

GOLDEN BAY HIGH SCHOOL BOARD OF TRUSTEES

MINUTES OF MONTHLY MEETING

Held in the Staffroom Tuesday 18 December 2012 at 5:00pm.

Present: Bruce Packard (Chairperson), Roger File, Susi Bailey, Gareth Batten, Cherie Chamberlain, Hamish Clark, Marian Milne, Mik Symmons, Nikki Winter, Alf Reid and Steph Hartill (Minutes).

- 1. Apologies:** Alf Reid and Gareth Batten. (Alf passed on a message wishing everyone a merry Christmas and thanked the BOT for all the support during his first year on the board).

Confirmation of 26 November 2012 Minutes

It was moved to confirm the minutes of the previous meeting on the 26 November 2012 as a true and correct record.

MS/RF
Carried

2. Matters Arising from Minutes

- a. There was discussion regarding The Janszoon Project, with Roger reporting that 3 teachers met with the representatives. Roger anticipates further feedback in the New Year.
- b. Mik reported on the Meihana/Rototai/Waitapu Road intersection, with any decisions put on hold pending further discussion. The conclusion is that flashing light signs like outside Motuppi school are a better option. Mik invited any suggestions to be directed to him.

3. Correspondence

- a. Roger noted that Jessie Renton has been announced the winner of a Network Tasman scholarship.

It was moved that the inward correspondence be accepted.

SB/RF
Carried

4. Matters Arising from Correspondence: None.

5. Outgoing Correspondence: None.

Inwards Correspondence: None.

6. Reports

Principal's Report

The Principal's Report was moved for adoption.

RF/CC
Carried

- a. Roger apologised for not including the Arts Co-ordinator's report and tabled this at the meeting.
- b. There was discussion regarding concerns about Special Needs students beginning in 2013 with a lack of Ministry funding and support at this stage. This has implications for employing staff etc. Roger will follow up in the New Year.

The three policies, (Child Abuse, Health and Safety, and Sexual Harassment) were moved for adoption by the BOT.

MS/CC
Carried

6.2 Staff Report: None.

6.3 Home and School Report:

Nikki tabled the Home and School Report.

The Home and School Report was moved for adoption.

NW/SB
Carried

- a. The Quiz night planning is tracking well.
- b. The new Uniform establishment is progressing well, however there have been some issues with some styles no longer in supply.

6.4 Maori Liaison Report

- a. The Powhiri for the incoming Y7s went well. Also a Haka was performed for Tom Sinclair on his last day.

6.5 Property Report

6.5 Finance

The finance committee minutes and recommendations were moved for adoption.

BP/GB
Carried

- a. The budget is still being finalised.
- b. There was discussion regarding the on-going issues with Novopay.

7. General Business

7.1 Building Update

- a. The most recent meeting took place on Friday with the demolition beginning tomorrow. The asbestos panels have been removed. Sollys are now responsible for the demolition site.
- b. There are some security issues with the alarms being disabled for a short time. The Insurance company have been informed and will not be adding any additional charges to the policy.
- c. The electricity is now off and the computer network is also offline. This has affected what can be achieved during this final week before the Xmas holidays, and much of the Senior Administration. End of Year stuff has not been achieved.
- d. The A Block Archive storage has had Bora bombs released to ensure the old records are silverfish free. The archives are now in a hall changing room waiting for Phil to partition off an area.
- e. The next stage to focus on is regarding upgrading the library building.

7.2 Application for Alcohol Approval – Quiz Night

- a. The Board agreed for the Home and School association to apply for an alcohol license for the Quiz night in January 2013.

BP/MM
Carried

7.3 Charter 2013

- a. Roger did not have time to draft some Annual Goal ideas as indicated at the last meeting. He hopes to have these ready for the next BOT meeting.
- b. Roger, along with the other Golden Bay Principal's attended an MOE workshop on the Charter, which seemed a waste of time.

7.4 Principal Appraisal

- a. Bruce noted that the most difficult part of being the Chair on the BOT is carrying out the Principal's appraisal. However, there is a very clear process that is followed with all steps and finding documented. Roger and Bruce will meet in February 2013 to establish the priorities for the year.
- b. There was discussion of using outside assessors, but this had not been an option recently due to the financial position of the school.

7.5 Deputy Principal Appointment Process

- a. Bruce discussed the increased workloads of the Senior Management Team, and how much Roger's in particular had expanded during 2013 due to MOE compliance, Derek's illness, Novopay etc. Bruce proposed to increase the Senior Management to 4 with three Deputy Principals. However, Roger noted that there was issues with management units/allowances which meant GBHS could only have two Deputy Principals. All Deans this year will receive Management units also.
- b. The whole BOT will be involved in the appointment process of Derek's replacement. Each shortlisted applicant will be asked to address staff and the student council. The BOT are mindful of diversity. The job will be advertised in late January, with shortlisting at the end of February.

BP/MM
Carried

7.6 Request for Leave

- a. Roger tabled a letter from Val Brownlie requesting unpaid leave of 5 weeks from the 10 June to end of Term 2, 2013. Roger is confident that Val's duties can be covered. The BOT agreed that Val could take unpaid leave in 2013, subject to finding suitable relievers.

BP/RF
Carried

7.7 Magazine

- a. The BOT thought that the Magazine was a creative and a wonderful change but there were some concerns. The class photos were too small, and the Sponsors names were not large enough. Some of the Y13s did not have their photos in the magazine. The poster insert costing a \$1000 seemed an excessive waste of money. The number of extra hours worked by Cath Rogers was also unanticipated.
- b. Roger will work with the 2013 Magazine Editor, to provide a clear brief and set of requirements regarding some of the issues raised.
- c. There was discussion of placing an advert in the GB Weekly to placate the sponsors.

7.7 Thanks to Staff and BOT

- a. Bruce thanked all the GBHS staff and BOT for all their support this year, and hoped everyone would have a safe holiday.

The meeting closed at 6:10pm.

The next meeting is planned for the 25 February 2013.

Chairperson

Date