



MINUTES

1. ATTENDANCE AND ADMINISTRATION

1.1 Present: Kirsten Nalder (Chairperson), Andy Williams (Deputy Chairperson), Katrina Hutton, Jack Balck, Gareth Batten, Cherrie Chubb, Kylie Haerewa, Cynthia Sampson, Susanne Struck, Nikki Winter and Steph Hartill (Minutes).

Guests: Enfys Bellamy and Paul Childs.

1.2 Apologies: None.

1.3 Declaration of interests: None.

1.4 Speaking Rights:
Richard and Steph were given speaking rights.

2. STRATEGIC DISCUSSIONS AND DECISIONS

2.1 Principal's Report

The Principal's Report was moved for adoption.

KN/GB
Carried

- a. The What If programme has been very popular and will be run again in 2017.
- b. Cynthia questioned the attendance rolls of the What If programme concerned that there are some loop holes where some students are not in the right activity. Kat and Richard will investigate but believe this would be a rare instance.
- c. The Timetable Committee looked at changing the length of the periods in conjunction with moving to the 6 line time table. However, there is no change to the length of periods in 2017 planned at this stage. Next year some Teachers will be encouraged to see how longer periods work in other school.
- d. Kat to discuss with the Top of the South Principals the possibility of having a region wide Teacher Only day for professional development as a way to alleviate GBHS's isolation which can be problematic for Professional Learning.

2.2 Self Review Plan and the BOT Annual Work Plan

- a. The Charter for 2017 was discussed.
- b. A Strategic Planning Meeting has been planned at 5pm on Thursday 24th November. This may be held at Kirsten's home.

2.3a Curriculum Review – The Arts Department (HOD Enfys Bellamy).

- a. Enfys opened her discussion by stating how great GBHS is and how wonderful the students are. She noted she had big shoes to fill after Robin Slow retired as he left a huge legacy. However, Enfys has brought a different skill set which has seen numbers in the Arts grow along with the achievement rates. GBHS NCEA rates are higher than the National average.
- b. She discussed her workload being large, but this been address by Kat and Richard.
- c. There is some concern regarding stacked classes of Level 1, 2 & 3, with Level 2 having to been more independent than she would prefer, owing to demands on time. She is offering Level 2 students after school classes on a Weds until folio deadlines.
- d. The NCEA folios were taken recently taken for moderation outside the bay amongst a number of schools. As a result, the students received some very specific feedback and the standard was high.
- e. Enfys felt that the Arts were being under resourced and under valued at GBHS. There are more artists per capita in Golden Bay but this was not reflective in the Arts Programme. She also brought to the attention of Roger and Richard that GBHS is expected to deliver 4 strands of the arts in Year 7 to 10. So going forward there will be a Performing Arts Teacher employed.
- f. Enfys noted that it would be great if the Ministry of Education or the school funding the Arts Co-Ordinator for more than 5 hours per week, as the Sports Coordinator is employed for 15 hours per week in comparison.

- g. The CoL could mean an Arts teacher could be shared across all the schools which would be very beneficial as many of the Year 7s have not been exposed to a lot of art at Primary school. This is also based on a basic questionnaire that Enfys carries out to see what the base level is for each rotation.
- h. Enfys would be happy to work with the Year 6 teachers in the Primary schools.
- i. There has been good feedback regarding the use of sketch books in Year 7s as visual diaries.
- j. Next year Enfys plans to include more photos in her Arts Department Report.
- k. Last year as the result of the sale of disused kiln, and the prior loss of the dark room when the 2 story block was demolished, a specialised photocopier has been installed in the department, and a class set of ukeles was purchased.
- l. Kirsten, Kat and the BOT thanked Enfys and the Arts Department team for all their hard work.

2.3b Curriculum Review – The Mathematics Department (HOD Paul Childs).

- a. Paul Childs noted that it has been a tough few years since Richard Bayliff died. It has been great having Celine McHugh join the department who began this year.
- b. Compared to the National Averages, the GBHS NCEA results were slightly down in some areas.
- c. Paul is very interested in raising Student Achievement but believes the lack of attendance in the Senior school is having a significant impact on the results. In some other subjects, missing periods is of less consequence than in Mathematics, as most of the work in Stats and Calculus in particular, is incremental and hard to catch up on.
- d. Paul tabled a document of the periods missed by the Year 13 students in Stats which highlighted some students were missing up to 45% of lessons due to sporting trips and/or trips for other curriculum areas.
- e. Kat noted this issue had been the focus at a staff meeting and as a result the idea of a Student Calendar of Assessments will be produced in Term 4 in 2016 for 2017, which the HODs would enter. Enforcing Green Weeks (where no trips outside school occur) and using some of a weekend for trips is being investigated.
- f. Paul disliked the double periods and believes time tabling doubles for maths subjects is not idea for students.
- g. The plan to refurbish the Maths prefabs instead of replacing them is disappointing to the Maths Department. The BOT asked what ways could the prefabs work better for the teachers and students – perhaps skylights to let in more sunlight as they are quite shaded and not built to access the sun.
- h. Recently a Maths Facilitator has been provided great feedback and work particularly in the Junior school. A Maths Advisor came in 2015 for a number of sessions also.
- i. Professional Learning last year involving collaboration with Collingwood Area School last year was excellent for moderation.
- j. There was discussion regarding the Mock Exams for the Year 11, which has caused nationwide concern. NZQA made a statement regarding this. Paul and Richard will put in a complaint to NZQA.
- k. Kirsten, Kat and the BOT thanked Paul and the Mathematics Department team for all their hard work.

2.4 Policies

- a. The BOT discussed the Personnel Policy and Appointment Policy in light of the upcoming appointments. Should there be a separate guideline for hiring Deputy Principals or is this covered somewhere else?
- b. In the Personnel Policy it was moved to update the policy to the 2015 Health and Safety Act. SS/KH
Carried
- c. In the Appointment Policy, under Point 4, under the Broad Guidelines: The following wording was agreed:
Appointment of permanent and long-term relieving teaching staff will be a joint responsibility involving the Principal and the other members of the Senior Leadership Team. Both the Principal and and/or the other members of the Senior leadership team should consult other staff, other Board members and student leaders as appropriate. SS/CC
Carried
- a. Susi is looking at the Swimming Pool Policy; The Health and Safety Policy; and the Pandemic Policy.
- b. Susie and Kirsten still working on contact Liz from NZSTA to look at all of the policies and the framework.

3. MONITORING

3.1 Finance Committee

The Finance Committee Report was moved for adoption.

CS/CC
Carried

- a. The call for Homestays Advert will be in the GB Weekly this coming Friday.

- b. The BOT approved the recommendations by the Finance Committee to raise the donations in 2017. KN/SS
Carried
- c. The BOT decided to join ODENZ and to put this in the 2017 budget. KN/SS
Carried

3.2 Property and Health & Safety Committee

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

KN/JB
Carried

- a. At the Effective Governance Meeting it was brought to the attention of the BOT that the Property Committee is mainly a management meeting and should therefore be chaired by someone in the school and not a BOT member. Richard or another member of staff will need to Chair the Property meetings.
- b. Health & Safety policies are being looked at by Susie.
- c. Recladding of the Gym will commence during the Holidays.

3.3 Staff Representation

No report.

- a. Gareth noted the staff appreciated the morning tea provided by the BOT.
- b. It has been a long term even though it is only 9 weeks long as there are exams, the course information evening, tournament weeks, reports etc. The staff are looking forward to a break.

3.4 Home and School Association

No report.

- a. Home and School have not had a meeting for a while but will meet in November.
- b. Fundraising Projects: Spring Challenge; Family Barn Dance 5th November; Family bike ride in January.
- c. A contribution to the NZSTA conference expenses will be paid this year by Home and School which the BOT appreciated.

3.5 Maori Community Liaison

No report.

- a. The Consultation Hui at the Marae is still in progress.

3.6 Student Representation

- a. The lockers have been purchased and will be installed shortly.
- b. Uniform. Should students be allowed to wear their sport hoodies in class? To be followed up with the Senior Leadership Team or Uniform team.

4. BOARD ADMINISTRATION

4.1 Confirmation of the Previous Minutes

It was moved to confirm the minutes of the previous meeting on the 22 August 2016 as a true and correct record.

KN/GB
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 Paul Nield was tabled.
- b. A letter from Glynn Rogers was tabled.

4.4 BOT Training and Administration

- a. HR Audit: Been postponed, booked in next term.
- b. A Strategic Planning Meeting , 5pm on Thursday 24th November.
- c. It was agreed that the the Uniform Committee would comprise ofL Kat, Gareth, Daphne, Nikki.

- d. Effective Governance, held on Thursday 25 August in Takaka, and was well attended. At this meeting, the dissemination of Minutes of the BOT meetings were discussed. The BOT minutes are not to be distributed until after they have been ratified at the following meeting. Gareth to let staff know about the public copy of records available for viewing in the staffroom. There was discussion of electronic signatures for BOT minutes.

4.6 Student Council Election

- a. There were two nominations: Jack Balck and Jett O’rouke-Bennett. The voting closes at noon on Friday with the students notified short there after.

4.7 BOT Meeting Change in Date

- a. Susi asked to shift the meeting in November to the 28th November. The other BOT members agreed. SS/CS
Carried

4.8 Community of Learning

- a. After much discussion, the BOT agreed that it was more important in Term 4, to work on Achievement Objects. Once defined, the BOT felt it would then be the time to appoint the leader to the CoL. SS/CS
Carried

5.0 CONFIDENTIAL MINUTES

The BOT moved into a confidential session at 9.42 pm.

The BOT moved out of the confidential session at 10.40 pm.

The meeting closed at 10.40 pm.

The next meeting is planned for Monday 31 October 2016 at 7.00pm.

Chairperson	Date	Principal	Date
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ACTION LIST

1. Kat to discuss region wide Teacher Only Day at the next Top of the South Principal’s Meeting.
2. A Strategic Planning Meeting , 5pm on Thursday 24th November.
3. HR Audit to be booked for Term 4.
4. Kirsten and Susie to work with Liz on the BOT policies and framework.
5. Hui at Marae to be planned.