

# GOLDEN BAY HIGH SCHOOL BOARD OF TRUSTEES

## MINUTES OF MONTHLY MEETING

Held in the Library, Monday 27 May 2013, at 7:30pm.

**Present:** Bruce Packard (Chairperson), Roger File, Cherie Chamberlain, Gareth Batten, Susi Bailey, Darren Clarke, Hamish Clark, Margie Clark, Deb Marsden, Marian Milne, Sue Mitchison, Kirsten Nalder, Greg Napp, Mik Symmons, Nikki Winter and Steph Hartill (Minutes).

**1. Apologies:** Alf Reid

**Bruce moved that the incumbent BOT members should have speaking rights from the beginning of the meeting.**

BP/SB  
Carried

**2. Confirmation of 18 March 2013 Minutes**

It was moved to confirm the minutes of the previous meeting on the 18 March 2013 as a true and correct record.

BP/SB  
Carried

**3. Matters Arising from Minutes**

- a. Nikki highlighted that Caroline Jones (Home and School Chairperson) is aware of their role in regards to the Complaints Procedure.
- b. Roger noted that the English Department are working on the Teaching as Inquiry Appraisal which will include a wider group of staff when appropriate before being implemented.
- c. There has been no progress to date regarding new signage on the hall, (such as the Maori name of the school and the website address), or having a mural painted on the inner hall wall. This is due to the exterior painting not being completed. Student Council to be consulted over this.
- d. Chris Campbell was given a thank you card and box of chocolates for the BOT Election as she was given a particularly hard time by some voters who wished to submit late votes after the poll was sealed/closed at Noon.

**4. Correspondence**

It was moved that the inward correspondence be accepted.

SB/RF  
Carried

- a. There was discussion regarding the letter from Patrick McEntyre of the MOE, regarding the Annual Charter. Roger has subsequently submitted the information relating to NAG2A which had been omitted.
- b. The NZSTA Conference will be held in Auckland on the 19-21 July. Some BOT thought it might be of benefit to attend. Steph will send some information to the new BOT.

**5. Matters Arising from Correspondence: None.**

**Outgoing Correspondence:** None.

**Inwards Correspondence:** None.

**6. Reports**

**Principal's Report**

The Principal's Report was moved for adoption.

RF/CC  
Carried

- a. The ASH Survey graph was hard to interpret due to the black and white photocopying. Including the number of students involved would also have made the data better for analysis as 4% represents only 2 students.
- b. The School Charter for Staff is a work in progress with a smaller group of staff still working on this. The School Charter for Students is in draft form at present and will involve consultation with the Student Council and students soon.  
Trustees were invited to email any feedback and comments to Roger.

## 6.2 Staff Report: None.

## 6.3 Home and School Report:

The Home and School Report was moved for adoption.

NW/MM  
Carried

- a. The Home and School still require a new Staff Representative given Glenda Allinson's resignation from the committee.
- b. Nikki is doing a great job with the uniform sales. For 2014, a whole school order will be placed in September to Argyle. The Uniform Committee plan to hold a review soon.
- c. Susi outlined how the Home and School are considering creating a fundraising Sub-Committee which would work with the BOT on working on larger fundraising projects. This would involve looking at other grants for funding. Darren suggested that the Sunday News publishes the list of grant recipients as a place to start. The Charities Commission also offer training and advice.

## 6.4 Maori Liaison Report: None.

- a. Cherie noted that the Powhiri welcoming Deb Marsden was fantastic and well received. Deb noted that she and her family were deeply moved and appreciative of the gesture.
- b. Students will have some practice Powhiri for the Tapawera Exchange occurring next week.

## 6.5 Property Report

The Property Report was moved for adoption.

RF/BP  
Carried

- a. There was discussion regarding the Block K (Technical Block) and Gymnasium weather tight survey carried out by an MOE appointed surveyor. We are awaiting a copy of the report to the Ministry.
- b. Groundskeeper, Tony St Claire, has created a planting plan which the Student Council and staff fed ideas into. Natives are the predominate species. The Plan will be put up in the Admin Foyer.
- c. Don Robertson visited the A Block site and decided drainage sumps need to be installed along the edge of the paths with pipes taking the water back to where the old dungeon lies (effectively a soak pit.). The final 10% of funds for the project are still being held by the MOE until the project has been signed off for completion.
- d. Marian submitted an application, written by Year 10 student Timo Milne, to Tremendous School Makeover for some more natives.
- e. There was a discussion regarding Classroom lockers. The Year 9s are keen. Surveys have been conducted. These plans to be trialled at the back of two Year 9 form rooms. Renting or purchasing options are being considered.
- f. The vandals who damaged the school have not been caught due to lack of evidence. Roger is still investigating security cameras. The security lighting has been improved but needs further lights put in place near to the prefab blocks on the old courts.

## 6.6 Finance

The Finance Report was moved for adoption.

RF/BP  
Carried

- a. The BOT supported the view that any uniforms purchased for the school need to be approved by the Uniform Committee. Roger to follow up with Michelle Anderson.
- b. Bruce and Barry Cashman are trying to arrange for Neil Wilson or someone from the GB Weekly, to record the presentation of \$20,000 to GBHS from the Reunion Committee. The majority of these funds are to go towards landscaping and \$1,500.00 towards books for the library.
- c. Susi suggested that the Canteen deficit could be looked at by the Home and School Committee; it was felt though that given the size of the deficit, other areas of the school need more funding support.
- d. It was agreed that the focus for any major fundraising should be the netball court upgrade as Canterbury Community Trust has already given \$15,000 towards this project.
- e. A discussion regarding International Students suggested that five per year would be optimum.

## 6.7 Student Council

- The Disco on Friday was well received by all – younger and older students alike. Close to \$800.00 was raised, many thanks to Oliver and Tullia for organising this.
- The UNESCO ASP Schools representative visited GBHS today and talked to some students. Oliver, Hamish, two younger students and Mr Benassi may attend a workshop in Auckland next month.
- The ball is progressing well with the date set for 6th July 2013.
- There have been some issues with the Y12s and Study rooms, however Deb is dealing with this.

## 6.8 Deputy Principal Interviews tomorrow

- Alf is unable to attend the Deputy Principal interviews tomorrow so Darren Clark has volunteered to sit in on the interviews. Kirsten will be attend the session with the Student Council students and feed that information to the interview panel.

## 6.9 BOT Members Last Comments

- Bruce: thanked all the members of the BOT and acknowledged all the hard work that the staff and Roger achieve. Bruce has been a BOT chair since 1996, and the GBHS chair since 2007. He went on 4 trips to Rotoiti with Richard Bayliff's classes; attended 2 NZSTA conferences and many workshops. Highlights include the creation of the adventure playground, the establishment of the canteen with a healthy food policy and the new uniforms. Disappointments include attending disciplinary hearings (which have not been many); battling with the MOE over the school finances; and the A Block demolition. Bruce wished the new BOT good luck, stating that it will be a good team to take over.
- Marion: Agreed with Bruce's comments and is pleased with the new BOT. She noted her thanks to Roger and Steph, and in particular to Bruce for all the hours of BOT matters excluding attending meetings. Marian is looking forward to a break from BOTs and may return some day.
- Susi: Congratulated the new BOT and said she hoped that they continued working on communication with the community as a lot of good stuff is happening which just needs to be publicised. Thanks to Steph for the new BOT members packages.
- Mik: GBHS is a great school with great kids and the BOT need to celebrate those good things. He thanked all the staff.
- Gareth: Gareth has enjoyed being part of the BOT and thanked everyone for their support and encouragement during his term.
- Roger: Thanked Bruce and all the BOT members leaving saying it had been a good BOT to work with who had faced some particularly difficult issues during the latest term. He looks forward to working with the new BOT.

## 7. General Business

### 7.1 Election of Chairperson and Deputy

- Roger called for Nominations for the Chairperson. Nikki nominated Margie Clark. This was seconded by Darren. Margie accepted the Chairperson role on the proviso that the workload is shared and that maybe after a year, someone else might like to take the mantle.
- Kirsten nominated Greg as Deputy Chairperson. This was seconded by Nikki. Greg accepted the role as Deputy Chairperson.

### 7.2 BOT Sub Committees and Roles

- The following Sub Committees were agreed to with the possibility of Alf wishing to be involved in more. It was decided that if other BOT members had an interest in a particular committee, they would be welcome to be involved for specific duties.

| Property/<br>Health & Safety  | Finance  | Discipline  | Personnel   |
|---|--|---|---|
| Roger File<br>Darren Clarke<br>Hamish Clark<br>Sue Mitchison<br>Alf Reid? | Roger File<br>Steph Hartill<br>Greg Napp<br>Kirsten Nalder | Kirsten Nalder<br>Sue Mitchison<br>Bronwynn Billens<br>Nikki Winter | Roger File<br>Margie Clark<br>Hamish Clark<br>Kirsten Nalder<br>Sue Mitchison |

| Liaison                        | Curriculum                   | Canteen                              | Fundraising      |
|--------------------------------|------------------------------|--------------------------------------|------------------|
| <b>Health Ed:</b> Nikki Winter | Roger File<br>Stuart Machin  | Roger File<br>Jill Foxwell           | Home and School? |
| <b>Maori:</b> Brownynn Billens | Margie Clark<br>Hamish Clark | Staff Representative<br>Nikki Winter |                  |
| <b>ICT:</b> Greg Napp          | Greg Napp                    | Hamish Clark                         |                  |

### 7.3 Delegations of Authority

The Board moved to pass the Delegations of Authority as set out in Appendix 1.

MC/DC  
Carried

### 7.4 Self Review Programme 2013

- a. Margie has suggested that BOT members will bring their Charter to each meeting to refer to. The policy review needs to be aligned to meeting dates, Roger will draft this.

### 7.5 2014 Term Dates

The Board moved to pass the 2014 Term Dates.

KN/RF  
Carried

### 7.6 Principal Appraisal

- a. Roger and Bruce met recently and Bruce signed off Roger's appraisal for 2012.
- b. Roger distributed his Principal's Performance Agreement with the Board of Trustees 2013 document which has just been signed off with Bruce.
- c. There was discussion regarding having an Appraiser who is not the Chairperson, carry out the next Principal's Appraisal. Roger will investigate further and Margie will meet with Roger at some stage to discuss this annual process.

### 7.7 Department Reports

- a. Roger explained that each Department produce an Annual Report by April. This is then collated by Steph into one document. The BOT read the report and make comments regarding an allocated number of departments (or as many as they like). The comments are emailed to Steph for collation. The reports are an important part of the Board's self review.
- b. The report will be ready for the BOT at the next meeting.

### 7.8 Fundraising

- a. This item was covered in 6.3c.

The Meeting moved into Confidential Minutes at 10:05pm

### Confirmation of Confidential Minutes

It was moved to confirm the minutes of the previous meeting on the 18 March as a true and correct record.

CC/RF  
Carried

The meeting closed at 10:10pm.

**The next meeting is planned for the 24 June 2013.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date