GOLDEN BAY HIGH SCHOOL BOARD OF TRUSTEES
MINUTES OF MONTHLY MEETING
Held in the Library, Monday 18 March 2013, at 7:00pm.

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

In Attendance: Greg Knapp.

THE BOT WENT FOR AN INSPECTION OF THE A BLOCK AREA TO SEE THE PROGRESS THUS FAR.

1. Apologies: Mik Symmons.

Confirmation of 25 February 2013 Minutes
It was moved to confirm the minutes of the previous meeting on the 25 February 2013 as a true and correct record.

2. Matters Arising from Minutes
a. The Year 7 Meet the Teachers evening went very well. Staff liked the idea of another community event, but felt the Year 7 evening was best as a standalone event. There has been a suggestion of having an official opening of the A Block revamp where the community can be invited to see the changes.
b. The proposed Teacher Only Day seems likely to be held on Tuesday 4 June, and this will be a region wide event.
c. There was discussion regarding the article in the GB Weekly on the A Block.
d. Bruce will organise for the Reunion Committee donation to be presented to the school soon.

3. Correspondence
a. Bruce has received an email from the ERO office confirming that the ERO review will take place in Term 4 this year. This information has been passed on to staff.
b. Roger commented on the letter from Phil Sharp in asking for the Charter. Roger had sought advice from the NZ Federation of Principals and SPANZ who said that the Secretary for Education would grant an extension to schools seeking them due to Novopay. Phil Sharp apologised to Roger and said he would be pleased to receive the Charter as soon as possible, and informally accepted the 1st of April date.

   It was moved that the inward correspondence be accepted.

4. Matters Arising from Correspondence: None.

5. Outgoing Correspondence: None.

6. Reports

Principal's Report
The Principal’s Report was moved for adoption.

a. The NZCER (Council of Education Research) report yielded few surprises.
b. There was discussion regarding the complaints procedure and policy with Roger informing the BOT that the GB Community workers and the Home and School can offer support regarding complaints. Roger and Nikki will check that Caroline (Home and School Chair) has this information.
c. The Teaching as Inquiry is at the goal setting stage; the template provided will be a working model soon.
d. There was discussion regarding the OPUS Property Condition Assessment which may signal that the 5YP is under review and the MOE is planning major changes in how school property is managed.

6.2 Staff Report: None.

a. The staff have expressed that they were pleased regarding the Deputy Principal Appointment process especially with their involvement in meeting the six candidates during their presentations.
b. Gareth has forwarded BOT information regarding the Staff representative and their role on the BOT. He has asked that someone else be the representative. If no one is forthcoming, then he would accept a nomination.
c. Gareth has not completed the Internet signs to be placed in all classrooms that he had planned to promote the GBHS website. He intends to complete this soon.
d. The parent portal will begin once the MUSAC issues have been resolved.

6.3 Home and School Report: None.

a. Nikki Packard met with Glenda today to progress the Mystery bike ride fundraiser.

6.4 Maori Liaison Report: None.

a. Cherie noted that 3 boys and 6 girls from Y11 and 12 carried out a Powhiri for the Y13 leadership day at the Marae. Mani and Oliver spoke and did very well.
b. Bruce now has the details of who to contact regarding the BOT representative from Mana Whenua Ki Mohua.
c. There was discussion regarding approaching Maori parents face to face in order to possibly have more Maori representation on the BOT. Bruce and Roger will investigate further.

6.5 Property Report
a. There was discussion regarding having another sign on the hall, such as the Maori name of the school and include the website address. Also, a mural painted on the inner hall wall, facing towards the school was posed.

6.5 Finance
The BOT agreed that the BNZ should be contacted and an overdraft of $50,000.00 be applied for - just in case.

BP/GB
Carried

7. General Business

7.1 Building
a. The staffroom/library upgrade timeline was discussed, with staff feedback due back to Roger on Wednesday. Once the ideas are collated, Don Robertson will engage the architect.

7.2 BOT Election, 17 April 2013, Board Succession
a. Bruce questioned if the BOT information pamphlets had been distributed. Steph will investigate and organise for a scanned copy of the pamphlet to be emailed also.
b. The Returning Officer, Chris Campbell, has thought that the Maori parents could be approached to be nominated to go on the BOT. How to encourage Maori parents to stand? Ask the Marae to encourage some Maori parents to go on the BOT. Bruce will add a bit more to the letter.
c. There is one confirmed nomination with a possible two or three others pending.

7.3 Annual Report
The Board moved to pass the Annual Report including the Analysis of Variance.

RF/MM
Carried
7.4 Charter 2013  
   a. Roger presented the Charter and a number of points were discussed.  
   b. It was decided to include the Pool upgrade and a statement about Support Staff having their job appraisals match their job descriptions.  

   The Board moved to pass the Charter 2013 with the few amendments as mentioned above.  

7.5 Deputy Principal Appointment Process  
   a. Deb Marsden was appointed and has verbally accepted the position. She will start in Term 2. An advert has been placed in GB Weekly for accommodation – a 3 or 4 bedroom house is required.  
   b. Roger and Stuart will be looking at the teaching load to decide where Deb might fit in.  
   c. The process of appointment was considered to be an excellent model.  
   d. Roger and Bruce thanked the appointment panel, the Student Council and the rest of the staff for their input and support.  

7.6 Fundraising Committee  
   a. Susi felt that there needs to be more clarity regarding a Fundraising Committee, who could work more closely with the Home and School, and liaise regarding their fundraising goals. The BOT would still have to agree with the priorities.  
   b. This discussion will be deferred to the agenda for the next meeting.  

7.7 Health Education Community Consultation  
   a. Roger has suggested that this be deferred until the establishment of a permanent appointment to the Health Department.  

7.8 Student Council Report  
   a. Hamish has offered to provide a Student Council report for each meeting. Oliver Bailey was elected Chairperson and Alex Fersterer-Gawith as the Deputy Chair.  
   b. Roger noted that the Student Council had made a great contribution to the DP appointment.  

The Meeting moved into Confidential Minutes at 8:50pm  

The meeting closed at 9:05pm.  

The next meeting is planned for the 27 May 2013.