



RANGIORA HIGH SCHOOL
MINUTES OF THE BOARD OF TRUSTEES
Open Meeting
24 June 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) 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		
	Conflicts of interest were declared as follows: <u>Karen Stewart</u> <ul style="list-style-type: none"> ▪ See In- Committee minutes <u>Simon Green</u> <ul style="list-style-type: none"> ▪ See In- Committee minutes <u>Ben Prain</u> <ul style="list-style-type: none"> ▪ Rangiora HS Rugby Club – Letter re fundraiser All parties advised they would retire from the meeting for these items.	
4. Briefings		
	Paula Mc Donald 7pm – PB4L (Positive Behaviour for Learning) presentation Paula McDonald spoke to her presentation on the above, which had been circulated to members prior to the meeting to allow members to view this in advance. The presentation had provided information on: <ul style="list-style-type: none"> ▪ Why Rangiora HDS was undertaking a PB4L programme and the expected benefits from this 	

	<ul style="list-style-type: none"> ▪ How this meshed in with the Schools values of “Respect Contribute and Aspire”. ▪ Signage around the School on the programme ▪ How the programme operated ▪ And what has been done so far, successes to date and the PB4L team. <p>She explained that PB4L had been in Rangiora HS for about eight years but had initially been centred around one staff member and had suffered when that person moved on. The current structure of a team allowed for continuity to continue in spite of individual staff movements</p> <p>Members took the opportunity to discuss the programme with Paula noting the intention to improve signage around the school. and the inclusion of Maungatere in the programme</p> <p>The presentation was received and Paula thanked for this.</p>	
5.	Strategic Discussions and Decisions	
	<p>5.1 BOT By - Election – Oral Update (<i>objections close 8 July</i>)</p> <p>Simon Green provided an update, following on from the previous meeting he had made enquiries regarding bringing a Maori representative onto the Board. It was noted that efforts had made to achieve this but without a firm conclusion at the moment.</p> <p>Simon Green and Karen Stewart asked BOT members to try and identify someone who had perhaps been on a BOT before, or was currently on a primary school BOT, with children due to start next year, who might be interested in filling the current vacant position.</p> <p>Action: BOT members</p> <p>5.2 BOT Succession Planning (<i>oral discussion</i>)</p> <p>Karen Stewart provided an oral update of the process that the Board had used at Marlborough Girls’ College in identifying and encouraging parents to stand for the BOT. This had involved initially seeking future intentions from BOT member’s, a gap analysis, talking via networks and making direct approaches to encourage nominations.</p> <p>Action:</p> <ul style="list-style-type: none"> ▪ KR to clarify terms of current BOT members expiring in December 2020 and advise. ▪ Locate gap analyse of May 18 and email out to BOT members <p>5.3 Rangiora HS Vision - Development of New Charter 2021</p> <p>A copy of the student success vision, (showing the student at the centre), was tabled and spoken to by Karen Stewart. It was noted that while the Board had developed a new Vision Statement at its meeting on 1 March 2020 the “lighthouse” values of the School; “<i>Respect Aspire Achieve</i>” still remained the same.</p> <p>It was noted that Covid19 had caused a big shift to online digital learning overnight.</p> <p>The strategic goals included in this unpacking of the vision i.e.:</p> <ol style="list-style-type: none"> 1. student success 2. Learning opportunities 3. Capabilities for learning <p>were discussed.</p> <p>A next step was to talk about the learner profile, to consult on this and bring it back.</p> <p>The intention was to have a new Charter in place for 2021.</p> <p>5.4 Rangiora HS Enrolment Zone - Proposed Amendment (Mainstream Programme)</p> <p>The briefing paper was discussed. This advised that the School should have been balloting for ORS (Ongoing Resourcing Scheme) out of zone students. There was a need for the School within its Enrolment Scheme to also have criteria for acceptance into its special programme, with in-zone students having priority over out of zone students. The current Lighthouse Programme was operated for up to 25 learners.</p> <p>The report proposed places be allocated as follows:</p> <ul style="list-style-type: none"> ▪ Those who live with the home-zone, or are already enrolled at the school. 	<p>AP204 BOT</p> <p>AP205 KR</p>

	<ul style="list-style-type: none"> ▪ Those who live with the geographic catchment of Allenvale Special School (this includes Ashgrove Satellite (a satellite school of Allenvale Special School)). ▪ Those who have previously attended a special school or specialised programme. ▪ All other applicants. <p>Resolution No 2020 /OP/016</p> <p>The Board adopted the process to amend the Enrolment Zone as follows</p> <ol style="list-style-type: none"> 1. Board approval for amendments to go out to community consultation (Term 2 Week 10) 2. Consultation consisting of: <ol style="list-style-type: none"> a. Letter outlining proposed changes to amendment zone sent to parents of all ORS students enrolled at contributing schools (via contributing schools to pass on Term 2 Week 11) b. Letter outlining proposed changes to amendment zone sent to Allenvale Special School for distribution to families living in North Canterbury (Term 2 Week 11) c. Public meeting for all interested parent's / community members hosted by the Board. Proposed date Term 3 BOT (to confirm date perhaps link with Year 8 Information Evening?) 3. Proposed amendment and feedback received sent to Ministry of Education (post consultation evening) <p>4. Enrolments for 2021</p> <p>After discussion with the Ministry that there are no out of zone enrolments accepted in 2021:</p> <ol style="list-style-type: none"> 1. The Lighthouse Programme is currently at what we believe is capacity. 2. However, we have asked MoE to provide ORS roll projections and what they have ascertained to be MoE funded placements. 3. Currently 22 students are enrolled in the Lighthouse Programme. Two students are transitioning to the workplace / further training. Based on rolls of contributing schools we are expecting three Year 9 enrolments. 4. We cannot enrol out of zone placements until we have a balloting system in place based on clear criteria approved by the Ministry of Education. 5. The timeline (see process) will not allow for MoE approved amendments to the RHS Enrolment Zone to be in place to allow balloting systems for 2021 'out of zone' ORS enrolments by the end of term three 2020 <p>Moved: Louise Courtney; Seconded: Karen Stewart; Carried</p>	AP206 TBC
6.	Administration	
	<p>6.1 Confirmation of Minutes – Open Meeting of 20 May 2020.</p> <p><i>“That the minutes of the open meeting of 20 May 2020 be confirmed as a true and correct record”. Subject to amending the wording on page 2, Item 5.2 to read “while this might not be a priority for parents at this point of time”</i></p> <p>Moved: Chair; Carried</p> <p>6.2 Correspondence</p> <p>The inwards correspondence was noted. In respect to the letter from the Rangiora High School Rugby Club, tabled at the meeting, the Board resolved to approve and support their annual fundraising event at Osborn Receptions, on 12 September 2020, and an application for a Special Licence to the Waimakairi DC on the basis that; food would be supplied, the provisions of the Sale and Supply of Liquor Act would be complied with, and no alcohol would be sold to students.</p> <p>Resolution No 2020 /OP/017</p> <p>Moved: Karen Stewart; Seconded: Wayne Bonnett; Carried</p>	

(Note: Ben Prain declared a conflict of interest for this item and abstained from voting and discussion thereon).

6.3 Report on the Finance and Property Committee Open Meeting of 17 June 2020

Wayne Bonnett spoke to the meeting report. He noted that the Annual Report and Management report from the auditors had been discussed and were contained in the agenda for the BOT meeting. The Finance and Property Committee had recommended the adoption of the Annual Report for 2019 by the Board.

A review of the budget for 2020 had also been prepared by the Business Manager which had confirmed that overall the impact on the school from Covid19 was expected to be neutral with cost increases offset by savings in other areas.

Moved: Wayne Bonnett; **Seconded:** Ben Prain; **Carried**

That the report be received.

6.4 Confirmation of Audited Annual Accounts for Year Ending 31 December 2019

The Rangiora High School 2019 Annual Report was presented to the Board for formal adoption.

Resolution No 2020 /OP/018

That the Annual Report for 2019 be adopted and made public at the counter and on the School's website in terms of Section 87 of the Education Act.

Moved: Chair; **Carried**

6.5 Auditors Report to the BOT for the 2019 Year

The auditor's report was adopted. Wayne Bonnett noted the Finance and Property Committee had considered this in detail and that while there had been some minor comments made these were not considered significant. The relevant management comments had been noted by the Committee.

The report was received.

6.6 Personnel Committee Terms of Reference

The proposed TOR for the Personnel Committee as adopted at its initial meeting were confirmed.

Resolution No 2020 /OP/019

That the proposed terms of reference for the Personnel Committee be adopted

Moved: Chair; **Carried**

6.7 Motion giving Delegation to Business Manager for Management of NZBN account

The resolution as contained in the agenda was adopted:

Resolution No 2019/OP/020

That the Rangiora High School Board of Trustees delegates to the Business Manager authority to manage the Rangiora High School NZBN, and to apply to and liaise with MBiE in respect to the establishment and maintenance of this, including the obtaining of QR codes for use in the Covid19 trace application.

Moved: Chair; **Carried**

6.8 International Department Report Term 2

Karen Stewart spoke to the report and acknowledged the work of the International Department staff during the lockdown in assisting with the return of students' home, and liaising with the other students remaining in New Zealand.

The report was received.

AP207
KR
Done

AP208
KR
done

AP209
KR DL
done

	<p>6.9 BoT Triennial Agenda Review</p> <p>A copy of the BOT Annual Agenda was presented to allow the BOT to review this as per its work plan.</p> <p>The Meeting noted the amendments and it was agreed a clean copy would be brought back to the BOT at its next meeting for information.</p> <p>Resolution No 2019/OP/021</p> <p><i>That the Triennial Agenda be adopted.</i></p> <p>Moved: Chair; Carried</p> <p>6.10 Board Structure and Remuneration Policy (ex 25 March 2020 meeting)</p> <p>The report was considered by the meeting.</p> <p>Current fees were \$75 a meeting for a Chair, and \$55 for individual BOT members. These were tax exempt up to 11 meetings p.a. and were currently paid for attendance at BOT meetings only on the basis of reimbursing costs for attendance.</p> <p>After discussion it was agreed that meeting fees should also be paid for attendance at Committee meetings, including Suspension Committee meetings, at the above rates, but in those cases where meetings were consecutive only one fee payment would be made.</p> <p>Resolution No 2019/OP/022</p> <p><i>That meeting fees be paid to Board members for the 2020 year onwards on the following basis:</i></p> <ol style="list-style-type: none"> 1. <i>A meeting fee of \$75 for the Chair, and \$55 for a member, be paid for attendance at all Board and Committee meetings, including Suspension Committee meetings from the commencement of the 2020-year onwards.</i> 2. <i>That this is paid in one single payment at the end of the school year and withholding tax if applicable is deducted.</i> 3. <i>That in those instances when meetings are held consecutively only one meeting allowance be paid.</i> <p>Moved: Chair; Carried</p> <p>6.11 Student BOT Representative 2020/21 - Report</p> <p>The report, which provided information on the process and timeline for the election of the BOT student representative for the 20/2021-year, was noted.</p>	<p>AP210 KR</p> <p>AP211 KR actioned</p>
<p>7.</p>	<p>Monitoring</p>	
	<p>7.1 Principal's Report June 2020</p> <p>The Principal's report was taken as read.</p> <p><i>That the report be received</i></p> <p>Moved: Karen Stewart; seconded: Wayne Bonnett; Carried</p> <p>7.2 Finance Report May 2020</p> <p>The report was taken as read and key points spoken to by David Lowe. He provided an explanation in graph form to assist in understanding the Annual report for 2019. This gave a comparison of the actual 2019 results with budget, and also a summary of the balance sheet liabilities showing the uncommitted school funds and a breakdown of the depreciation provision.</p> <p>It was confirmed that a breakdown of the use of the farm sale proceeds was to be brought back to the Board. As previously noted a portion of the sale proceeds had been used to fund operating deficits.</p>	<p>AP212 DL</p>

	<p>In response to a query from Leigh Kennedy regarding the SIP (School Investment Package) programme, and the Whare upgrade, it was confirmed this was still in the plan, more work was still needed with staff to finalise this.</p> <p><i>That the information be received.</i></p> <p>Moved: Chair; Carried.</p> <p>7.3 Analysis of Variance Draft Term 2</p> <p>The Term 2 2020 Analysis of Variance Report was included in the agenda for information. Karen Stewart explained that the purpose of the term report was to allow monitoring of progress and identification of any areas of concern.</p> <p>7.4 ARTE and Curriculum Reports Term 2</p> <p>A copy of the ARTE and Curriculum reports as provided to the meeting of the ARTE and Curriculum Committee's meeting of 10 June 2020 was provided for information. It was noted this had been discussed in detail at that meeting. In response to a query regarding Counsellor wait times Karen Stewart explained that extra resource had been provided in that area.</p>	
8.	Policies	
	<p>8.1 Curriculum Policy <i>(approval for adoption sought)</i></p> <p>8.2 Assessment Policy <i>(approval for adoption sought)</i></p> <p>Approval was sought for the adoption of these two policies. It was confirmed that no feedback had been received from the consultation process.</p> <p>Resolution No 2020/OP/024</p> <p><i>That these two policies be formally adopted by the Board.</i></p> <p>Moved: Gillian Koster; Seconded: Louise Courtney; Carried</p> <p>8.3 Policies – approval for consultation Sought</p> <ol style="list-style-type: none"> 1. Police Vetting 2. Child Protection Policy 3. Appraisal Policy 4. EOC Overseas Trips 5. EOC Procedural Policy 6. Equal Employment Opportunities 7. Health & Safety Policy 8. Induction Training & Information 9. Others in the Workplace 10. Website Privacy policy 11. Worker Participation 12. Risk Management 13. Privacy Policy 14. Rangiora HS Bus Network Policy (Not applicable) 15. Protected Disclosures 16. Restraints policy <p>Approval for consultation on the above policies was sought. In respect to the Rangiora HS Bus Network Policy it was noted that was reviewed in conjunction with the MoE, rather than the School community, and should not be included in this review.</p> <p>Resolution No 2020/OP/025</p> <p><i>That the above Policies be approved for consultation.</i></p> <p>Moved: Gillian Koster; Seconded: Louise Courtney; Carried</p>	<p>AP213 KR</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 10.10 pm and the open meeting was closed at 10.11 pm.</i></p>	
8.	For Information Items	
	<ul style="list-style-type: none"> ▪ 2020 Student Election timeline ▪ 1 March and I June roll report – tabled ▪ Polices revised schedule of review dates 	
	Action List	
	Noted	
9.	Meeting Closure	
	<p>Date of Next Meeting</p> <p>19 August 2020</p>	
	<p>Confirmed as True and Correct record</p> <p>Simon Green, Chairperson</p> <p>_____ Date 19 /08 /2020</p>	

ACTION TABLE:

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
24 June	AP204	BOT members to identify possible members for casual vacancy	BOT	Covered by update at mtg
	AP205	Locate gap analysis May 2018	KR	WIP
	AP206	Amendments to enrolment zone ORS students	STK	Report in agenda
	AP207	Audited report for 2019 to be made available	KR	Done- remove
	AP208	Bring back clean copy of BOT annual agenda	KR	WIP
	AP209	Update Fees payment schedules to include all committees	KR	Done - remove
	AP210	Breakdown of farm sales proceeds use to come back	DL	Reported to F & P Committee see minutes 22 July mtg