



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, Susanne Struck, Nikki Winter and Steph Hartill (Minutes).
- 1.2 **Apologies:** Cynthia Sampson. The BOT agreed to send some flowers to Cynthia.
- 1.3 **Declaration of interests:** None.
- 1.4 **Speaking Rights:**
Richard and Steph were giving speaking rights.

2. STRATEGIC DISCUSSIONS AND DECISIONS

2.1 Principal's Report

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

KH/SM
Carried

- a. Kirsten and the BOT thanked Kat for how she has re-formatted the Report.
- b. The Year 9 Camp incident on the way to the ski field will be fully investigated
- c. There was discussion regarding Billets and whether families should be police vetted.
- d. There are major issues for employing Relief Teachers in Golden Bay due to changes from the Education Council making it harder for part time teachers to get their registration.
- e. There was discussion of Student Reports with the Senior Leadership Team to review how this process can be managed more efficiently.

2.2 Self Review Plan and the BOT Annual Work Plan

- a. Charter for 2017 was discussed.
- b. Liz from NZSTA has offered to look at all of the policies and the framework. Susie and Kirsten to follow up.

2.3 Curriculum Review – Priority Learners (Margaret Chisholm – SENCO teacher).

- a. Margaret's vision is to work collaboratively as a team to provide an inclusive environment that fits, nurtures and supports the educational and social need of every student.
- b. Margaret outlined the assessment process which begins at the start of each year, with priority students identified. Recommendations, goals and interventions are developed from these assessments. Two tiers of priority learners are identified.
- c. Raising literacy achievement in Years 7 and 8 is an inquiry focus for Professional Learning this year for some teachers.
- d. Profiles, Individual Education Programmes and Behaviour Management Plans are designed for some students. These provide specific recommendations and support for teachers to differentiate programmes so that students are able to access the curriculum.
- e. Students requiring Reader Writers now have a track record beginning in Year 7 which will enable special assessment conditions in NCEA exams.
- f. Some students are funded through MOE with assistive technology that supports them to access the curriculum. Teacher Aides support Margaret to gather data for the applications. They also support the students to learn and use their new devices effectively within their classes.
- g. With a decrease in Teacher Aide funding in 2016, Margaret has changed the focus of the Teacher Aide support to more specific goals, rather than supporting whole classes.
- h. Peer Tutoring for Year 7-9 is being set up in 2016.
- i. Margaret works with many stakeholders in and outside Golden Bay. She regularly attends SENCO meetings and undertakes Professional Learning.

- j. The RTLB service is different again this year. After another change of staff, Golden Bay may now have some continuity. Losing an RTLB based in Golden Bay was a major blow.
- k. At the beginning of the year 25% of Year 7/8 tested as below National Standards in reading. Year 9 tested 28% below in reading. The major goal is to improve literacy achievement in these year groups. The PACT tool will be implemented for Years 7 and 8 this year. Two contributing primary schools will be using this assessment tool as well - this will provide consistent valid data for the transition from Year 6 to high school.
- l. Margaret noted that she finds it challenging to balance the need to work with students on an individual basis and working in the classroom.
- m. The BOT asked for her Wish List: Margaret would like to be located more centrally in the school, as more of a student support hub included with the Guidance Counsellor as she sometimes feels isolated at the end of the school. A space with a kitchen, break out areas and some office space would be wonderful. A central resource room for literacy is a need in the school. It is very hard to know where to go to find specific journals and other readers and teacher resources etc.
- n. Kat and the BOT thanked Margaret for the wonderful work she is doing at GHBS – it is highly appreciated.

2.4 Policies

- a. The BOT moved to adopt the following policies:

The Property Policy and The Timetable Policy.

Adopted KH/KN
Carried

- a. The EOTC Policy and Guidelines are still under review.
- b. Suis is looking at the Swimming Pool Policy; The Health and Safety Policy; and the Pandemic Policy.
- c. Procedures for Referrals, Student Progress and Monitoring to be looked at by Senior Leadership Team for the next meeting.

3. MONITORING

3.1 Finance Committee

The Finance Committee Report was moved for adoption.

KN/CC
Carried

3.2 Property and Health and Safety Committee

- a. Red Box have now been signed as the new Project Manager.
- b. Flu was miss-spelt in the Property Minutes.
- c. There was discussion of a BOT member Chairing the Health and Safety and Property Committee. It was noted that it is important that the link between the GBHS Property Manager Richard not be lost if he no longer chairs the committee.

3.3 Staff Representation

No report.

3.4 Home and School Association

No report.

- a. Fundraising Projects: Spring Challenge; Family Barn Dance; Family Bike Ride.
- b. Home and School would like some support for the Spring Challenge in the next holidays, especially from some of the students who received donations towards their sporting trips costs.

3.5 Maori Community Liaison

No report.

- a. Consultation Hui at the Marae to be arranged soon along the same format as the Community Hui . Week 5 in Term 4 is a possible date.

3.6 Student Representation

- a. The lockers are in the process of being purchased. 48 have been ordered from the company CLASS. They are to be located at the end of the Science Corridor. Students will pay \$30.00 with a \$10 bond.

4. BOARD ADMINISTRATION

4.1 Confirmation of the Previous Minutes

It was moved to confirm the minutes of the previous meeting on the 27 June 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 to the Chairperson from Chris Campbell was tabled.

4.4 BOT Training and Administration

- a. Training: Effective Governance, on Thursday 25 August in Takaka. Please register online on the NZSTA website. Kirsten urged all BOT members to register as the training is in Takaka. Food will be provided.
- b. Canteen Committee Meeting on Thursday 25 August at 3.30.
- c. A CoL meeting is scheduled for Tuesday 13th September.
- d. HR Audit: Board as Employer. Glen Rutherford from NZSTA is expecting to work with the whole BOT soon. Kirsten will organise a date.

4.5 BOT Morning Tea for Staff

- a. The BOT agreed to provide a morning tea for staff on Monday 12th September at 10.50 to show their appreciation. BOT members to bring a plate to share.

4.6 Student Council Election

- a. The BOT appointed Kat Hutton as the Returning Officer for the 2016 Student Council Elections.

KH/KN
Carried

5.0 CONFIDENTIAL MINUTES

The BOT moved into a confidential session at 8.49 pm.

The BOT moved out of the confidential session at 9 pm.

The meeting closed at 9 pm.

The next meeting is planned for Monday 19 September 2016 at 7.00pm.

Chairperson

Date

Principal

Date

ACTION LIST

1. Year 9 camp incident to be investigated.
2. Kirsten and Susie to work with Liz on the BOT policies and framework.
3. Chairperson for BOT Health and Safety and Property Committee to be resolved.
4. Hui at Marae to be planned for Term 4 – SLT to check if the date suits.
5. BOT members to bring a plate for staff morning tea on Monday 12 September.
6. BOT members to register for the NZSTA course on 25 August.