



RANGIORA HIGH SCHOOL
MINUTES OF THE BOARD OF TRUSTEES
Open Meeting
20 May 2020
At 7.00 pm by Video Conference

Present	<p>Simon Green Chair</p> <p>Karen Stewart Principal</p> <p>Wayne Bonnett Trustee</p> <p>Louise Courtney Trustee</p> <p>Abigail de Visser Student Trustee</p> <p>Leigh Kennedy Trustee</p> <p>Gillian Koster Staff Trustee</p> <p>Ben Prain Trustee</p>	
In Attendance	Paul Donnelly (Associate Principal), David Lowe, (Business Manager) and Kevin Roche, (Secretary)	
		Action Points
	<i>In view of the advice concerning social-distancing the meeting was held by videoconference.</i>	
3. Speaking rights		
	<i>That speaking rights be granted to Paul Donnelly, Associate Principal, and David Lowe, Business Manager.</i> Moved: Chair; Carried	
	<i>Links to the BOT Annual agenda and Policy Framework were provided in the agenda document for reference purposes if required.</i>	
1. Apologies		
	N/A.	
2. Conflicts Of Interest and Register Review		
	N/A	
	<i>The meeting considered Item 1 on the In Committee Agenda (Principal Appraisal from 7.03pm to 7.46 pm)</i>	
4. Briefings		
	Pandemic Management Karen Stewart advised that she had devoted a large portion of her report to an update and wished to acknowledge the work undertaken by the School staff over the past weeks.	
5. Strategic Discussions and Decisions		
	5.1 BOT By - Election - Casual Vacancy (next steps) Karen Stewart spoke to this noting that no nominations had been received for the by-election for the casual vacancy that had closed on 22 April 2020. The two options were now to leave the	

	<p>vacancy, or select an additional Trustee. Simon Green noted that Ian Fong had discussed the prospect of representation with Tuahiwi School and he could discuss again the prospect of representation with Di Collier from Tuahiwi Marae.</p> <p>Action: SG to check the process with NZSTA</p> <p>5.2 Education Brief Master Plan</p> <p>A copy of the relevant form of Education Brief was provided in the agenda for the information of BOT members and was spoken to by Karen Stewart.</p> <p>Herself and David Lowe had attended two meetings with the facilitator and now had a list of nine questions that needed to be completed by the School as part of this exercise. She advised that the School basically had the information on hand, and this could be included in an appendix</p> <p>Herself, Scott Wright and David Lowe were working to have this completed by the coming Friday with a meeting in the following week with the navigators. Consultation with teachers and the School community would be required and given the Covid19 restrictions it was envisaged this would be done by students interviewing their parents.</p> <p>David Lowe mentioned that one of the challenges was knowing what the future would look like for education and while this might not be a priority for parents at the moment the matter could not wait. Karen Stewart mentioned she thought that given the MoE had agreed to a full education brief it was possible the School was on the list for a partial rebuild.</p> <p>Leigh Kennedy asked if a similar exercise had been undertaken previously by the School to prepare the current master plan. Karen Stewart and David Lowe advised they were not aware of any such previous work. The existing Master Plan was prepared post-earthquake but was not now appropriate for the School.</p> <p>5.3 Enrolment Scheme 2021- Review</p> <p>Background information in respect to the out of zone enrolment process was provided in this report, which was spoken to by Karen Stewart. She noted that the number of out of zone applicants had been reduced to three for 2021 as based on projected figures years 9-11 are at capacity.</p> <p>At present there were a total of 36 out of zone students at the school, for which no property funding was received. The roll was expected to drop away from the present bulge in 3-4 years' time when it might be possible to increase the out of zone intake. Based on historical data the three limit was expected to cater for the priority group of siblings of current pupils.</p> <p>In addition, she mentioned that the school also needed to amend the enrolment scheme in respect to its MSU ORS enrolments. She was meeting shortly with MoE Special Education Advisors. There was a need to move promptly on this matter.</p> <p>Action: STK and KR note action list</p> <p>5.4 Out of Zone enrolments 2021Year</p> <p>The resolution as adopted by email on 8 May 2020 was included in the agenda for information</p> <p>Resolution No 2019/OP/011</p> <p><i>That the School offers three out of zone places at the Year 9 level for Rangiora High School in 2021.</i></p> <p>Carried by majority vote</p>	<p>AP191 SG done KR</p> <p>AP192 KR STK done</p> <p>AP193 KR done</p>
6.	Administration	
	<p>6.1 Confirmation of Minutes – Open Meeting of 25 March 2020.</p> <p><i>“That the minutes of the open meeting of 25 March 2020 be confirmed as a true and correct record”.</i></p> <p>Moved: Simon Green; Seconded; Wayne Bonnett; Carried</p>	

6.2 Correspondence

Noted

6.3 Report on the Finance and Property Committee Open Meetings of 8 April, and 13 May 2020

The reports for the above meetings were spoken to by Wayne Bonnett, Committee Chair. He noted the main items related to the completion of the audit for the 2019 financial year and the impact of Covid19, and the lock-down, on the school especially on International Student income. The budget for 2020 was as a consequence to be reviewed.

He noted the improvement in the reporting now being provided from the Xero accounting package. In response to a query from Ben Prain he confirmed it was considered the School would be able to withstand the Covid19 impact.

David Lowe advised that he needed information from the May 2020 accounts to better understand the impact of Covid19 and a review of the budget would be undertaken following that.

The report was received.

6.4 Confirmation of Audited Accounts for Year Ending 31 December 2019

As advised by David Lowe these were now completed and expected to be received in the next few days. Sign off by the Principal and BOT Chair was required by 31 May 2020.

Action: DL to obtain signatures and submit to MoE.

AP194
DL done

6.5 Letter of Representation for 2019 Financial Year

David Lowe advised that this was also expected to be received shortly. In accordance with the delegation granted at the 25 March 2020 BOT meeting this could be signed by the Principal and BOT Chair on behalf of the Board.

6.6 Review Conflict of Interest Register

The current conflict of interest register (COI) as at May 2020 was tabled, (as per the BOT work plan), to allow Board members to review and update this.

Ben Prain advised that the contract with the School in respect to his spouse, Sarah Prain, had been extended to the end of the 2020 year. In addition, it was agreed that the COI in respect to the Principal, also be included within the BOT COI as well as the staff register.

Action: KR update.

AP195
KR

6.7 Search Authority Agreement

Karen Stewart spoke to this item. She advised that as the newly appointed Head of Guidance, Vicki Tahau Sweet, required approval from the BOT to search a student, and or property.

It was noted that this was different from the authority to restrain, which was given for individual students.

Resolution No 2019/OP/012

That authority to search as specified in the approval form be granted to Vicki Tahau Sweet, Head of Guidance

Moved: Karen Stewart; **seconded:** Simon Green; **Carried**

Action: approval form to be signed by BOT Chair and Principal.

AP196
KR
done

6.8 Appointment of Returning Officer 2020 Student BOT Representative

The meeting noted that Val Anderson, Executive Officer, had confirmed she was prepared to act in the role of returning officer for the 2020 Student BOT rep election.

Resolution No 2020/OP/013

That Val Anderson be appointed as returning officer for the 2020 Student BOT representative.

AP197
KR VA
actioned

Moved: Simon Green; **Seconded:** Leigh Kennedy; **Carried**

7. Monitoring

7.1 Principal's Report May 2020

The report was taken as read and spoken to by Karen Stewart. She advised that staff had responded well to the challenge of digital on-line learning and a research project was under way to explore what could be learnt from that period. Over 90% of the School's students had returned to School against the national average of 80%.

A copy of the lockdown week two survey feedback from parents on how they felt their children were responding to on line learning was shown to the meeting. Parent feedback had shown good satisfaction on: staff feedback, engagement with, quality and quantity of the on line learning provided.

Influenza shots for staff had been provided on the Sunday of Anzac Weekend by Unichem Pharmacy.

Good support had a been provided by the MoE during the lock-down period.

International staff had also worked hard organising the repatriation of students, some flights had been cancelled complicating returns. Homestay payments had been increased by \$50 per week during lockdown to acknowledge the extra costs to home stays.

David Lowe then provided a briefing on the health and safety aspects of the period. Regarding hand sanitizer, he advised that to provide this at all locations as suggested would use 200 litres a week, with a cost of \$4k. The MoE had only provided 40L. An extra 30 hand washing stations with soap were being provided and the MoE had agreed to pay for these. In his opinion he considered the school to be safe for students.

Simon Green asked if members had any questions and asked Abigail de Visser of her impression as a student. She confirmed that she though the balance struck by the School was quite good. Karen Stewart noted the message was to for the return to school had been: "*restart reconnect reboot*" not just start, as if a return from the school holidays.

Abigail de Visser commented she did not think the NZQA 10-day push back of NCEA external examinations would compensate for the six weeks lost.

Simon Green observed that he thought students properly grasped social distancing and were glad to be back at school.

That the report be received

Moved: Karen Stewart; **seconded:** Simon Green; **Carried**

7.2 Finance Report April 2020

The report was taken as read

That the information be received.

Moved: Chair; **Seconded:** Wayne Bonnett; **Carried.**

7.3 Three Year Policy Review document

A revised copy of the three-year policy review document was presented back to the meeting as agreed at the 19 February 2020 BOT meeting. This showed policy review dates updated to a three-year cycle.

Advice was sought from the Board on whether review dates should be amended to reflect the correct three-year cycle, or if the current two-year cycle, as adopted by the Commissioner, be adhered to with policies amended to a three-year cycle following their review and adoption by the BOT.

	<p>It was agreed to remain with the two-year review dates as currently shown on individual policies to allow for the BOT to undertake an earlier review, but to also manage the future three-year review cycle to ensure a more even spread of review dates.</p> <p>Resolution No 2020/OP/014</p> <p>Moved: Simon Green; seconded: Gillian Koster; Carried</p> <p>7.4 Self Review Maori and Pacifica students CFWD Karen Stewart advised that she was a working on the development of two reports for this to be presented to the 19 August BOT meeting.</p> <p>7.5 Review 2019 Communications Plan cfwd Action: KS to follow up with CQ - delayed due to lock-down.</p>	<p>AP198 KR WIP</p> <p>AP200 STK</p> <p>AP201 STK</p>
6.	BOT Professional Development	
	<ul style="list-style-type: none"> ▪ Tuahiwi Workshops (<i>Dates for next workshops to be advised when available</i>) ▪ NZSTA Workshops – Schedule for 2020 <i>It was noted that given the current pandemic situation all workshops had been cancelled.</i> 	<p>AP202 KR</p>
8.	Policies	
	<p>The following policies were presented to the Board for approval for consultation.</p> <ul style="list-style-type: none"> ▪ Curriculum Policy ▪ Assessment Policy <p>Resolution No 2020/OP/015 <i>That the Curriculum and Assessment Policies be approved for consultation.</i></p> <p>Moved: Chair: Carried</p>	<p>AP202 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 ,7 and 8 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 8.45pm. (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 9.21pm and the open meeting was closed at 9.27 pm.</i></p>	
8.	For Information Items	

	<p>The following items presented for information were noted:</p> <ul style="list-style-type: none"> ▪ Revised Delegation as adopted 19 Feb 2020, final copy – action to be signed ▪ PTA Financials 2019 ▪ 2019 Analysis of Variance final ▪ 1 March 2020 Roll Return – (not tabled - carried forward to next meeting) 	
	Action List	
	Noted	
9.	Meeting Closure	
	<p>Date of Next Meeting</p> <p>24 June 2020</p>	
	<p>Confirmed as True and Correct record</p> <p>Simon Green, Chairperson</p> <p>_____ Date 24 / 06 /2020</p>	

ACTION TABLE: UPDATE

Meeting Date	No	ACTION	Responsibility	Date Due
22 May 19	AP103	Communications Plan – revise and Bring back	CQ KR	May BOT Mtg- remove see AP 201
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	
19 Feb 20	AP172	By Election Casual Vacancy	KR	WIP
	AP176	Delegation's Final Copies to be signed	KR	March Completed remove
	AP177	TOR to be reviewed by Committees (ARTE remaining)	KR	FP and Susp Cttee done WIP
	AP179	Finance and Admin Policy to be completed	KR DL	WIP
	AP180	Dates for Tuahiwi workshops to be advised	KR	TBC- later in year
25 March 20	AP184	Approach NZSTA re assistance with Risk Assessment and Management	TBC	WIP
	AP187	BOT Self Review 2020 deferred from previous meeting		Remove – to be done in November 2020
	AP190	Review Assessment and Curriculum Policies for consultation	KR	On agenda
20 May 20	AP195	COI for Principal to be included in BOT COI Register	KR	WIP

	AP198	Review of Policy dates	KR	FYI on today's agenda
	AP200	Report Self Review Maori and Pacific Students	STK	August
	AP201	Communications Plan Review -	STK CQ	OS assistance to be engaged