



MINUTES

Andrew Williams, Cynthia Sampson, Michelle Dallison (Digital Technologies Teacher) and Gareth Batten (Social Science and Careers Teacher) were welcomed by the Board of Trustees.

Curriculum Review: Michelle Dallison - HOD of Digital Technologies

- Michelle discussed her 2015 Annual Department Report.
- Year 7s began Digital Technologies in 2015 for once a week to ensure consistency when using school technology. Core subject teachers report that this has been beneficial for their Year 8 classes.
- Year 8s were taught by Jason Wells. Year 9s had an improvement in both male and female – both prefer working independently. Year 10 scholarship students did well.
- All senior classes are on individual programmes, allowing students to achieve at their own level and pace. Assessments based on Unit Standards and Achievement Standards cater to all levels.
- None of the Year Levels for NCEA were at the national standard. Level 1 improved with externals being better than the previous year's results.
- Level 2 were all boys last year. Hard working with high standards.
- Level 3, the top 2 students had time table clashes and could not complete everything.
- Michelle noted that the support provided by the Network Managers (Yvette Ireton and Bluey Powell) is excellent, pertinent and highly valued.
- Email communication with parents has proved very important.
- Michelle said that the support from the BOT and school was good with her having quite good resources. A 3D printer arrived last year. She noted that a 3 year roll over for the computers is vital and needs to keep occurring. The lack of storage space is an issue. Richard suggested this would be included in the next property plan.
- Michelle noted her concern with what her department will be like at the end of her maternity leave.
- Margie thanked Michelle and noted that each year the programme developed it was clearly with collaboration with the students and met the BOTs expectations.
- The BOT wished Michelle all the best and hoped she returns soon.

Curriculum Review: Gareth Batten - Careers /STAR

- Gareth presented his 2015 Annual Department Report.
- Assistance from Clare Harvey-Smith ranging from 1 hour to 10 hours per week is vital to the STAR and Careers role.
- STAR funding is based on the roll. Nearly 50% of funding is spent on Staff salaries. The remainder is spent on Hospitality, Tourism, Outdoor Education and Technology courses. Some students go to NMIT courses for 1 to 2 day courses also.
- Two years ago the funding became non-tagged so the school has more discretion for spending in different areas. STAR reports are now no longer required to be sent in to the Government. Roger and Gareth decided to continue with the reports anyhow.
- Careers money is spent on work experience. Year 11s spend 3 days in September on work experience in Golden Bay. All the work is arranged by GBHS. Year 12s can go where they like.
- Year 8s have resources arranged by Gareth, with the English Dept. Year 10s spend time at the end of the year in the social's area working on The Real Game unit.
- Gareth spends lunch times catching up with students and arranging their work experiences leading up to the Day Out work experience.
- "What If" presents opportunities for Careers to allow more contact time with Gareth. 3 sessions with Year 12 and 3 with Year 13s have occurred during "What If" in the first term. This will continue through the next 3 terms.
- Gareth encourages the students to like the GBHS facebook page, by posting careers notices and posters etc.
- Future Indicative programme available on the school website. The idea is that the students carry out this with each year.

- The Career's matrix is based on evolving Careers being more across all of the areas of school.
- Getting support from the other teachers can be difficult. This could be due to new Deans not understanding how Careers fits in.
- Lack of money and time are the main impediments. Emails are time consuming and schools this size never seem get enough funding.
- Margie thanked Gareth for all his hard work.

1. ATTENDANCE AND ADMINISTRATION

- 1.1 Present:** Margie Clark (Chairperson), Katrina Hutton, Richard Baker, Deb Marsden Allen Reid, Bronwynn Billens, Darren Clarke, Sue Mitchison, Kirsten Nalder, Jack Balck, Nikki Winter and Steph Hartill (Minutes).
- 1.2 Guests:** Andrew Williams, Cherie Chubb, Cynthia Sampson and Susie Struck.
- 1.2 Apologies:** None.
- 1.3 Declaration of interests:** None.
- 1.4 Speaking Rights:** Deb and Richard were given speaking rights.

2. STRATEGIC DISCUSSIONS AND DECISIONS

2.1 Principal's Report

The Principal's Report was moved for adoption.

Adopted KH/SM
Carried

- Kat noted that the meeting Margie and she attended on Health and Safety at Motueka was most beneficially.
- The Community of Learning (CoL) is still in the early stages but progressing along.
- The GB Weekly is being very supportive and this is appreciated.
- Kat is encouraging students and parents to come forward to let the school know of their successes outside of the classroom to celebrate their achievements in Assemblies and in the Goldie.

KH/SM
Carried

2.3 Policy Review: A Number of policies were reviewed at the Policy Meeting on the 19 May 2016

- The BOT moved to adopt the following policies:

The Health and Safety Policy; Alcohol at School Policy; Alcohol and Drug Police for GBHS and Collingwood Area School; Non Violence Policy; Appointments Policy; Child Protection Policy; Concerns and Complaints Policy; Property Policy and Assessment Policy and Guidelines.

Adopted AR/ML
Carried

- The EOTC Policy and EOTC Gear Guidelines to be looked at by Chris Stephenson and Greg Allum.
- Swimming Pool Policy to be re-examined. Student Guidance and Management Policy is to be looked at by Richard and Deb. The Property Policy was deferred to next meeting. The Time table policy is being looked at by SLT and then staff.

2.4. Personnel

This was discussed in Committee.

3. MONITORING

3.1 Finance Committee

The Finance Committee Report was moved for adoption.

Adopted MC/DC
Carried

- a. Kirsten noted a correction to the minutes in that she did not attend the Finance Meeting, and the meeting was at 9am not at 9pm.
- b. The End of Year Accounts for 2016 are expected be finalised soon.

3.2 Property and Health and Safety Committee

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

Adopted SM/AR
Carried

- a. There was discussion regarding the safety glass audit which GBHS will receive soon.
- b. The BOT discussed appointing a new Property Manager.
- c. Kirsten asked if the Property Meetings could be held on a Thursday so she could attend.
- d. Simon Cruikshank has suggested that the old prefab replacement may be covered outside the 5YP.
- e. The BOT approved spending of the \$2,000 donation to be spent on student lockers which could be located in the maths and science corridors.

KN/SM
Carried

3.3 Staff Representation

- a. Teachers have been attending regular Professional Learning sessions every Tuesday.
- b. Senior and Junior reports are underway.

3.4 Home and School Association

No written report.

- a. An AGM was held last Monday.
- b. They still have a vacancy for a Secretary.
- c. Possibly fundraisers include the Spring Challenge, Casino evening and Pohara Fest.

3.5 Manawhenua Ki Mohua Liaisons

No written report.

- a. Kylie Haewera is expected to replace Bronwynn Billens as the Maori Community Representative.

3.6 Student Representation

No written report.

3.7 Confidential Minutes

Margie tabled the Following:

Resolution to Exclude the Public
Section 48 Local Government Official Information and Meetings Act 1987

I move that the public be excluded from the following parts of the proceedings of this meeting, namely: the Golden Bay High School Board of Trustees Meeting 29/2/2016.

Agenda items

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

1. Staffing
2. Education Council
3. Principal Induction

Reason for passing this resolution in relation to each matter

Good reason to withhold exists under section 7

Ground(s) under section 48(1) for the passing of this resolution

Section 48 (1) a

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 protect by section 6 or section 7 of that Act or section 6 or section 7 of 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:

Protection of privacy of natural persons (Section 7 (2) (a)), Local Government Official Information and Meetings Act

MC/KH
Carried

The BOT moved into a confidential session at 9.36 pm.

The BOT moved out of the confidential session at 9.50pm.

4. BOARD ADMINISTRATION

4.1 Confirmation of 30 March Minutes and 19 May Minutes

It was moved to confirm the minutes of the previous meeting on the 30 March and 19 May as true and correct records.

MC/KN
Carried

4.1a Matters Arising from Minutes

None.

4.2 Action List from Previous Minutes.

All actions completed.

4.3 Correspondence

It was moved that the Correspondence be accepted.

MC/AR
Carried

4.4 Election Staff Election

- a. Sue Mitchison and Gareth Batten are standing for Staff Representative.
- b. The new BOT take official office on the 10th June 2016.

4.5 Health and Safety Meeting for Parents / Caregivers

- a. The BOT agreed to hold a Meeting next term after the Hui to introduce parents and caregivers to the changes in the Health and Safety act and how this is collaboration between the school and community.

4.6 Community Consultation and Hui

- a. The date of Wednesday 29th June was proposed for the Hui.
- b. Margie read out a number of ideas for at the Hui to be held in the hall. Email any ideas to Kat or Margie.

4.7 MOE visiting on the 31st May.

- a. Margie reminded all BOT Members to attend the Meeting at GBHS where a number of MOE officials will be present.

4.8 Induction

- a. Margie will organise dates for a tour and programme for the new BOT.

The meeting closed at 10.50 pm.

The next meeting is planned for Monday 27 June 2016 at 7.00pm.

Chairperson	Date	Principal	Date
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ACTION LIST

1. Policies listed above to go to the next BOT for approval.
2. Community Consultation Hui to be publicised and organised.
3. BOT to email Kat or Margie ideas regarding the Hui.
4. Margie to organise the induction for new BOT members.