

MINUTES

1. ATTENDANCE AND ADMINISTRATION

- 1.1 **Present:** Margie Clark (Chairperson), Katrina Hutton, Allen Reid, Sue Mitchison, Kirsten Nalder, Jack Balck, Nikki Winter and Steph Hartill (Minutes).
- 1.2 **Apologies:** Deb Marsden, Richard Baker, Bronwynn Billens and Darren Clarke.
- 1.3 **Declaration of interests:** None.

POLICY REVIEW

Health and Safety Policies Discussion STAR DIAGRAM

- a) Picture of the body in the NZSTA handout could be useful for students.
- b) The Star diagram is useful.
- c) Is there a fire blanket in the science department?
- d) A parent evening is planned to engage the community to getting their buy in. The message: Health and Safety is a shared responsible.
- e) A staff risk identification session has already been held. Kat suggested a session should be held for the students also.
- f) Looking at the Health and Safety Systems Form, it was agreed that most of the areas are being followed.
- g) Next steps – Training and Supervision.
- h) Relievers have been identified as a problem. There needs to be a reliever's package developed – that need to sign agreement that they understand.
- i) Richard could do the Health and Safety induction for new staff. Later down the track.

Health and Safety Policy:

- a) It was agreed to adopt the latest MOE policy and remove the first line under "Policy".
- b) Second part of the old policy is to be included as Appendix 1. The title Laboratory Manger, changed to Laboratory Management.

EOTC Policy & EOTC Gear Maintenance Guidelines:

- a) To be changed to the new flash ratings.
- b) Greg Allum to look at the guidelines. Chris to look to the EOTC Policy.

Swimming Pool Policy

- a) Once the policy has been updated, the Swimming Pool Club will need to be given a clear induction of the policy and GBHS BOT expectations.
- b) Under Delegations: Number 1, to change to GBHS BOT, Number 3 BOT
- c) Number 2 was discussed in depth. Rob will need to delegate to a qualified.
- d) Check with Richard Baker, Richard Barham and Phil Rawiri regarding if the regular 3 hourly testing occurs especially during the holidays.
- e) Number 14 Facilities and Equipment, should include the word "Inappropriate".
- f) After much discussion, it was decided to check with Richard Baker regarding the policy as he may have a more updated version of the policy and then to work off that version.

Alcohol on School Premises Policy

- a) In Number 1, b the word "personnel" is to be changed to "personal".
- b) In Number 1, c will now read: "to ensure Golden Bay High School's compliance with all relevant legislation...".
- c) In Number 3, e the word total is to be removed at the beginning of the sentence.

Non Violence Policy

- a) In Number 2 in the Policy Statement the beginning to be changed to “Bullying behaviours are defined as intentional act(s)...”
- b) Under Guidelines, Number 2, the title to be changed to “Further consequences may be required”.

Concerns and Complaints Policy

- a) In the Policy Statement, Number 2, “school Management” to be replaced to “Senior Leadership Team”.
- b) In all references to the Senior Management Team to be changed to “Senior Leadership Team”.
- c) In Disciplinary Procedures, Number 2, to read ... “and in discussion with the Senior Leadership Team, where appropriate, make the judgement about whether or not the complaint is serious enough to inform the BOT and take further actions.”
- d) In Disciplinary Procedures, Number 4, (a) is to be removed completely to read “Where a complaint about the Principal is referred....”
- e) In Advice For Students and Parents on Raising Concerns, Number 5 should read “Someone in the Schools Senior Leadership Team (Deputy Principals or Principal).”

Assessment Policy and Guidelines

- a) Changed the name to include Policy to now read: *Assessment Policy and Guidelines*.

Alcohol and Other Drugs Policy Golden Bay High School and Collingwood Area School

- a) Under Guidelines and Procedures, in number 4, changed the word applied to “offered” and deleted the following sentence after that one. That point is more a management rather than a governance issue.

Child Protection Policy

- a) Under Guidelines Part B, in number 5, removed words : “safety checks”.
- b) In the flowchart, remove the word “School Guidance” in the 4th box on the left.
- c) Email Abbey Gilligan the Policy for her consideration.
- d) The BOT agreed that under Number 6, the sentence “The Senior Leadership Team will have shared access each to such files in case of an emergency” should be added in order for the conditions of Number 9 can be met.
- e) The BOT were concerned that the Principal was not getting the information from the Pastoral meetings, and should be copied into the minutes to be informed.
- f) The BOT decided that training to meet Guidelines Part A, number 1, should occur annually for all staff, so the word “Annual” was included.
- g) The BOT suggested that SLT and Abbey need to meet to make sure that they are all following the same procedure.

Appointment Policy

- a) Change Appendix 2, Number 3 to include: “Any person with a single driving offense in the last 5 years is not permitted to drive students on any school related trips. If the person has more than 1 offence, then a zero tolerance policy is to be followed in that no driving for school trips is allowed.
- b) Remove Number 2 completely as no longer relevant regarding Community Tutors being employed by GBHS.

Student Guidance and Management Policy

- a) The BOT recommended sending this to the SLT for their recommendation on if this is more a procedure than policy.

Property Policy

- a) The BOT deferred this to the next BOT meeting.

Staffroom to have Policies index

The BOT would like the list of the Policies Index to be on the wall in the staffroom wall. Also the BOT Staff Representative could alert staff to any updates to policies as they occur.

The Meeting closed at 9.35pm.