



MINUTES

From 6:30 to 7.00pm the BOT Members met the new Staff Members: Janet Greenhough, Chris Stephenson, Greg Allum, Melody Grant, Elvira van der Waay and Tash Batten. (Enfys Bellamy sent her apologies).

1. Attendance

1.1 Present: Margie Clark (Chairperson), Roger File, Richard Baker, Bronwynn Billens, Darren Clarke, Deb Marsden, Sue Mitchison, Kirsten Nalder, Greg Napp, Nikki Winter, Alex Fersterer-Gawith and Steph Hartill (Minutes).

1.2 Apologies: Alf Reid.

1.3 Appointment of the Chair, Committees, Delegations and Teacher Registrations

- a. It was agreed that Margie should Chair the Meeting until the end, when the Chair and Committees could be agreed upon. Margie informed the BOT she would not stand as Chair again.
- b. Roger is monitoring all Teacher Registrations closely and this is covered in his Principal's report.
- c. The Board moved the resolution for the Delegations of Authority as set out in the agenda.

GN/MC
Carried

1.4 Declaration of interests: None.

1.5 Deb and Richard were given speaking rights.

Margie opened the meeting by thanking Roger and Steph for all the work completed during the summer especially on the Charter and Annual Plan.

2. Strategic Decisions: Review / Policy

2.1 Policy Review

- a. Margie and Greg spent some time on this during the holidays and decided this is an ongoing process that will evolve with time.

2.2 Self-Review Programme

- a. Roger has amended the self-review cycle for the next 5 years, to reflect the goals of the Charter
- b. The BOT moved to adopt the 2014 Self Review Plan as in the agenda package.

KN/GN
Carried

2.3 ERO Feedback

- a. Margie will collate a response proving feedback to the ERO team as requested. It was agreed that Margie will circulate this document to the BOT first for their comments before sending it to ERO.

3. Strategic Discussions Principal's Report

3.1 Achievement, Reporting, Curriculum

The Principal's Report was moved for adoption.

RF/MC
Carried

NCEA Results

- a. The NCEA results looked good with the Year 13 results speaking for themselves with some excellent scholarship results.
- b. There appears to be another small group of Year 13s who may be scholarship candidates for 2014.
- c. The merit rates continue to increase each year. Excellence rates are progressing with an increase occurring on average during the last five year.
- d. Gender comparisons are good with the males achieving well in contrast with national data.
- e. As usual, it is difficult to comment on Maori Student achievement given the relatively small numbers sitting NCEA.

WiFi Progress and Planning

- a. The BOT agreed to roll out WiFi, with an introduction in stages. This will include an information evening for caregivers, and training for both staff and students.
KN/MC
Carried
- b. Two WiFi locations are currently being trialled. There are 16 units that have been purchased.
- c. The Network Management team are looking at security issues especially in relation to any BYOD programmes.
- d. Michelle Dallinson has created excellent user agreements and information to be distributed to students, staff and caregivers.
- e. The Senior Management team agreed that during the year, a staff education programme and student education programme will occur.
- f. Greg suggested inviting some IT professionals to the school as part of a 'think tank' to provide expertise on IT. He suggested advertising in the GB Weekly.
- g. It is expected that the ICT Committee will meet soon to work through the above points.

3.2 Annual Report

- a. The Annual Report, also known as the Analysis of Variance, is due to be lodged with the MOE on the 1 March. Given this deadline, the BOT moved to adopt the Annual Report with any questions or queries via email to Roger.
MC/KN
Carried

3.3 BOT Annual Work Plan 2014

- a. Margie has worked on this. This will be confirmed at the next meeting.

3.4 Charter

- a. There was discussion regarding the format, with the BOT agreeing that the vision and motto should come first.
- b. Roger noted that on page 16, the 'Below Expected Level' targets should read 10% for Year 8.
- c. Margie noted that the Charter was very full and the result of a new BOT implemented, and incorporating the community consultation feedback.
- d. The Charter will be made available to all staff online via email and a hard copy in the staffroom. It will also be posted on the GBHS website.
- e. It was agreed that the new vision and motto should be published in the Goldie.
- f. The updated vision statement should be added to all GBHS official stationery.
- g. The BOT moved to adopt the Charter with the above changes included.
KN/SM
Carried

Personnel Vacancies

- a. This was discussed In Committee.

4. Monitoring

4.1 Finance Committee

The Finance Report was moved for adoption.

KN/GN
Carried

- a. The BOT discussed the email from Fiona Hollingworth received on the 28 February. It was agreed that the Finance Committee will examine and respond to the issues raised by Fiona.

- b. The 2014 Budget was moved for adoption.

MC/GN
Carried

4.2 Property Committee

The Property Report was moved for adoption.

RF/SM
Carried

- a. On the 13th March, at 8:30am, Roger and Margie will meet with Simon Cruickshank from the MOE for more clarification regarding the programme for capital work. Any BOT members are welcome to attend this meeting. The court resurfacing project and major property maintenance are items expected to be on the agenda.
- b. There was discussion about the Project Management person that Simon intends to appoint, the as BOT are concerned regarding the cost of such a consultancy. Darren would like to see the criteria, and see the position advertised within the bay as there may be the expertise here.
- c. The BOT thanked Darren and Phil for fixing the fence on Waitapu Road.
- d. The lack of lockers for students has been raised by Martine Bouillir. There is problem with finding a place to put the lockers. Students are encouraged to be organised and bring only the items required for the day in their bags.
- e. Art project – Enfys is liaising with Chris Finlayson regarding a project. Greg is advocating and encouraging the GB Arts council and Manawhenua Ki Mohua to be involved.

4.3 Staff Representation

The Staff Report was moved for adoption.

SM/KN
Carried

- a. The success of the Canteen was discussed with the BOT passing on their congratulations and appreciation to Tash and Chris. The lack of breaks and frantic pace was discussed with the suggestion of senior students helping, or another person being employed at peak time. It was noted that Chris is happy to work any extra hours.

4.4 Home and School Association

The Home and School Association Report was moved for adoption.

NW/KN
Carried

- b. The fundraising projects during the Summer went well.
- c. The Easter Fair is on track.

4.5 Manawhenua Ki Mohua Liaison

- a. A Hui has been organised for Tuesday the 18th March. This will be an opportunity for parents and students to meet, have a powhiri, meal and then discussion to network with each other.
- b. All members of the BOT are invited, with anyone able to give a hand with the catering during or before most welcome. Please bring a plate.
- c. Brownynn is organising for as many Marae members as possible to attend the Hui and Robin Slow will give a talk on the history of the Marae.
- d. Greg suggested that discussion on a Maori welcoming arch or other art could be on the agenda.

4.6 Student Representation

- a. Alex noted that it was beneficial having Hamish and Oliver to speak to the students in assembly to discuss scholarship study and the importance of being involved in other interests as well.
- b. There was discussion that with the Common Room being on the periphery, that the Y13s mix less with the student body. However, with the sporting activities, house activities etc, it was thought that the Y13s are being visible leaders.
- c. Sue suggested that the Y13s could take Y7's on a field trip to the common room to help eliminate the fear of approaching the common room.

4.7 Confidential Minutes

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

The BOT moved out of the confidential session at 9:20pm.

5. Board Administration

5.1 Confirmation of 17 December Minutes

It was moved to confirm the minutes of the previous meeting on the 17 December 2013 as a true and correct record.

MC/SM
Carried

5.1a Matters Arising from Minutes

None.

5.2 Action List

- a. All items have been actioned or in progress.

5.3 Correspondence

It was moved that the Correspondence be accepted.

MC/RF
Carried

- a. Margie tabled the NZSTA schedule of training programmes for the Nelson region. There are some good courses to attend.
- b. A email from the Martine Bouillir regarding the TDC youth council was discussed, with an invitation to a Hui at bridge valley for any seniors interested. Roger and Alex to check regarding interest.

5.4 Appointment of the Chair and Deputy Chair

- a. Roger thanked and acknowledged Margie for the fantastic job she has done during her term, putting in place excellent systems for direction for the BOT. He noted it had been a great experience working with her. The rest of the BOT agreed.
- b. Daren nominated Greg as the Chair who accepted the position.
- c. Kirsten nominated Margie as Deputy Chair. She accepted.

DC/KN
Carried

5.5 Committees

The BOT moved the following committee's formation.

RF/GN
Carried

2014 Sub-Committees

Property/Health & Safety	Finance	Discipline	Personnel	Liaison
Roger File Darren Clarke Alex Fersterer-Gawith Sue Mitchison Alf Reid	Margie Clark Roger File Greg Napp Kirsten Nalder Steph Hartill Mike Warn (Advisor)	Kirsten Nalder Sue Mitchison Bronwynn Billens Nikki Winter	Any BOT member welcome that is available and interested.	Health Education: Nikki Winter Curriculum: Margie Clark ICT: Greg Napp, Bronwynn Billens. Manawhenua Ki Mohua Liaison: Bronwynn Billens
Health and Safety	Canteen			Useful Websites
Property Committee + Richard Baker Ben Knoef	Roger File Tash Batten Sue Mitchison Nikki Winter Alex Ferster-Gawith			www.minedu.govt.nz www.edgazette.govt.nz www.tki.org.nz www.nzsta.org.nz

6. Meeting Closure/Evaluation

The meeting closed at 9:25pm.

The next meeting is planned for Wednesday 9 April 2014 at 7pm.

Chairperson

Date

ACTION LIST

1. Margie to organise reply for ERO regarding the request for feedback.
2. Steph to organise for the signed copy of the Annual Report/Analysis of Variance and Charter to be sent to the MOE.
3. Steph to organise for the Charter to go on the GBHS website, emailed to staff and a copy placed in the staffroom.
4. The Vision and Motto to be published in the Goldie.
5. Sue and Alex to organise for Y7's to visit the Common Room.