



# MINUTES

## 1. Attendance

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

Greg opened the meeting by thanking the BOT members for attending.

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## 2. Strategic Decisions: Review / Policy

### 2.1 Policies

- a. Margie noted that she has some capacity to begin working on updating the GBHS Policy Framework with a view of reporting back at the 28 October BOT meeting.
  1. **Student Reports Policy:** The report format has changed with the introduction of KAMAR. Roger included a reference to National Standards. Key competencies were discussed. The Year 11-13 reports now have an earlier time line as this makes no difference to the achievement data entered on the reports as there is a lag between when an assessment occurs, and its final recording in the NZQA data site. An earlier date for Senior reports also allows for the Deans to view the reports as a year group.
  2. **Student Progress Monitoring Policy:** A reference to National Standards has been included. A reference to the Education Counts website is also included. ([www.educationcounts.govt.nz](http://www.educationcounts.govt.nz)).

The BOT moved to adopt the following Policies listed above, including the amendments identified.

MC/GN  
Carried

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## 3. Strategic Discussions

### Principal's Report

#### 3.1 Achievement, Reporting, Curriculum

The Principal's Report was moved for adoption.

RF/AF  
Carried

- a. The Diploma reward took place on the 4 August with a movie and fish and chip lunch. The students who did not attend had a reflective exercise to see how they might improve their performance so they can attend the Term 4 reward trip.

#### 3.2 Charter Goal 2

- b. Progress was outlined in the Principal's Report.

#### 3.3 National Standards

- a. In response to Roger's question, the Board asked for English and Maths data for Years 7 – 10 to be analysed. The lack of a universal standardised test that is used by all schools

nationwide means that data in other subjects has no basis for comparison with national figures.

- b. National data comparisons for National Standards nationally are questionable as there is little consistency in baseline assessment tools and moderation of teacher judgements.
- c. The standards are set at a higher level than the top of the bell curve.

### **3.4 Personnel Vacancies**

- a. This was discussed In Committee.

### **3.5 Overseas Trip Application**

- a. The BOT examined Greg Allum's application to take 8 students on a 10 day rock climbing trip to Mt Arapiles in 2015. Concerns were raised regarding the budget being conservative. The cost of passports and insurance was not included. Also it was agreed that at least one other more experienced staff member from GBHS would need to attend the trip. Roger will discuss this further with Greg.

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## **4. Monitoring**

- a. Greg noted that Liz Clark at a recent NZSTA workshop recommended that the staff trustee, the student trustee, the home and school trustee and manawhenua ki mohua trustee ought not to be asked to produce a written report. The reason is that these trustees should not have to feel that they have to represent a group of people and hence go and canvas that groups' thinking into a report for the Board. The BOT debated whether these trustees should or should not produce a written report and decided that these trustees can provide one if they wish to do so. The advantage of having the written reports is that all trustees have access to the information in them and they can be taken as read at the meeting thereby saving time.

### **4.1 Finance Committee**

The Finance Report was moved for adoption.

MC/BB  
Carried

### **4.2 Property and Health and Safety Committee**

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

SM/AF  
Carried

- a. Roger noted that there was a \$7,000 increase on the price of the Court Resurfacing Project since the original quote was given. He has asked Opus about this increase but there is no clear reason as to why.

### **4.3 Staff Representation**

The Staff Report was moved for adoption.

KN/MC  
Carried

- a. There was good parent feedback regarding the Y7-10 Parent Teacher interviews. Parents like the online booking and being able to access teachers from 2pm to 8pm.
- b. The BOT passed on their congratulations to the staff and students who worked on the school Production. It was an outstanding achievement and highly appreciated by the BOT.

### **4.4 Home and School Association**

The Home and School Report was moved for adoption.

NW/MC  
Carried

- a. The Pig, Wig, Swig and Jig event was very successful.
- b. Raewyn Solly, Glenda Allinson and Jeanine Taylor have all offered to become the Staff Representative on the Home and School Association.
- c. Margie suggested a route for the sponsored walk planned for the 23 November. Margie will talk with Tasmine regarding GBHS House support. Ideas and feedback to Margie.

### **4.5 Manawhenua Ki Mohua Liaison**

No report.

- a. A successful Hui was held where whanau were invited. There was some high quality tuition offered including a university lecturer on how to write waiatas. The students and parents who attended had a great experience.

#### **4.6 Student Representation**

No written report.

#### **4.7 ICT Committee**

The ICT Report was moved for adoption.

GN/MC  
Carried

#### **4.8 Curriculum Committee /Senior Course Review**

- a. There have been several meetings and committee discussions with the outcome focusing on offering Level 2 NCEA modular options for 2015. This would involve the academic year being broken into 3 semesters. Semester 1 and 2 will run for 13 weeks during Term 1 to 3. Semester 3 will focus on external examinations and possible extensions of some semester 2 programmes.
- b. Possible new courses on offer include: Aqua culture, Tourism, Building and Construction and Financial Literacy. English, Visual Arts and Digital Technologies have all indicated potential modular courses.
- c. Students would still be able to do year-long courses and subject endorsements should not be affected.
- d. Course Information Books: The staff are expected to have this information completed by the 15 August, with a Course Information Evening planned for the 16 September.
- e. The review is also looking at the timetable structure, with a questionnaire going out to staff this week.
- f. A proposal for a Level 3, multi-level Outdoor Education programme was recommended by the Curriculum Committee to proceed on the provision that it be run as a multi-level course.

#### **4.7 Confidential Minutes**

The BOT moved into a confidential session at 9:45pm.

The BOT moved out of the confidential session at 10:00pm.

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## **5. Board Administration**

### **5.1 Confirmation of 30 June Minutes**

It was moved to confirm the minutes of the previous meeting on the 30 June 2014 as a true and correct record.

SM/BB  
Carried

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

None.

### **5.2 Action List**

- a. EAP (Employee Assistance programme) access from the MOE for GBHS employees to be investigated.
- b. Steph to email a copy of another schools' Creative Commons Policy to the BOT for further consideration.

### **5.3 Correspondence**

It was moved that the Correspondence be accepted.

MC/RF  
Carried

- a. Greg tabled 2 other items of correspondence.
  1. A letter from the MOE on the 23 July regarding weather tightness.

2. A letter from Hon Hekia Parata, regarding an updated range of Public Achievement Information now available on line on the Education Counts Website.

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

- a. Greg invited BOT members to provide feedback on the survey of the workshops they have recently attended on Leadership and Raising Student Achievement.
- b. The next workshop is on the 1<sup>st</sup> September - The role of the BOT as employer.
- c. On the 18 August, Lorraine Moss is coming for a visioning workshop. Staff will be welcome from 3:30pm. The BOT agreed that the 10 September could be the date for another meeting with Lorraine Moss.
- d. Sue and Allan reported back on a number of topics they were exposed to while attending the 2014 NZSTA conference. Topics included: Cybersafety; Digital Citizenship; Cyber bullying; Crime prevention etc.
- e. Allan noted that Vulnerable Children Act of 2014 is important and should be referred to in GBHS's relevant policies. The most relevant sections of the Act are (Especially) Sections 25-26 and Section 31.
- f. Sue and Allan both felt that GBHS is on track in most areas and felt confident that the BOT and Senior Management are implementing up to date procedures and policies.

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

- a. The BOT thanked the Head of Departments (HODs) for all their hard work compiling the Annual Department Reports.
- b. The BOT had a discussion around whether all HODs thought that the Board actually read the reports. Sue was asked by the BOT to assure HODs that every Board member reads all the reports and that they look forward to a comprehensive report in 2015 from every Department written to the specifications asked for by the Board.

#### **5.6 Student Trustee Elections**

The BOT moved to appoint Deb Marsden as the Returning Officer. The election date will be held on 19 September, with the new student representative to take office in Term 4.

GN/MC  
Carried

#### **5.7 Liquor Licence Approval for GB Community Art**

The BOT moved to approve that GB Community Art Council can serve a complimentary wine on their opening night of GB Art.

RF/MC  
Carried

The meeting closed at 10:20pm.

**The next meeting is planned for Monday 25 August 2013 at 7pm.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

#### **ACTION LIST**

1. Greg to write to NZSTA to ask that trainee teachers be police vetted before working in schools.
2. Information Evening to be held for community regarding Cyber safety on 6<sup>th</sup> August to be widely publicised.
3. Nikki to see if the GB Weekly can publish a list of GBHS events that are coming up regularly like that in The Guardian newspaper. (This could be from the list on the GBHS website)
4. Sue to pass on her thanks to the HODs / TICS for their Annual Department Reports on behalf of the BOT.

5. Sue to let staff and students know how much they appreciated the school Production.
6. Steph to email the Creative Commons Policy to the BOT.
7. BOT members to email Margie their feedback and ideas regarding the sponsored walk.
8. Strategic Planning meeting prior to the Charter (in October) to be scheduled on Thursday 23 October.
9. Greg, Margie, Kirsten and Roger to meet, and revise the Policies Framework. This is to be shared with the BOT at the 28 October meeting.