



**RANGIORA HIGH SCHOOL**  
**MINUTES OF THE BOARD OF TRUSTEES**  
**Open Meeting**  
**28 October 2020**  
**At 7.00 pm in the Strachan Room**

<b>Present</b>	Simon Green                      Chair Karen Stewart                  Principal Wayne Bonnett                  Trustee Louise Courtney                Trustee Andrew Hodgkinson            Trustee Leigh Kennedy                  Trustee Gillian Koster                    Staff Trustee Hannah Lord                      Student Trustee Ben Prain                          Trustee	
<b>In Attendance</b>	Paul Donnelly (Associate Principal), David Lowe, (Business Manager)) Kevin Roche (Secretary) and Abigail de Visser, retiring student representative.	
	The Chair introduced and welcomed Hannah Lord, the incoming student representative, to the meeting.	<b>Action Points</b>
	<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"> <li>▪ BOT Annual Agenda</li> <li>▪ RHS Policy Framework</li> <li>▪ Link BYOD Instructions</li> </ul>	
<b>1.</b>	<b>NZSTA Training Hub - BOT Exercise</b>	
	<p>NZSTA Training Hub - BOT Exercise “Working with a Returning Officer”</p> <p>The meeting reviewed the NZSTA process in respect to appointing a returning officer. With regard to appointing a liaison officer at the School to work on the promotion of elections it considered that this role would be best undertaken by the BOT Secretary.</p> <p><b>Moved:</b> Chair; as above; <b>Carried</b></p> <p><b>Resolution No 2020/OP/029</b></p>	KR Add to duty list
<b>2.</b>	<b>Apologies</b>	
	N/A	
<b>3.</b>	<b>Conflicts of Interest and Register Review</b>	

	<p>Conflicts of interest were declared as follows:</p> <p>Louise Courtney – (In Committee agenda item 7.2), advised her spouse, Peter Courtney, was a teacher at the School.</p> <p>Ben Prain – (In Committee agenda item 5.2), advised his spouse, Sara Prain, was an employee of the school.</p>	
<b>4.</b>	<b>Speaking Rights</b>	
	<p><i>“That speaking rights be granted to Paul Donnelly, (Associate Principal), and David Lowe, (Business Manager)”.</i></p> <p><b>Moved:</b> Chair; <b>Carried</b></p>	
<b>5.</b>	<b>Briefings</b>	
	N/A	
<b>6.</b>	<b>Strategic Discussions and Decisions</b>	
	<p><b>6.1 Education Brief -- Final approval</b></p> <p>Karen Stewart advised that the brief contained in the agenda represented the first part of the Education brief and there was another 40 pages in addition to this which defined the detailed specifications around spaces for the School.</p> <p>The meeting then moved In-Committee from 7.10pm to 7.25pm to discuss the outcome of the conversations with the MoE on the School’s redevelopment.</p> <p>The Education Brief was then adopted in the In - Committee section of the meeting as follows:</p> <p><b>Resolution No 2020/IC/026</b></p> <p><b>Moved: Chair; Carried</b></p> <p><i>That the Board approves the Education brief as submitted.</i></p> <p><b>6.2 Consultation with Parent Community in 2021</b></p> <p><b>NCEA Level 1 (opportunity for BOT to provide input into consultation).</b></p> <ul style="list-style-type: none"> <li>▪ The briefing paper prepared by Karen Stewart was discussed. This noted that the School planned to consult with the community as to whether Rangiora HS should continue to offer level 1 NCEA from 2022. A copy of the proposed discussion document to be sent to students, staff and parents was included with the briefing paper in term one 2021. Simon Green noted that currently a number of students left part way through year at the moment to go into work and it was desirable to slow this exit down.</li> <li>▪ Paul Donnelly commented that some schools had already dropped level 1 NCEA and that NZ was unusual in having three years of exams.</li> <li>▪ Simon Green asked how the School could connect with employers in its area and Karen Stewart mentioned the MSD and Nth Canterbury Enterprises as possible means.</li> <li>▪ Abigail de Visser commented that by level 3 students were tired of being assessed all the time. One benefit of NCEA level one, however, was it allowed students practice to get to know the system.</li> <li>▪ Hannah Lord also commented that year 11 was good experience. it was a big step moving from year 11 to year 12.</li> </ul> <p><b>Uniform and Logo</b></p> <ul style="list-style-type: none"> <li>▪ The School’s logo was discussed as part of the briefing paper on the above. The paper provided background on the original origins of the “Lighthouse” and School motto and the Lighthouse vales of <i>“Aspire Respect and Contribute”</i>.</li> <li>▪ Simon Green mentioned the need for a small committee of the BOT to work on this issue and progress it.</li> <li>▪ It was agreed: Karen Stewart, Paul Donnelly, Simon Green, Hannah Lord and Andrew Hodgkinson would form this.</li> </ul>	

	<p><b>Uniform</b></p> <p>It was noted this was potentially a significant change and that the uniform was last reviewed and consulted on in 2014. The current contract was due for renewal in 2023.</p> <p>Abigail de Visser and Hannah Lord confirmed that in their view a review was a good idea but suggested caution in respect to some of the issues noted. The briefing paper outlined some of the issues that had been identified. Discussion on some possible specific uniform changes then took place, including the need for the School to have uniforms at all.</p> <p>David Lowe noted that the School’s current contractor had some expertise in this area, including current fashions, and could make a contribution. There was a need to decide on a framework and the procurement process.</p> <p>Agreed: to add to the previous subcommittee Gillian Koster plus Louse Courtney, (could co-opt Abigail de Visser and perhaps also co-opt a male student).</p> <p>The first meeting of the Committee would be in term one 2021</p> <p><b>6.3 Adult Community Education (ACE)</b></p> <p>Karen Stewart spoke to the briefing paper contained in the agenda.</p> <p>The priorities of ACE funding were shown in the report and feedback from the BOT on the learning needs of the community, and the focus of the School was sought. She noted that what Ara were proposing to offer at the Rangiora HS site the School did not have the current capability to do and asked” are we interested in being an education hub, should we offer courses ourselves or look for partners”? We could offer literacy and numeracy in conjunction with others.</p> <p>The University of Canterbury University Preparation course offered by Hagley HS was available to older students wanting to attend University as a prep course, we could perhaps offer this in 2022?</p> <p>David Lowe commented a market study to determine demand would be helpful, the issue was how the BOT saw Rangiora High School in the community - just as a secondary school?</p> <p>Simon Green noted Ara, Canterbury University, Iwi etc. were possible partners, was there a demand? The School at the moment was only used six hours a day. An issue was cost recovery. David Lowe commented he thought overhead costs were reasonable, he was keen to do a market study but this was a specialist task.</p> <p>Karen Stewart suggested a first step would be to talk to potential partners, and then look at what market research might look like, also talk with the Tertiary Education Commission and ascertain if they could help.</p> <p>No formal resolution was sought; the intention was just to initially obtain the Board’s views.</p> <p><b>6.4 Graduate Profile</b></p> <p>A copy of the profile developed at the BOT Committee meeting was reported back to the meeting and noted,</p> <p>The profile as agreed was:</p> <p><i>Rangiora High School Graduates will:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Be confident in their identity, language and culture as citizens of Aotearoa New Zealand.</i></li> <li>▪ <i>Thrive as resilient and adaptable lifelong learners.</i></li> <li>▪ <i>Show integrity and respect to others, demonstrating empathy, sympathy and tolerance.</i></li> <li>▪ <i>Be deeply engaged and connected – culturally, locally, nationally and globally.</i></li> </ul>	<p>AP231 KR</p> <p>AP231</p>
6.	<b>Administration</b>	
	<p><b>7.1 Confirmation of Minutes – BOT Open Meeting of 16 September 2020</b></p> <p><b>Resolution No 2020/OP/031</b></p>	

	<p><b>Moved:</b> Gillian Koster; <b>seconded:</b> Ben Prain; <b>Carried</b></p> <p><b>7.2 Correspondence</b></p> <p>The correspondence from the Rangiora HS Rugby Club seeking approval to use the Rangiora HS facilities and provide alcohol at their fundraiser in March 2021 was tabled and discussed. Noted that both the BOT and Principal could approve this – referred to the Principal.</p> <p><b>7.3 Report on Finance and Property Committee Open Meeting of 14 October 2020</b></p> <p>Wayne Bonnett spoke to the report. He noted that the outcome for the 2020-year still looked good but there would be pressure on the budgets for 2021. Covid19 had impacted on International Students with a significant decrease in numbers. Fixed assets had been purged with a resultant decrease in the provision required for depreciation.</p> <p><i>That the report be received.</i></p> <p><b>Moved:</b> Wayne Bonnett; <b>seconded;</b> Ben Prain; <b>Carried</b></p> <p><b>7.4 Board Mid-term Elections 2020</b></p> <p>The BOT Secretary provided an oral update. As at the close of nominations on 1 November 2020 five nominations had been received for the two positions on the Board. An election would therefore need to be held. Ballot papers would be sent to all parents on the roll from 6- 7 November with voting closing on 4 December 2020 at 4pm.</p> <p><b>7.5 2021 Work Plan for Review</b></p> <p>The current workplan was tabled to allow the Board to review this. Karen Stewart noted that this included all the requirement suggested by the NZSTA. The Board should think about what it might want to include for 2021 and come back to the December meeting. Simon Green suggested this might be better reviewed in March 2021 plus also a professional development plan for Board members and asked what members wanted in the way of training and what areas it wanted to grow in.</p> <p>Action: obtain a copy of the 1 March 2020 meeting skill sets and place on agenda.</p> <p><b>7.6 Committee Appointments – Student Trustee</b></p> <p><b>Resolution No 2020/OP/032</b></p> <p><i>The Board appointed Hannah Lord to the ARTE and Curriculum and Personnel Committees</i></p> <p><b>7.7 2021 Meeting Dates</b></p> <p>A copy of the proposed meeting dates for 2021 was tabled and discussed. The meeting resolved as follows, noting that the SLT had yet to review these dates.</p> <p><b>Resolution No 2020/OP/033</b></p> <p>That the Board:</p> <ol style="list-style-type: none"> <li>1. Approves in principle the meeting dates for 2021 as shown in the attached schedule.</li> <li>2. Delegates to the Board Chair, and Principal, authority to make any amendments that may be required to give effect to this, or that may result from operational circumstances in 2021 in consultation with Board and committee members.</li> </ol> <p><b>7.8 Fund Raising Resolution - Boyle River Year 9 Trips</b></p> <p>The resolution as below was adopted as per the agenda:</p> <p><b>Resolution No 2020/OP/034</b></p> <p><i>“That the Rangiora HS Board of Trustees supports the application for funding by the School to the Southern Trust to cover the cost of bus transport for students of \$7785 ex gst)</i></p> <p><b>Moved:</b> Gillian Koster; <b>seconded:</b> Karen Stewart; <b>Carried</b></p>	<p>AP232 KR Actioned</p> <p>AP233 KR</p> <p>AP234 KR actioned</p> <p>AP235 KR actioned</p> <p>AP236 KR actioned</p>
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	<p><b>7.9 Exit Interview Information September 2020</b></p> <p><i>(NB: three resignations were received for the period March to September 2020 but no exit information was received)</i></p>	
<p><b>8.</b></p>	<p><b>Monitoring</b></p>	
	<p><b>8.1 Principal's Report September 2020</b></p> <p>The report was taken as read. Karen Stewart noted that provisional staffing had now been confirmed for 2021. This had recognised some increase in the roll but had, however, highlighted an issue with STP places and staffing would be very tight for 2021.</p> <p><u>Stand downs and Suspensions</u></p> <p>There had been an increase in these in Term 3. Simon Green noted there was also the issue of school welfare and asked what the BOT could do to help? Karen Stewart advised additional URF funding had been approved for teacher aides plus extra funding for alternative education. Funding for MSP students had also increased. The main area of concern centred around year 10 boys.</p> <p>Paul Donnelly also spoke of the vision to see no suspensions in 2021.</p> <p>Gillian Koster asked about students meeting with the BOT earlier for a discussion on their conduct. Simon Green advised that this had occurred. Karen Stewart noted the need to invite parents to meet with the pastoral team early in the process.</p> <p><u>Cultural</u></p> <p>A link was provided to "The show must go on" video showcasing the talents of students. Covid had prevented the usual annual production.</p> <p>Karen Stewart: <b>Moved</b> <i>That the report be received</i>  <b>seconded</b>; by Leigh Kennedy; <b>Carried</b></p> <p><b>8.2 Finance Report September 2020</b></p> <p>David Lowe spoke to his report.</p> <p>He noted that the fixed asset review had been completed as shown on page 4 of his report. A total of \$1.6m had been purged, which would reduce the liability for future replacement of assets. The bulk of the assets were IT assets.</p> <p>The reports as below were noted.</p> <ul style="list-style-type: none"> <li>▪ Business Manager report September 2020</li> <li>▪ Balance Sheet September 2020</li> <li>▪ Budget Variance Ex summary</li> <li>▪ Income and Expenditure trend summary</li> </ul> <p><i>That the report be received</i></p> <p><b>Moved:</b> David Lowe; <b>seconded</b>; Wayne Bonnet; <b>Carried</b></p>	
<p><b>8.</b></p>	<p><b>Policies</b></p>	
	<p>The following policies were considered by the meeting and approved for consultation:</p> <ul style="list-style-type: none"> <li>▪ International Students -Policy Refunds - <i>for consultation</i></li> <li>▪ Update of Drugs Alcohol policy to include vaping - <i>for consultation</i>)</li> <li>▪ Alcohol and Drugs Procedural Policy - <i>for consultation</i>)</li> <li>▪ Fire Arms policy – <i>for consultation</i>)</li> <li>▪ Appraisal Policy – <i>amended - for consultation</i></li> </ul> <p><i>That the above policies be approved for consultation.</i></p> <p><b>Moved:</b> Chair; <b>Carried</b></p> <p><b>Resolution No 2020/OP/034</b></p>	<p>AP237 KR actioned</p>

<b>9.</b>	<b>BOT PLD</b>	
	Links to the NZSTA self-review forms for the Board and Board Chair were provided in the Committee for the information of members and are to be sent out as a google survey for reporting back to the 9 December BOT meeting.	AP238 KR
	<b>Action Items</b>	
	Noted	
<b>7.</b>	<b>In- Committee Meeting</b>	
	<p><b>Resolution</b></p> <p><b>Moved:</b> 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, 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><b>Carried</b></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>	
<b>8.</b>	<b>For Information Items</b>	
	N/A	
	<b>Action Notes</b>	
	Noted as per schedule	
<b>9.</b>	<b>Meeting Closure</b>	
	<p><b>Date of Next Meeting</b></p> <p>9 December 2020</p>	
	<p>Confirmed as True and Correct record</p> <p>Simon Green, Chairperson</p> <p>_____ Date 9 /12 /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	AP217	Add Maori Success as Maori report to Annual Agenda	KR	WIP
	AP219	<p>Policies 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"> <li>▪ EOC Overseas Trips Policy - <i>carried forward</i></li> <li>▪ EOC Procedural Policy - <i>carried forward</i></li> <li>▪ Others in the Workplace - <i>carried forward</i></li> <li>▪ Risk Management - <i>carried forward</i></li> </ul>	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	AP222	Report back to BOT on SIPO and Long Term Financial Planning	DL	Oct or Dec 2020
	AP223			WIP
	AP225	Business case to BOT App for student self-monitoring to BOT	SLT	TBC
	AP226			
	AP227	Info to next ARTE Cttee mtg on Student wellness	STK KR	9 Dec mtg
28 October 20	AP231	Uniform Subcommittee to meet in Term 1 2020	KR	February 2021
	AP233	Workplan review 2021 cfwd	KR	March 2021
	AP238	Google Survey self-review – BOT and Chair	BOT	December 20