



MINUTES

EDUCATION OUTSIDE THE CLASSROOM

- Chris Stephenson (EOTC Co-Ordinator) presented a PowerPoint presentation regarding the current EOTC practices at Golden Bay High School. The main change in the last year is the move to an electronic system as the paper based system became confusing at times with multiple copies of trips lodged with multiple people etc. The Activity Management Plans which manage Risk were appraised by an external contractor (Kieran McKay) who was involved in the post Mangatepopo tragedy which led to the development of this style of plan with the latest legislation and practices are being followed.
- There was discussion regarding Staff and Instructor's qualifications. The BOT were satisfied these are up to date and monitored regularly.
- Ratios were discussed and how these are determined for each activity.
- Chris agreed to review the EOTC Policy, which can then be passed onto the Health and Safety & Property Committee for any updates. Steph to forward policy to Chris.
- The BOT thanked Chris for the wonderful job and contribution he is making regarding Education Outside the Classroom at Golden Bay High School.

1. ATTENDANCE AND ADMINISTRATION

- 1.1 Present:** Alison McAlpine (Limited Statutory Manager); Andy Williams (Chairperson), Cherrie Chubb (Parent Rep), Beverley Purdie (Manawhenua Ki Mohua Rep), Cynthia Sampson (Parent Rep), Jett Bennett (Student Rep) and Steph Hartill (BOT Secretary - Minutes).
Richard Baker (Acting Principal) and Coralie Stopford (Deputy Principal).

Guest: Chris Stephenson (EOTC Co-Ordinator), Vanessa Harwood (GBHS Home and School Committee).

- 1.2 Apologies:** Kirsten Nalder (Deputy Chairperson), Gareth Batten (Staff Rep) and Susie Struck (Parent Rep).

- 1.3 Declaration of interests:** None.

- 1.4 Speaking Rights:**

Coralie, Alison, Vanessa and Steph were given speaking rights by the Chair.

AR/RB
Carried

- 1.5 Delegations of Authority:**

- a. The Board moved the resolution for the Delegations of Authority (Attached) with the following Provisos:

1. *That the delegations agreed to at the BOT meeting on the 27 March to remain in place until further notice with the addition of Peter Mitchison as Acting Principal, after Coralie Stopford.*

AW/CC
Carried

2. STRATEGIC DISCUSSIONS AND DECISIONS

2.1 Principal's Report

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

RB/BP
Carried

- a. There was discussion regarding the Y7/8 data. A meeting is planned for all Y7/8 teachers and Deans regarding achieving consistency for Overall Teacher Judgements. The COL will also feed into this process. A Junior Assessment Co-Ordinator has been engaged to work on this also.
- b. On page 9, a few corrections were noted: It was Bridget Dick who resigned as Physical Education and Health Teacher (not Bridget Wren); the teachers looking after the magazine are (Bridget Wren and Katrina Robbie); Jim Barnes's resignation is effective from the 23 July, at the end of Term 2.
- c. The Junior Numeracy and Literacy Co-Ordinator vacancy has not yet been filled.

- d. Richard noted that a focus on growing the Middle Management team is occurring with Job Descriptions to be updated etc.
- e. The BOT were invited to visit Coralie's office to see her wall with the Teachers' Professional Development details on it.
- f. Alison commended the progress made by the Senior Leadership Team (SLT) and noted the school is in good hands with effective leadership provided from the BOT and SLT.

2.2 Workplan

- a. A possible Hui with the BOT and Manauwhenua Ki Mohau to take place on the proposed date being during the week of the 19th July – preferably Wednesday. Beverley to follow up. Steph to update the workplan accordingly.

2.3 Curriculum Reviews: Annual Department Reports.

- a. The BOT proposed that Teachers in charge of Careers, Resistant Materials Technology, Home Economics, and Photography & Drama be invited to a meeting on the 3 July 2017 at 5.30pm to discuss their Annual Department Reports with the BOT. Steph to organise meeting and update Workplan.

2.4 Charter and Reporting

- a. A reporting timeline for the year has been emailed to all staff.

2.5 Policies

- a. The BOT moved to adopt the Child Protection Policy with a change to the effective date being 22 May 2017. In the Related Documentation, The Reporting Process for Child Abuse to have "*Manager*" to be replaced with "*Senior Leadership Team of Year Group or Dean*". BP/CS
Carried
- b. The BOT moved to adopt the Health and Safety Policy with a change to the effective date being 22 May 2017. Cynthia raised the issue of drugs and substance abuse but was informed that the Alcohol and Other Drugs Policy covers this. AW/CC
Carried
- c. International Student related Policies: Coralie is working with Scott Haines on the International Students and related policies and getting the documentation updated. There was discussion regarding Student Insurance and Outdoor Education activities. Coralie plans to attend the ODENZ AGM soon. Alison suggested that there be a review on International Student structure and suggested a Support Person assigned to assist in relation to International Students and getting the documentation up to date. It was noted that having a dedicated Counsellor might be of benefit for International Students. Andy asked if it would help having a working group focus on the International Policies.

3. MONITORING

3.1 Finance Committee

The Finance Reports for March and April were moved for adoption.

CC/CS
Carried

- a. It was noted that Mike Warn is following up on the finalised 2016 Annual Financial Report with the auditors.
- b. Credit Card Policy to be looked at the next Finance Committee meeting.

3.2 Property and Health & Safety Committee

The Property and Health & Safety Reports were moved for adoption.

RB/BP
Carried

- a. It was noted that Richard Barham does an excellent job with the landscaping. Steph to organise a letter of appreciation from the BOT.

3.3 Staff Representation

No Report.

- a. Alison again congratulated the SLT for their calm presence, and business as usual practice.

3.4 Home and School Association

No written report.

- a. Cynthia attended the Home & School AGM (on the 4th May) and at the request of officers, spoke about the school Board of Trustees, its functions, the role of a trustee, available sources of information about school BOT and training for trustees. She invited members of the association to come and observe at the next BOT meeting. By email, she forwarded online links to these reference sites to Anna Reynolds. As result, Vanessa Harwood attended this meeting and the BOT welcomed her, and looked forward to having a representative join the BOT.
- b. The Home and School received a donation from the Pupu Hydro Scheme.

3.5 Manawhenua Ki Mohua Liaison

No written report.

- a. Beverley noted that the Marae has had a number of visits lately from local groups.
- b. The Iwi are focusing on building Young Leaders, working together with the local schools and youth as there 100 Maori children in Golden Bay. An example is Project Mohua, which has an Environmental Leadership focus.
- c. Beverley asked how could Iwi contribute to the Curriculum and in particular the area of Maori oral traditions.
- d. Regarding the BOT, SLT and Iwi meeting, see 2.2a above.

3.6 Student Representation

No written report.

- a. Jett noted that the Student Council would like Photographic Student IDs for Year 9s and upwards. Jett to contact the Tasman District Council regarding how these could be issued. There was discussion if local businesses could offer discounts for students with ID.
- b. Jett noted that there is concern regarding the number of Mufti Days. This was referred to SLT for further discussion.
- c. Jett asked that the Year 11 and 12s be allowed to invite out of school partners to the ball. This was also referred to SLT for further discussion.
- d. Jett will discuss with the students the possibility of an early election and refer back to Coralie as the Senior Manager in charge of the Student Council.
- e. Coralie was nominated as the Returning Officer for the Student Representative Election, which she accepted.

BP/CS
Carried

4. BOARD ADMINISTRATION

4.1 Confirmation of the Previous Minutes

It was moved to confirm the minutes of the previous meeting on the 27 March 2017 as a true and correct record with no amendments.

CS/BP
Carried

4.2 Action List of the Previous Minutes

All of the action points were completed except the following:

1. HR Audit date – ongoing.
2. Ratification via email procedure to be written – ongoing.
3. Richard and Dan to work on reply to Malcom McBride's letter on Traffic.
4. Andy and Richard to reply to the Takaka Primary School letter.

4.3 Correspondence

It was moved that the Correspondence be accepted.

AW/CC
Carried

- a. A letter from Erika Ross received on the 15 May, regarding receipt of the 2017 Charter and Achievement Information, was tabled.

- b. An email from Greg Allum (GBHS PPTA) on the 19 May, regarding the Principal’s Promise was tabled – Andy to draft a response.
- c. A request from David Prebble to address the BOT at the next meeting on the topic of Democratic Schooling was declined. Andy to provide a response to David Prebble.

4.4 ERO

- a. The final ERO report has not yet been received.

4.5 Quiz Night Fundraiser Permission

- a. The BOT moved to accept Cherie Chamberlain application to serve alcohol at the Netball Quiz night fundraiser on the 26 May. RB / CC
Carried

4.6 BOT Training and Administration

- a. NZSTA Training: Tuesday 20 June on Finance 1 Workshop at GBHS. BOT members to register asap.
- b. NZSTA Conference: Richard, Vanessa and Cherrie expressed interest in attending.

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 22 May 2017.

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 Stand Downs	Privacy	
3 Limited Statutory Manager Update	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 10.09pm.

The BOT moved out of the confidential session at 11.12pm.

The meeting closed at 11.12 pm.



Chairperson

Date

Principal

Date

ACTION LIST

1. Chris Stephenson to review Education outside the Classroom Policy and then to pass on to Health and Safety & Property Committee.
2. Beverley to liaise regarding a date in July for the BOT and SLT to visit the Marae.
3. Steph to update the Annual Workplan regarding Annual Department Reports and Hui as above.
4. Credit Card policy to be reviewed for next Finance Committee Meeting.
5. A letter of appreciation to Richard Barham to be sent.
6. Jett to contact the Tasman District Council regarding Student IDs.
7. Jett to discuss early student representative election and get back to Coralie.
8. BOT members to sign up for the NZSTA training on Finance for 20 June.
9. Andy to reply to GBHS PPTA regarding the Principal's Promise.
10. Andy to respond to David Prebble's request regarding Democratic Schooling.

ACTION LIST FROM PREVIOUS BOT MEETINGS

1. HR Audit date – ongoing.
2. Ratification via email procedure to be written – ongoing.
3. Richard and Dan to work on reply to Malcom McBride's letter on Traffic.
4. Andy and Richard to reply to the Takaka Primary School letter.

Resolution for Delegations of Authority to Principal

The Board resolves to delegate to the Principal the following powers and responsibilities:

- a. *Employment of:*
 - *Support staff.*
 - *Teaching staff required for long term relieving, fixed term and part-time positions.*
- b. *Engagement of contractors to a value of \$20,000 after consultation with at least 2 members of the Property Committee*
- c. *Performance management, disciplinary action (including dismissal) of non-teaching staffing in accordance with the relevant Employment Agreement provisions. Performance management of teaching staff.*
- d. *Competency procedures in relation to teaching staff in accordance with the Secondary Teachers' Collective Employment Agreement ("STCEA") through to the completion of the evaluation report as set out in clause 3.3.2(d) of the STCEA. The report and any recommendation will then be provided to the Board for any decision as set out in clause 3.3.2(e) of the STCEA.*
- e. *Undertaking any inquiry into a possible breach of discipline. In the event the issues under investigation are not resolved informally by discussion or the Principal is of the view that the matter should proceed to the Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the Board for this purpose.*
- f. *Suspending any employee during any inquiry or following receipt of a complaint if satisfied that the welfare and interests of any student attending the school or of any employee at the school so requires.*
- g. *Grant and/or require the following in relation to leave:*
 - *Medical certificate for an absence on sick leave in excess of five days.*
 - *Discretionary leave not exceeding five days*
- h. *Authorizing expenditure/payments in line with approved budgets and audit approved financial processes.*
- i. *That the Principal sign agreements, contracts and Ministry of Education documents which require the Principal's signature.*
- j. *Mandatory reports to the Teachers Council*
- k. *Managing banking staffing*
- l. *Approval of EOTC activities.*

The Board delegates the following authority:

"That the Deputy Principal, Richard Baker, be appointed Acting Principal in the absence of the Principal from school for one whole day or more; and that, in particular, the Acting Principal be delegated the powers of the Principal pursuant to Section 18A of the Education Act 1989 and the rules promulgated regarding this section of the Act." In his absence, Coralie Stopford to be appointed Acting Principal. In Richard or Coralie's absence, Peter Mitchison to be appointed Acting Principal. The above to remain in place until further notice.

AW/CC Carried

The Board resolves to delegate to the Board subcommittee the following powers and responsibilities:

Resolution for Delegations of Authority to Personnel Committee

Employment of full time, permanent teaching staff up to and including the level of HOD

Resolution for Delegations of Authority to Discipline Committee

Determination of outcomes for a suspended student

Resolution for Delegations of Authority to Property Committee

Contracts to a value of \$50,000 per contract

Resolution for Delegations of Authority to Finance Committee

Authorizing expenditure / payment of items outside approved budget including asset purchases.

Applying for funds, sponsorship or other monies

The Board resolves to delegate to Ali Gardener, manager of the Golden Bay Work Centre Trust,

The authority for approval of EOTC for the students on the Alternative Education programme.

The Board resolves to delegate to Deputy Principal Richard Baker

The powers and responsibilities as OSH Officer.