

GOLDEN BAY HIGH SCHOOL BOARD OF TRUSTEES

MINUTES OF MONTHLY MEETING

Held in the library on Monday 28 May 2012 at 7:00pm.

Present: Roger File, Bruce Packard, Marian Milne, Cherie Chamberlain, Mik Symmons, Susie Bailey, Tommy Gross, Nikki Winter, Alf Reid and Steph Hartill (Mins).

1. Apologies: Gareth Batten.

Confirmation of 30 April 2012 Minutes

It was moved to confirm the minutes of the previous meeting on the 30 April 2012 as a true and correct record.

BP/NW
Carried

2. Matters Arising from Minutes

- a. The Careers Expo was a great success. The BOT offered their thanks and appreciation to Gareth and the team regarding the expo visit to GBHS. The Expo was well attended by students, caregivers and other members of the community.

3. Correspondence

It was moved that the inward correspondence be accepted.

BP/RF
Carried

4. Matters Arising from Correspondence

- a. On the 1 May, the Ombudsmen wrote accepting Roger's explanation regarding the complaint made by Matthew Taylor's query into same sex attendance at school balls. The Ombudsmen was happy with Roger's explanation and believes the matter has now been resolved.
- b. Bruce tabled a PPTA letter regarding a Paid Stop Work Union Meeting to be held on Tuesday 12 June at 1:15pm. The Senior Management team will put into place provisions to cater to the students who may be affected including supervision of students who cannot go home.
- c. On the 25 May, GBHS received an email from Fiona Hollingworth, who is the new Senior Financial Adviser, Southern Region (Paul McGirr's replacement). Fiona requested copies of the 2012 annual budget and April accounts expressing concern regarding the on-going negative working capital. These and other supporting documents were sent in reply, with an email noting that the financial recovery plan is in place and effective.

5. Outgoing Correspondence: None.

6. Reports

Principal's Report

The Principal's Report was moved for adoption.

RF/CC
Carried

- a. Roger noted that all the Departments are required to submit their professional development plans to Roger for the upcoming Teacher Only Day on Friday 1 June. Only one teacher at this stage plans to travel to Nelson to work with other schools. The majority will work in groups at GBHS.
- b. The second Teacher Only Day has been changed to the 28 September, as most subjects will be covered by NCEA best practice workshops in Nelson that will be held on that day.
- c. Ultra-fast broadband is likely to be installed in the next year – but this does not guarantee access. The agreement between GBHS and the MOE has been signed and returned. Negotiating a beneficial plan will be the key step. The ICT Committee will need to look at these issues when they meet.
- d. There was in depth discussion regarding the effect of the 2012 National budget. Roger plans to write to the Minister of Education, the Secretary for Education, and STA opposing the changes especially in staffing ratios – from initial calculations –GBHS's staffing entitlement would be likely to decrease by at least 1 teacher. Roger is unsure how we would manage a decrease in staffing. The financial pressure means using our operations grant funding is not an option. And increasing local fundraising not an option as GBHS is already well supported by the community. The philosophy behind the ratio calculations is flawed and taken out of context.
- e. Fire Drill – issues with students who had signed out was the only concern.
- f. Stage Challenge – there was a lovely letter from Carolyn Jones in the GB Weekly congratulating the students and staff. The BOT would also like to acknowledge the students and the staff for their

wonderful participation and success. It was great to see the number of boys involved from GBHS. Unfortunately, there was no sound on the recording of the show.

6.2 Staff Report:

No staff report.

6.3 Home and School Report:

The Home and School Report was moved for adoption.

NW /CC
Carried

- a. The AGM was held on Monday 7th May.
- b. Carolyn Jones remains as the President. A treasurer is still required. There were a few extra people who have joined or indicated they can offer support.
- c. World on Plate – a meeting was being held tonight. The 11th August is most likely to be the date for the event. The aim will be to raise \$4,000. The Home and school requested a project for which to specifically fundraise for. Landscaping of the new classroom areas was noted as the priority by the BOT.
- d. Home and School are looking at taking over the Tinburn event as Mark Cullen is stepping down. Derek and Roger are investigating the event from a financial viewpoint to ascertain the viability of organising such an event.

6.4 Maori Liaison Report

No written report.

6.5 Property Report

The Property Report was moved for adoption.

RF/CC
Carried

- a. Solutions into fixing the slippery Administration block steps are still being investigating.
- b. GBHS is selling items from in the A Block, to staff only, due to health and safety issues. The process is being carefully managed.
- c. There has been an offer of a donation to purchase paint for the Administration Block roof.
- d. Court upgrade – the local tennis club carried out substantial research on the artificial turf before settling on tiger turf. Margie Clark could be approached for the information.
- e. Quotes for repairing the front fence are being sought. The police will then handle the issue from there.

6.6 Finance

The finance committee minutes and recommendations were moved for adoption.

BP/MS
Carried

- a. Mik acknowledged and thanked the finance committee and the senior management team for their hard work in achieving such a positive result in the Annual Accounts for 2011.
- b. The loss incurred by the Canteen was discussed. The Canteen Committee will soon meet to discuss further ideas. There has been a suggestion for more catering to be undertaken. The staff hours had been reduced and the school garden is contributing to providing produce. It was noted that when Bernie Kelly examined the canteen last year, he came to the conclusion that if GBHS is committed to a healthy food policy, then the school has to be prepared to subsidise the canteen through its operations grant.
- c. There has been no further work regarding the website. Waimea College was cited as a good website which uses Joomla Templates which are a lot cheaper than Lucid Design's quote.

7. General Business

7.1 Appointments Policy

It was moved that the BOT adopt the revised Appointments Policy.

BP/MS
Carried

- a. The appointments policy was tabled and distributed. Appendix 3 is a checklist which ensures a transparent process is followed. Senior Management, the BOT Personnel committee and representatives of the PPTA branch have been involved in the process.
- b. Roger noted this policy responds well to needs raised by the PPTA and has already trialled the checklist for 2 appointments recently (the Groundskeeper and the SCT positions).
- c. In response to Ben Knoef requested a definition of a vacancy, the BOT did not think this necessary.
- d. The BOT will send a letter, thanking and acknowledging the PPTA for their input into updating the Appointments Policy.

7.2 Building update

- a. Roger tabled some new concept plans for the proposed staff building. These new plans have a reduced hall entry, include workroom, copy room, archive/meeting.
- b. There is still no response from the MOE. At present, their key issue is about the entitlement. The Net area is now only slightly over what GBHS previously had, the gross area has been greatly reduced. One of the problems has been that the 65 square metre classrooms have been replaced with 91 square metre classrooms.
- c. Roger has been in touch with Damian O'Conner's office and has sent information to him which will enable Damien to lobby on GBHS's behalf.

7.3 Department Annual Reports

- a. Roger will email to the BOT the Brief that the Departments were required to report against.
- b. The reports were divvied up as follows: Arts: Drama and Photography – Mik, Visual Art – Marian, Correspondence – Cherie, Digital Technologies – Alf, English –Susi, Health – Tommy, Home Economics –Nikki, LOTE – Bruce, Maori – Mik, PE – Cherie, Science – Alf, Social Science – Susi, Special Education – Tommy, Technology – Nikki, Transition/Trades – Bruce and Careers – Mik.
- c. Steph will email the previous year's BOT comments. Please email your comments back to Steph by 18th June so they can be coordinated together and presented for the next BOT meeting.

7.4 Reunion Committee

- a. The Reunion Committee has some money left from the reunion which it would like to donate to the school. Ideas to spend this donation on included: books for the library, landscaping around the new buildings – covered walkways, seating, shade etc), or towards the Special Needs upgrade. Roger noted the amount of money required for the Special Needs upgrade is too great.
- b. It was agreed that the highest priority is landscaping, and that a plan for this needs to be formulated.

7.5 World on a Plate Fundraiser

See 6.3 as this was discussed in the Home and School section.

7.6 Uniform Committee

- a. The Uniform Committee have met and are working on getting some samples.
- b. There was a suggestion that the samples could be set up so that students and caregivers could view them at the Report evenings to be held on the 19 and 28 June. There would be the opportunity for caregivers to offer their feedback.

7.7 Year 13 and the School Shop

- a. Tommy read out a letter to the BOT signed by all –bar 3 – of the Year 13s. The Y13s would like permission to access the school shop. At present they are allowed to go to the supermarket and cafes, yet not allowed to use the school shop as it encourages younger students in unhealthy eating habits. Bruce and Roger noted that this was a Management issue and deferred Tommy's petition to Roger to resolve during school hours.

7.8 Parental Complaints

- a. There was discussion about whether the BOT plays any role in complaints against teachers as it is thought some parents have concerns about teachers affecting student subject choice at NCEA in a negative way.
- b. Roger explained that in the first instance, concerned parents can talk with the teacher first. Then/and/or approach the Senior Managers and the Principal.
- c. It is only when a when a disciplinary issue arises that the BOT is involved. Roger runs the risk of personal grievance issues if he does not follow procedures correctly.
- d. There is a very clear Complaints and Concerns process and this was published in the last Goldie.

7.8 Morning Tea for Staff

- a. It was agreed to hold a morning tea for staff early next term. The date is yet to be decided.

7.9 Next Meeting

- a. Bruce and Mik both offered their apologies as being unable to attend the next meeting.
- b. Marian will be the acting chair at the next meeting.
- c. There will be no BOT Meeting in July.

The Meeting moved into Confidential Minutes at 8:45pm

The meeting closed at 9:10 pm.

Next meeting on the 25 June 2012.

Chairperson

Date