



# MINUTES

## 1. Attendance

- 1.1 **Present:** Greg Napp (Chairperson), Roger File, Richard Baker, Bronwynn Billens, Margie Clark, Darren Clarke, Sue Mitchison, Kirsten Nalder, Allen Reid, Nikki Winter, Alex Fersterer-Gawith, Deb Marsden and Steph Hartill (Minutes).
  - 1.2 **Apologies:** None.
  - 1.3 **Declaration of interests:** None.
  - 1.4 **Deb and Richard were given speaking rights.**
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## 2. Strategic Decisions: Review / Policy

### 2.1 Charter Goal 1

- a. Key points were outlined in the Principal's Report.
- b. Roger noted there have been issues for collecting E-AsTTle data. He has offered Middle Management Allowances for teachers but has not yet been able to assign these. He is also working with the Heads of Departments.
- c. The Diploma Programme Review led to some positive changes, with specific goals each fortnight, providing quick feedback for students. Deans are using this information well.

### 2.2 Creative Commons Policy

- a. The BOT discussed the implications for staff creating resources whilst employed by Golden Bay High School. A Creative Commons policy would make it easier to share work without any copyright issues.
- b. Roger suggested asking the Nelson Loop schools to see what their practice is.
- c. The BOT will continue to investigate whether they need to adopt such a policy.

### 2.3 International Students Programme

Deb tabled a summary of the International Students Programme.

- a. Deb is in the process of carrying out a review.
  - b. There are 4 confirmed students for Term 3 with a possibility of 5 in total.
  - c. Changes have been implemented thus far and more are planned.
  - d. The International Student Policy will be updated if required.
  - e. A donation from an International Student will be targeted at student participation in Outdoor Education programmes, at the request of the donor.
  - f. Kirsten suggested that new homestay hosts could meet with experienced homestay hosts as another way of educating people on what to expect when hosting an international student
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## 3. Strategic Discussions

### Principal's Report

#### 3.1 Achievement, Reporting, Curriculum

The Principal's Report was moved for adoption.

RF/SM  
Carried

- a. Roger offered an update for the Aquaculture programme. Mark is currently teaching the course as part of Year 11 Science. The Marine Farmers will meet with Darren, Roger and Mark in early June.

- b. The BOT moved to adopt the proposed Term Dates for 2015. KN/AF  
Carried
- c. Parent/Teacher Interviews were discussed. The Y11-13 sessions were scheduled to be held during the week the school Production is on. The new date has been changed to the last week of term. The Y7-10 Parent/Teacher Interviews will likely be held in the first week of Term 3. The sessions will run from 2:00-8:00pm. Teachers are expected to contact specific parents, to invite them to attend also. The parent portal for KAMAR may be online by then.
- d. The BOT discussed Education Outside the Classroom in regards to externally auditing trips run by the school.

### 3.2 Personnel Vacancies

- a. This was discussed In Committee.

## 4. Monitoring

### 4.1 Finance Committee

The Finance Report was moved for adoption.

GN/BB  
Carried

- a. The BOT are feeling positive towards the Ministry's recent visits especially in relation to the court resurfacing project.
- b. The BOT would like to see a power usage analysis occur.

### 4.2 Property and Health and Safety Committee

The Property and Health and Safety Report was moved for adoption.

AF/SM  
Carried

- a. The Court Resurfacing Project will proceed with the support of the Ministry. A further quote is required to make 3 quotes in total. (OPUS will seek this.)
- b. Admin Block repairs, staffroom upgrade, greenhouse and other maintenance on other buildings are the priority and expected to be carried out soon.
- c. Lorraine Moss (MOE) met with Roger, and is available to work with BOT to match the strategic plan and vision with the 5YP/10YP property plan. The BOT agreed it would be a good idea to work with Lorraine and Roger will arrange this.
- d. Covered Access between classes is an issue during wet weather.
- e. The possibility of moving Gareth and Pete's prefab has been mooted by the MOE.

### 4.3 Staff Representation

The Staff Report was moved for adoption.

KN/MC  
Carried

- a. The BOT enjoyed the Variety concert and commended staff and students on a wonderful effort.

### 4.4 Home and School Association

The Home and School Report was moved for adoption.

NW/MC  
Carried

- a. The Home and School kindly agreed to pay for another member to attend another NZSTA conference in 2015. The BOT appreciated and thanked Home and School.
- b. The Home and School would like to have a 'cause' to say what the next fundraiser will be for. The BOT suggested the purchase of 'devices' such as tablets for students was a great idea.
- c. The BOT thanked the Home and School for their marvellous effort fundraising nearly \$20,000 through the Grand Easter Fair initiative.

### 4.5 Manawhenua Ki Mohua Liaison

No report.

- a. Bronwynn noted that a successful 'whole of school' Powhiri to welcome the Project Janszoon team occurred. The guests complimented the Haka and having the whole school included.
- b. For Matariki, Onetahua Marae is holding a hui. School whanau will be invited. Robin Slow is involved. Carving, how to create a Hangi, weaving and writing waiata are some of the activities.

#### **4.6 Student Representation**

No report.

- a. At the next student council meeting to be held tomorrow, Alex will progress the discussion regarding heavy school bags. Cubby holes rather than lockers are another suggestion.

#### **4.7 ICT Committee**

The ICT Committee Report was moved for adoption.

GN/SM

Carried

- a. It was suggested that other Golden Bay schools could be invited to attend the Cyber Safety session on 6 August and widely publicized in the community.
- b. There was discussion regarding recommended devices. Recommendations will be posted on face book and the school website.
- c. No technical support for any student-owned devices will be provided by Golden Bay High School.
- d. The BOT commended the work being carried out so far by the ICT Committee.
- e. Alex was asked and agreed to join the committee.

#### **4.7 Confidential Minutes**

The BOT moved into a confidential session at 9:15pm.

The BOT moved out of the confidential session at 9:40pm.

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### **5. Board Administration**

#### **5.1 Confirmation of 9 April Minutes**

It was moved to confirm the minutes of the previous meeting on the 9 April 2014 as a true and correct record.

MC/KN

Carried

#### **5.1a Matters Arising from Minutes**

None.

#### **5.2 Action List**

- a. It was decided that a list of Professional Development carried out by staff could be at the end of each term, rather every meeting.
- b. Common Room visit by Y7s still pending.

#### **5.3 Correspondence**

It was moved that the Correspondence be accepted.

MC/RF

Carried

#### **5.4 PD Training / Conference**

- a. Sue and Allan are registered for the 2014 NZSTA Annual conference. Allan agreed to attend the AGM. There are 3 remits. One remit is regarding IES. The BOT decided to investigate some more issues around IES and decide at the next meeting whether to support the remit.
- b. Margie and Greg will attend a Deputy and Chair's Forum on 29 May.
- c. Other PD: June 12<sup>th</sup> leadership module for Golden Bay Region. 31<sup>st</sup> July on Student achievement. 4<sup>th</sup> September on the role of the BOT as employer.
- d. Greg will be attending an NZSTA Board Chair residential programme in Christchurch on the 20<sup>th</sup> and 21<sup>st</sup> June.
- e. In July there is more PD available for all the BOT.

#### **5.5 Annual Department Reports**

- a. The Arts report was been unable to be located.
- b. The BOT decided to read and write comments from Career Education & Star Report to the International Languages programme. Comments to be emailed to Steph by 25 June for collation. Steph will email reminders.  
Roger is happy to field any questions from the BOT as they are reading the reports.

## 6. Meeting Closure/Evaluation

The meeting closed at 9:40pm.

**The next meeting is planned for Monday 30 June 2013 at 7pm.**

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Chairperson

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Date

### **ACTION LIST**

1. Information Evening to be held for community regarding Cyber safety to be widely publicised.
2. Table of Staff Professional Development to be included in next BOT report (Term by term).
3. Steph to investigate changing power suppliers.
4. Roger to contact Lorraine Moss and arrange workshop for BOT on matching vision with property plan etc.
5. Roger and Steph to look at analysis of power usage over the last 3 years to see if the heat pumps have increased the power usage to possibly justify a heating/lighting MOE review.
6. BOT to write comments on Annual Reports and email to Steph by 25 June. Steph to send email reminder.
7. Sue and Alex still to organise for the Y7s to visit the Common Room.