></p> <p>Carried</p> <p><i>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 10.16 pm and the open meeting was closed at 10.19 pm.</i></p>	
8.	For Information Items	
	Information items were received as follows:	
	<ul style="list-style-type: none"> ▪ Results of Out of Zone Ballot 2021 Year 9 students - 5 August ▪ Email Resolution - Funding Application Pub Charities Senior A basketball ▪ Email Resolution - Delegation to Julia Malcolm (Acting Principal) ▪ Roll Return 1 July 2020 	
	Action Notes	
	Noted as per schedule	
9.	Meeting Closure	
	<p>Date of Next Meeting 16 September 2020</p>	
	<p>Confirmed as True and Correct record</p> <p>_____</p> <p>Simon Green, Chairperson</p> <p>Date 16 /09 /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
6 Nov 19	AP148	Review Rangiora HS Graduate profile	PD	See today's agenda
19 Feb 20	AP172	By Election Casual Vacancy	KR	WIP
	AP177	TOR to be reviewed by Committees (ARTE remaining)	KR	Done - remove
	AP179	Finance and Admin Policy to be completed	KR DL	WIP
	AP180	Dates for Tuahiwi workshops to be advised	KR	Done- remove
25 March 20	AP184	Approach NZSTA re assistance with Risk Assessment and Management	TBC	WIP
	AP190	Review Assessment and Curriculum Policies for consultation	KR	Done- remove
20 May 20	AP195	COI for Principal to be included in BOT COI Register	KR	Done - remove
	AP198	Review of Policy dates	KR	Done - remove
	AP200	Report Self Review Maori and Pacific Students	STK	Done - remove
	AP201	Communications Plan Review -	STK CQ	OS assistance to be engaged
24 June	AP204	BOT members to identify possible members for casual vacancy	BOT	Done - remove
	AP205	Locate gap analysis May 2018	KR	WIP
	AP206	Amendments to enrolment zone ORS students	STK	Done - remove
	AP208	Bring back clean copy of BOT annual agenda	KR	WIP
	AP210	Breakdown of farm sales proceeds use to come back	DL	Done - remove
19 August 20	AP215	Check hall capacity statement education Brief	KR	WIP
	AP216	Submit ORD enrolment scheme to MoE	KS	Done
	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	WIP