



MINUTES

1. ATTENDANCE AND ADMINISTRATION

- 1.1 **Present:** Kirsten Nalder (Chairperson), Andy Williams (Deputy Chairperson), Katrina Hutton, Richard Baker, Jett Bennett, Cherrie Chubb, Bev Purdie, Cynthia Sampson, Susanne Struck and Steph Hartill (Minutes).
- 1.2 **Apologies:** Gareth Batten and Nikki Winter.
- 1.3 **Guests:** Mike Warn.
- 1.3 **Declaration of interests:** None.
- 1.4 **Speaking Rights:**
Steph, Mike and Richard were given speaking rights.

2. STRATEGIC DISCUSSIONS AND DECISIONS

2.1 Principal's Report

The amended Principal's Report was tabled and moved for adoption.

KN/KH
Carried

- a. Kat tabled a new copy of the report which had corrections to some graphs.
- b. Targets for Year 7/8 are of concern and need to focus on an individual's achievement and progress throughout the year, not just National Standards comparisons.
- c. Data from the Primary schools (now using the PACT tool) will begin to feed into the Year 7's from 2017.
- d. Next year the current Y9s will be in 3 classes which may change the results for the better.
- e. The BOT thanked Kat for the analysis in her report and agreed it was an excellent last report.

2.2a Curriculum Review – Arts Co-ordinator Annual report.

- a. The Arts Co-ordinators Report from Elvira van der Waay was tabled to be discussed at the next meeting.

2.3 Policies

- a. No discussion.

3. MONITORING

3.1 Finance Committee

The Finances for November were discussed prior to this meeting and are minuted separately.

3.2 Property and Health & Safety Committee

The Property and Health & Safety Report was moved for adoption.

SS/AW
Carried

- a. Stress Reports: Andy has sought advice from NZSTA regarding the process for recording stress amongst staff. Kat asked for the process to be more clearly defined especially regarding staff who are wishing to confidentially record they are stressed.
- b. There was discussion regarding the Quote from Programmed Property Maintenance with a decision to invite a Greg McCrostie from Programmed Maintenance to speak to the BOT at an early meeting in the new year.

3.3 Staff Representation

No report.

3.4 Home and School Association

- a. Kirsten passed on Caroline, Nikky and Nicky's thanks for leaving gifts and acknowledgement of service at the Staff Farewell.
- b. There was concern regarding the Home and School's future and how to grow the membership.
- c. It was suggested that Nikky Winter remain as the BOT representative until further notice.

3.5 Manawhenua Ki Mohua Liaison

No report.

- a. Bev mentioned that Education Outside the Classroom was of interest for Manawhenua Ki Mohua and will discuss this further at the Charter / Strategic Planning meeting tomorrow.
- b. There was discussion of a Powhiri on the 31 January to welcome all the new staff to GBHS. Bev to liaise with Margie Little (Teacher in Charge of Maori).
- c. On the 13 March ERO are expected and will expect a Powhiri. Bev to liase with Margie Little (Teacher in Charge of Maori).
- d. At the last MOE Forum in Nelson ERO asked Bev to liaise with Onetahua Marae so they might meet the Mohua whanau. This will not occur as ERO are coming to the school in March.

3.6 Student Representation

No report.

- a. Jett noted the students were happy finishing the year and there were no concerns or comments to report.

4. BOARD ADMINISTRATION

4.1 Confirmation of the Previous Minutes

It was moved to confirm the minutes of the previous meeting on the 28 November 2016 as a true and correct record.

KN/AW
Carried

- a. There was a query regarding how long the CoL leader should be in place for with the BOT eventually agreeing that a minimum of 9 months at the very least was acceptable but a longer term was probably preferable.
- b. It was agreed that Bev Purdie would be the GBHS's CoL representative.

KN/AW
Carried

4.2 Action List of the Previous Minutes

Most action points were completed.

4.3 Correspondence

It was moved that the Correspondence be accepted.

KH/AW
Carried

- a. A letter from Enfys Bellamy was tabled and discussed In Committee.
- b. An email for Tasmine Palmer was tabled thanking the BOT for refreshment leave and details about her school rental house.

4.4 BOT Training and Administration

- a. Support Staff Audit will take place in April 2017.
- b. HR Audit: Postponed until 2017.
- c. A Strategic Planning Meeting is planned for 5:30pm with Liz from NZSTA on Thursday 15 December. All BOT to bring a plate for dinner and meet in the library.

4.5 Junior Prizegiving and Farewell Luncheon

- a. The staff have fed back how pleased to see so many BOT members attend both events.
- b. Hess thanked the BOT for attending, for her present and for all the service and support they provide.

4.6 Staff Survey

- a. The BOT agreed to send out a Staff Wellbeing Survey in the next week, based on the NZSTA questionnaire but include a box for 'any further comments'. The survey will be a Survey Monkey one and be sent to all teaching and support staff electronically. The survey will also be posted to all staff snail mail with a

postage paid envelope to be returned to the Chairperson. The survey will be resent again in the 3rd week of the January. It will be mentioned at the Teacher Only Day with staff being encouraged to participate.

KN/AW
Carried

- b. Kat registered a concern regarding the timing of the staff survey and suggesting carrying it out in Term 1 instead.
- c. Kat also suggested an accurate count is necessary with an expectation of a 100% return rate. The BOT agreed on a 70% return rate.
- d. Kirsten, Cynthia and Andy will collate the results from the survey.

4.6 BOT Welcome Staff BBQ on Friday 27 January

- a. The BOT agreed to put on a staff BBQ on 27 January after the two Teacher Only Days have been completed in 2017.

5.0 CONFIDENTIAL MINUTES

Schedule 2A Resolution to exclude the public

[s 48\(3\), \(4\), \(5\), \(6\)](#)

Schedule 2A: inserted, on 1 October 1991, by section 8 of the Local Government Official Information and Meetings Amendment Act 1991 (1991 No 54).

[Section 48, Local Government Official Information and Meetings Act 1987](#)

I move that the public be excluded from the following parts of this meeting – namely the Golden Bay High School Board of Trustees meeting on 14 December 2016.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under [section 48\(1\)](#) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1 Staffing	Privacy	
2 Jim Barnes Letter	Privacy	
3 GBHS Branch PPTA Letter	Privacy	
4 Enfys Bellamy Letter	Privacy	

*This resolution is made in reliance on [section 48\(1\)\(a\)](#) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by [section 6](#) or [section 7](#) of that Act or [section 6](#) or [section 7](#) or [section 9](#) of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Good reason to withhold exists under section 7 - Local Government Official Information and Meetings Act 1987

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—

(a) shall be available to any member of the public who is present; and

(b) shall form part of the minutes of the local authority.”

The BOT moved into a confidential session at 7.45 pm.

The BOT moved out of the confidential session at 8.25pm.

The meeting closed at 8.25 pm.

Chairperson

Date

Principal

Date

ACTION LIST

1. Staff stress reporting process to be clarified more.
2. Bev to liase with Margie Little (Teacher in Charge of Maori at GBHS) regarding Powhiri for new staff on 31 January 2017, and a Powhiri for ERO at GBHS on 13 March 2017.
3. Kat to inform the CoL that Bev Purdie is the GBHS representative for appointing a Leader.
4. HR Audit to be booked for 2017.
5. The Art’s Coordinator’s report deferred to the next meeting.