



MINUTES

1. Attendance

- 1.1 **Present:** Margie Clark (Chairperson), Roger File, Darren Clarke, Hamish Clark, Sue Mitchison, Kirsten Nalder, Greg Napp, Alf Reid, Nikki Winter and Steph Hartill (Minutes).
- 1.2 **Apologies:** None.
- 1.3 **Declaration of interests:** None.

Margie thanked everyone for attending all the extra meetings and training which has enabled this new BOT to quickly get on track. She also acknowledged Roger and Steph for the extra work they have undertaken in providing background information.

2. Strategic Decisions: Review / Policy

2.1 Annual Work Plan and Agenda

- a. The Annual Work Plan is a work in progress, drawn from the BOT Self Review and the Annual Plan. The general idea is to follow the work plan to keep on track for what needs to be covered by the board. Every month, it is easy to see at a glance, what is going to be discussed.
- b. The BOT also liked the new and improved Agenda format which leaves the previous minutes to the end of the meeting and now contains an action list.

2.2 ERO Recommendations

- a. The BOT went through the list of recommendations from the previous ERO visit and it is clear that all concerns raised by the ERO Report have been addressed or have on-going progress plans.
- b. All compliance around Health and Safety occurred last year with a review of the BOT procedures and policies in 2012. Hazard checks are undertaken by Phil. Earthquake drills still need addressing by Senior Management.
- c. The BOT carried out the Community Consultation last year. The current BOT plans to carry out more consultation in September. Greg may attend the Motupipi School's consultation as a parent to see what they are covering.
- d. Inquiry based learning for Teacher Appraisals is in progress with Tasmine Palmer leading the project. This will be expanded to rest of school.
- e. Assessment data continues with analysing NCEA data, E-asTTle, etc with Y9/10 a focus.
- f. There was discussion regarding the Specialist Classroom Teacher, which was established 7 years ago. This position is for an experienced teacher to work alongside teachers and to facilitate professional learning for 4 hours per week. The position is an MOE form of recognition for teachers who might not become Head of Departments, and can be an alternative career path. Judi File was the first SCT, and April Stevens has now taken on this role for a fixed term of 3 years.
- g. Maori Student Achievement is covered in the Principal's report.
- h. Professional Development is problematic as many subject advisors via the College of Education are no longer accessible and there has been a lack of training opportunities offered by the MOE in the Nelson. Even training offered in other regions often is not appropriate to GBHS staff. This issue will be raised with the Secretary of Education at the Regional Principal's Group that Roger will attend on Friday. Some teachers are working with some mentors over the hill, and some departments continue to work with Collingwood Area School
- i. Trustee engagement and training has begun with the new BOT keen to participate and attend training seminars.

2.3 Update Attendance Policy

- a. Attendance – or lack thereof - is not really an issue at GBHS. Some overseas trips are considered by the school to be justified absences and the policy review has clarified this.
- b. There is no Truancy Officer in Golden Bay. Carol Fowler, based in Motueka, covers the area with visits fortnightly.
- c. There was discussion of the Absence Table, which the BOT suggested should be publicised in the Goldie so that parents are aware of this.

The Attendance Policy was moved for adoption.

KN/GN
Carried

2.4 Annual Department Reports

- a. The Annual Department Reports have been collated and a copy given to each BOT member. If the BOT has any questions raised, or needs clarification on any issues please contact Roger. Comparing comments from the previous year may be useful. This feedback could feed into the Strategic report.
- b. Margie suggested that the BOT would like to discuss the reports with the staff members or HODs. This would need to be done before the Strategic Planning workshop.
- c. Please email your comments to Steph to collate before the next meeting.

2.5 Profile / GB Weekly

- a. The BOT are committed to raising a positive profile of the school. An aim is to have a monthly story in the GB Weekly about students learning and their achievements which is supported by Marg Braggins(Editor of the GB Weekly).
- b. Hamish will ask the Student Council for feedback with the idea of students writing some of these good news stories. For example, the first articles could be about UNESCO workshop in Auckland; establishing an Aquaculture course at GBHS, the House Challenges etc.
- c. Margie invited people to think of ideas and let her know.

3. Strategic Discussions Principal's Report

3.1 Achievement, Reporting, Curriculum

The Principal's Report was moved for adoption.

RF/MC
Carried

Reports

- a. In the Y7-10 reports, *Next Steps* have not specifically been included. Roger, with Senior Management, will review the report format to ensure reporting against national standards meets requirements.
- b. Reports will be posted on Wednesday. Kirsten suggested that it would be better if they were posted earlier, however Roger explained that this was earliest possibly day due to other time constraints and deadlines.
- c. The BOT explored if there are other ways of doing Parent/Teacher/Student Conferencing. Sometimes there have been Y10 days for parents to visit.
- d. There was discussion about how no more than forty per cent of parents attend the parent teacher student conferences. How can attendance be raised? It was suggested that form teachers could place personal phone calls to parents they particularly think should attend.
- e. The BOT or Roger will put something in the Goldie how important it is for parents and students to attend these conferences. Possibly a GB Weekly story? An email reminder should be sent to parents by Linda.
- f. Kirsten suggested texts could be sent to parents. Kirsten to send the information about the software programme to Linda.
- g. Michelle Dallison has sent email feedback to the parents of her Y11 students, which Darren, Nikki and other parents have said were excellent to receive. Sue and Roger to pass this positive feedback to the staff.

Maori Student Achievement

- a. Roger held a staff meeting last week which focused on the subject of Ka Hikitia, the Maori Education Strategy. Staff worked in groups looking at cultural competencies and trying to identify areas for development; their comments were collated. The next step Roger will take is to work with Bronwynn, Margie and Robin to decide where to go from there.
- b. Maori students will be consulted specifically.
- c. The BOT are interested in going to the Marae to meet Maori students and their families, along with staff. Bronwynn will start to progress this meeting for a date.

Leavers Survey

- a. The BOT noted the high percentage of female leavers studying at Polytech and NMIT.
- b. The males are more likely to have a gap year and have employment for a year, and then they go onto University afterwards. There is no explanation for why this is.

Senior Course Review

- a. The review will take place towards the end of Term 3, after more exploration of the Aquaculture possibility. Roger and Paul Nield are visiting NMIT and Queen Charlotte College tomorrow, to explore the option. Darren will be meeting with the Marine Farmers later in the week and may be able to make suggestions also to support this new course.

3.2 Strategic Plan, Charter Goal #1 Focus

- a. Roger explained that most actions are on track and being progressed.
- b. The BOT plan to have an open evening/BBQ in 2013. A date is yet to be determined.

3.3 Personnel: No Discussion.

3.4 Special Topic: None.

4. Monitoring

4.1 Finance Committee

The Finance Report was moved for adoption.

MC/GN
Carried

- a. Roger has investigated the School House Sale. The MOE have offered the house to the previous owner which has been declined. Now the process is sitting with the land bank for Treaty Settlements. There is no indication how long this process will take.
- b. Margie, Greg, Kirsten and Steph attended a Financial Training Seminar last week and found this very useful
- c. The BOT went through the Financial Check Up document from this training seminar and is confident that the BOT is managing the finances to ensure long term stability of the school's operation.
- d. Greg suggested a possible fundraising idea is for business to get a tax rebate on time donated to the school. Greg and/or Steph to investigate further on the IRD website.
- e. Most of the Financial Recovery Plan has been carried out. Fundraising is being taken up with Home and School.
- f. The Budget will be reviewed at the next meeting.

4.2 Property Committee

The Property Report was moved for adoption.

RF/MC
Carried

- a. Roger has emailed Don Robertson to find out why the drainage has not been completed. The rear entry to foyer with the painting and carpet has not been finished.

The BOT agreed that the final payments to Solllys will not be paid until the job is completed.

KN/SM
Carried

4.3 Staff Representation

The Staff Report was moved for adoption.

SM/BB
Carried

- a. There was discussion regarding the FRIENDS programme implementation, and how this could possibly be a GB Weekly story, when it is closer to implementing.
- b. The BOT acknowledged and thanked Jim Barnes and all the staff and students involved in the production. It was a fantastic effort 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. Nikki noted that a key point is that Home and School and the BOT need to work on their communication regarding fundraising goals. The Finance Committee needs to pass on this information to the Home and School Association.
- b. A \$10,000 float will be kept in the Home and School account.
- c. A deposit of \$7,000 will be given to the school for the court re surfacing project.
- d. Darren is happy to follow up with Sports Cups' sponsorship with Rob Anderson. Steph to send Billy Kerrisk and Golden Bay Plumbing Services an invoice for Cup sponsorship.
- e. There was discussion regarding whether a student should be on the Home and School as the constitution outlines two Y13s can be part of the Association. Hamish will follow up with the Student Council.
- f. The Ball fundraiser will take place the 12 October.

4.5 Manawhenua Ki Mohua Liaison

No report.

4.6 Student Representation

The Student Report was moved for adoption.

HC/KN
Carried

- a. There was some discussion about the fundraising proposal that all funds raised by Mufti Days, discos etc be put into one Student Council fund to be divided up. Previously, each sports team or cause raised money for their own purpose rewarding their specific efforts.

4.7 Confidential Stand down

The BOT moved into a confidential session at 9.30pm.

The BOT moved out of the confidential session at 9:35pm.

5. Board Administration

5.1 Confirmation of 27 May 2013 Minutes

It was moved to confirm the minutes of the previous meeting on the 27 May 2013 as a true and correct record.

MC/KN
Carried

5.1a Matters Arising from Minutes

It was confirmed that Alf Reid is also on the Property / Health and Safety Committee.

5.2 Action List

All items that required action were progressed.

5.3 Correspondence

It was moved that the correspondence be accepted.

MC/RF
Carried

- a. The BOT suggested that a thank you letter should be sent to Bill Richards in appreciation for his donations this year.
- b. Margie drew the BOT's attention to the latest issue of the STA News which has some good articles regarding new boards. There is further training offered for BOTs in August.
- c. The BOT agreed to the remit

5.4 Consultation Process Dates

- a. The BOT have planned to hold some Consultations during August or September. The dates are yet to be confirmed.
- b. Hamish will ask the Student Council for feedback as to how the process could work. Sue will ask the staff for feedback and Bronwynn will check with the Manawhenua Ki Mohua community. Steph will check with Susi Bailey for any questions etc from the last Consultation that may be of use and forward to the BOT.
- c. Please email any ideas or feedback to Margie.

5.5 AGM Delegation

- a. Greg and Kirsten will attend the NZSTA AGM. The BOT agreed to vote YES for the remit, effectively removing a layer within the NZSTA constitution which will save money and be more efficient.
MC/RF
Carried
- b. Steph will fax the form appointing the delegate (Greg Napp) to NZSTA to confirm attendance at the AGM.

6. Meeting Closure/Evaluation

The meeting closed at 9:40pm.

The next meeting is planned for the 26 August 2013.

Chairperson

Date

ACTION LIST

1. Roger and Senior Management to implement Earthquake drill, (possibly in Term 3).
2. Tasmine Palmer to be invited to address the BOT at the next meeting to explain Inquiry based Teacher Appraisals and the Department Report.
3. Roger to discuss the lack of PD training opportunities for Teachers with the Secretary of Education at the Regional Principal's Meeting on Friday 28 June.
4. HODs to discuss their Department reports with the BOT before Strategic Planning takes place.
5. The BOT to meet to discuss the Community Consultation project, defining stakeholders, questions to pose etc.
6. Roger to publish the Absence Table in the Goldie and perhaps on the GBHS website.
7. The BOT to read the Department Annual Reports and email their comments to Steph for collation at least 1 week before the next meeting. Steph to send reminder email regarding this.
8. Hamish to ask the Student Council for ideas for stories for the GB Weekly.
9. Roger to ensure that the *Next Steps* are included in the end of year reports for the Y7-10s to meet National Standards Requirements.
10. Kirsten to send the information about the software programme for texting parents to Linda.
11. Sue and Roger to pass on to the staff and Michelle Dallison that a Teacher emailing parents feedback is very well received.
12. Roger to put reminder in the Goldie about importance of attending the Parent/Teacher/Student Conferences.
13. Linda to send an email reminder about importance of attending the Parent/Teacher/Student Conferences.
14. Bronwynn to start arranging a date for the BOT to visit the Marae.
15. The BOT to set a date for an open evening / BBQ for parents to attend as part of the Strategic Plan Goal #1.
16. The Finance Committee to prepare a list of priority projects for funding to give to the Home and School.
17. Steph to check IRD regarding donations tax rebates for time.
18. The Budget to be reviewed at the next Finance Meeting.
19. Steph or Roger to organise a thank you letter to Bill Richards for donations.
20. Hamish to ask the Student Council for feedback regarding the consultation process.
21. Hamish to ask Student Council about Home and School Association representation.
22. Daren to follow up regarding sponsorship of Sports Cups with Rob Anderson and Businesses.
23. Steph to invoice Billy Kerrisk and GB Plumbing Services for sports cups.
24. Sue to ask the staff for feedback regarding the consultation process.
25. Bronwynn to check with the Manawhenua Ki Mohua community regarding consultation.
26. Steph to check with Susi Bailey for any questions etc from the last Consultation that may be of use and forward to the BOT.
27. Steph to fax NZSTA AGM form for Greg.