



MINUTES

1. Attendance

- 1.1 **Present:** Greg Napp (Chairperson), Roger File, Richard Baker Bronwynn Billens Margie Clark, Darren Clarke, Sue Mitchison, Deb Marsden, Kirsten Nalder, Axel Norton-Jarlov, Nikki Winter and Steph Hartill (Minutes).
 - 1.2 **Apologies:** Allen Reid.
 - 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 Policies

1. **Policy Framework:** The BOT discussed the document that Margie authored which grouped all the policies into NAGS and other logical groupings. Margie proposed that the committees look at the policies – working through her notes - and cross checking the policies with NZSTA best practice. It was suggested that all the policies have a consistent format with the same headings. Finance, Property and Health and Safety policies are to be done by those respective committees. Legal is to be carried out by Property/Health and Safety Committee. Curriculum and Operations to be looked at by Roger, Richard and Deb. Governance - the BOT will look at as part of the self-review plan for first term 2015. Documentation and Personnel are to be looked at by Roger, Greg and Nikki. The aim is to have the framework completed by the end of Term 1, 2015.
 2. **Student Guidance and Management Policy**– It was agreed that this policy needs to be discussed by the Deans, Guidance and Administration Team. The transition from other schools, and to GBHS could be mentioned. The Big Brother, Big Sister interventions could also be included. The sentence with the word Vision is to be changed to omit the word vision. The mobile phone protocol also needs to be updated.
 3. **Child Abuse Policy**–Allen had some feedback after attending the NZSTA conference and may also be able to contribute to the policy; it also needs discussion at Deans, Guidance, Admin forum.
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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. There was discussion regarding what happens to the students during the Summer break, 'the Summer Effect' with the effectiveness of comparing the previous year's work. English at GBHS already practices this.
- b. The lack of a standard tool for National Standards testing means the data is questionable.
- c. There was discussion regarding how the timetable can accommodate the subjects wanting double periods. A possible solution is using some of the lunch time and DEAR time.

3.2 Personnel Vacancies

- a. This was discussed In Committee.
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4. Monitoring

4.1 Finance Committee

The Finance Committee Report was moved for adoption.

RF/BB
Carried

- a. It was noted that GBHS received \$1,000 from the Rural Service Centre for Chris Stevenson to purchase more Caving equipment.
- b. The BOT found the Rubbish Audit interesting. Darren will discuss options with the newly appointed Groundskeeper, Richard Barham. Composting and more recycling are options. Savings made next year in rubbish disposal fees, could be spent on sporting equipment for the students – providing motivational buy in from the students.
- c. Steph or Roger to follow up with John Crone regarding the arrangements for funding of the current Property Project.

4.2 Property and Health and Safety Committee

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

MC/SM
Carried

- a. There has been little feedback from staff or students regarding the colour scheme.
- b. The BOT agreed that keeping the colour scheme similar to the new prefabs would work, but introducing a little colour with the trim could work. Nikki will investigate the concept of the colours.
- c. The BOT is to carry out the next part of the visioning exercise with Lorraine Moss, possibly on the 25th November. Darren suggested Opus and Simon Cruickshank should be at the meeting. Greg will organise the meeting. Staff feedback into this will be sought.

4.3 Staff Representation

The Staff Report was moved for adoption.

SM/KN
Carried

- a. The BOT considered a suggestion of paying the full amount of the Teachers' Registration costs instead of the \$55 contribution currently made. Given the current financial position of GBHS's finances, with a Negative Working Capital, the BOT is unable to increase the subsidy towards Teacher Registrations. It was noted that many schools do not contribute anything towards Teacher Registration.

4.4 Home and School Association

The Home and School Association Report was moved for adoption.

NW/MC.
Carried

- a. The BOT noted their appreciation that the Home and School have agreed to fund a board member to go to the annual NZSTA conference.

4.5 Manawhenua Ki Mohua Liaison

No written report.

- a. Bronwynn noted that a Taiaha course was held at Onetahua Marae, with over 40 boys attending. Tutors were Greg Delaney, Adam Mitchell and Butch Little. It was a terrific event. Mainly Y7/8s attended from GBHS.

4.6 Student Representation

No written report.

- a. Axel noted that students would like some updated equipment for the weights room in the Gym.

4.7 ICT Committee
No written report.

4.8 Confidential Minutes

The BOT moved into a confidential session at 9:20pm.

The BOT moved out of the confidential session at 9:45pm.

5. Board Administration

5.1 Confirmation of 25 August Minutes

It was moved to confirm the minutes of the previous meeting on the 22 September 2014 as a true and correct record.

GN/MC
Carried

5.1a Matters Arising from Minutes

None.

5.2 Action List

- a. Alternative Education review to occur.

5.3 Correspondence

It was moved that the Correspondence be accepted.

MC/SM
Carried

- a. Two other letters were tabled. One was from Glenda Allinson and another from Michelle Anderson. Both were discussed in Committee.
- b. The Paid Union Meeting, on Thursday 13 November at 1:15 pm was discussed. This will only affect the Junior School and the usual arrangements will take place.

5.4 PD Training

- a. The local Golden Bay BOTs are planning a meeting at 6pm on the 4th November.
- b. Clarissa Gray, Chairperson at Motupipi, is planning PD on the HR Audit for next year.
- c. Greg urged members to think about their desirability or ability to attend the NZSTA Conference in July 2015 .
- d. A meeting is planned for the 19th November, at 4pm, with Maureen Doughty who will appraise Roger.

5.5 Barry Cashman's Proposal

- a. Barry Cashman is looking for a home for the Awards Boards that used to reside at Feel Good Food. The board contains names of all national representatives who are from Golden Bay. The BOT agreed that a space in the hall foyer would be ideal. Roger will contact Barry.

5.6 Senior Prize giving

- a. The BOT were invited to the Senior and Junior Prize giving ceremonies. The BOT agreed for the usual function to take place for one hour before the prize giving where guests and staff have drinks and nibbles.
- b. Greg requested that any speech suggestions be emailed to him.

The meeting closed at 9:45pm.

The next meeting is planned for Monday 24 November 2014 at 7pm.

Chairperson

Date

ACTION LIST

1. Steph or Roger to check with John Crone regarding MOE funding arrangements for latest Property Project.
2. Nikki will investigate other colour options.
3. Review of Alternative Education still to be carried out.
4. Greg to organise meeting for the next BOT Visioning exercise.
5. BOT members to email speeches to Greg.
6. Roger to contact Barry Cashman regarding the Awards Boards.
7. Allen and the Deans, Guidance and Admin Team to look at Child Abuse Policy.
8. Deans, Guidance and Admin Team to look at Student Guidance and Management Policy.