



MINUTES

1. ATTENDANCE AND ADMINISTRATION

1.1 Present: Alison McAlpine (Limited Statutory Manager), Andy Williams (Chairperson), Kirsten Nalder (Deputy Chairperson), Beverley Purdie (Manawhenua Ki Mohua Rep), Cherrie Chubb (Parent Rep), Cynthia Sampson (Parent Rep), Susie Struck (Parent Rep), Gareth Batten (Staff Rep) and Steph Hartill (BOT Secretary - Minutes).

Richard Baker (Acting Principal) and Coralie Stopford (Deputy Principal).

Guest: Justin Fletcher (Red Box Architects).

1.2 Apologies: Vanessa Harwood (GBHS Home and School Committee Rep).

1.3 Declaration of interests: None.

1.4 Speaking Rights:

Coralie and Steph were given speaking rights by the Chair.

AW/RB
Carried

Justin Fletcher (Redbox Architects)

- a. Justin outlined his history with GBHS and thanked the BOT for the opportunity to offer them an update in person.
- b. The BOT discussed the Roll Growth Project of 5 classrooms. This now falls under the MOE Capital Works team. The Capital Works Team is a relatively new team and is external to the role Red Box Architects play. Andy noted that he hoped that Capital Works team would still take into account the vision document. The drop in GBHS roll may mean a reduction in the number of new classrooms built.
- c. Recent projects completed via Redbox Architects are the following: Pool Fencing and Pool Safety; Gym Cladding Replacement and leaky repairs; Special Needs refurbishment.
- d. Active Projects utilising the 5YA allocation (which runs until 2020) include: Science Lab and Aquaculture project; and Replacement Staffroom. Justin originally had both projects listed together but when Q Squared came back with the scoping estimates, it became clear that there would be an approximate \$300,000 funding shortfall.
- e. The Science Lab and Aquaculture project has now had the tender process completed. There was discussion regarding procurement process change with MOE which affects builders in remote areas.
- f. The proceeds from the House sale has been included to the current 5YA.
- g. The BOT discussed the importance of the Staffroom Replacement in building morale and wellbeing.
- h. Justin questioned why the Staffroom was not a Capital works programme and cautioned using 5YA for this when there may be some urgent maintenance coming up such as the cladding on the Technology block.
- i. The BOT agreed for Alison to provide a supporting document to Justin to approach the MOE regarding the funding for the Replacement Staffroom.
- j. Justin will investigate if he can get some options on savings for the Staffroom and Science Lab Projects and then finalise the contract with Golden Bay Builders once he has reported back to the BOT.
- k. The BOT thanked Justin for taking the time to meet with them and noted their appreciation for his and Red Box teams' work.

2. STRATEGIC DISCUSSIONS AND DECISIONS

2.1 Principal's Report

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

RB/KN
Carried

- a. Work is focusing on the Year 7-10s by Student Achievement Function and Change teams. There has been no interim data produced due to a lack of capability identified but this should be sorted by the end of the year. This focus is part of the CoL requirements.

- b. Senior Leadership Team and the Curriculum Assessment committee have restructured the Y9-10 curriculum as part of the response to ERO to provide student choice and rich literacy and numeracy. There was discussion if options would be better than rotations. Richard to seek input from students.

2.2 Workplan

- a. Principal's Annual Leave to be included in the Annual Workplan from 2018.
- b. Invitations have been sent out regarding the BOT Community Hui on Thursday 26 October. An advert will run in the GB Weekly for 2 prior issues. The GBHS website and facebook will also feature this.
- c. The BOT are planning to meet on Thursday 12th of October at 1pm to discuss the Hui.

2.3 Curriculum Reviews: *Annual Department Reports.*

- a. Greg Allum to be invited to the October BOT meeting to discuss his Annual Department report as he has missed attending the other sessions due to being away on Refreshment Leave.

2.4 Charter and Reporting

- a. Andy asked that all BOT members read the Charter and be ready for the review process in October/November. Andy will check to see if there is an NZSTA trainer available.
- b. Andy will send email some information regarding the Charter.

2.5 Policies

- a. Finance Policy Sub Committee – progress ongoing. The BOT noted their appreciation to Cynthia and Susie for the work done on these policies to date.

3. MONITORING

3.1 Finance Committee

The Finance Reports for August were moved for adoption.

CS/AW
Carried

3.2 Property and Health & Safety Committee

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

AW/RB
Carried

- a. Greg McCrostie from Programmed Property Maintenance has signalled that the painting will begin around the 13th November. Shayne Maxwell and Greg will be in touch closer to the date.
- b. The BOT accepted the recommendation that fruit juices and flavoured milk be removed from the Healthy Food Policy.
GB/RB
Carried
- c. Gareth has discussed the street signage with some students regarding painting with the possibility of this occurring at the beginning of the 2018 when the students are not so pressured.

3.3 Staff Representation

No written Report.

- a. The staff are finding that it has been a very wet term weather wise.
- b. Lipsync was fantastic with all staff and students enjoying their involvement. The community support during the two night shows was very encouraging.

3.4 Home and School Association

The Home and School Association Report was tabled and moved for adoption.

KN/AW
Carried

3.5 Manawhenua Ki Mohua Liaison

No written report.

- a. Dreams and Aspirations is the focus with Manawhenua Ki Mohua keen to support the Golden Bay tamariki in their journey to define and then reach for their dreams and aspirations. There is iwi funding available for these tamariki to assist them along this pathway.

3.6 Student Representation

No written report as there was no Student Rep present.

4. BOARD ADMINISTRATION

4.1 Confirmation of the Previous Minutes

It was moved to confirm the minutes of the previous meeting on the 28 August 2017 as a true and correct record with the following amendment to 4.5a to now read:

- a. *There was discussion regarding quality vs price of the uniform. The Student Council needs to be consulted. Home and School to meet with Coralie on Uniform issues going forward.*

CC/KN
Carried

- a. Andy apologised for the lateness of the previous meeting running until 11.15pm.

4.2 Action List of the Previous Minutes

All of the action points were completed except the following:

1. Inviting Greg Allum to the next meeting regarding Curriculum review. Steph to organise.

4.3 Correspondence

It was moved that the Correspondence be accepted.

AW/KN
Carried

4.4 Website

- a. Andy urged BOT members to look at the GBHS website and identify any pages that require updating. Any changes or suggestions are to be emailed to Cynthia for collation, who then forward to Richard, Steph and Yvette to implement.

4.5 BOT Training and Administration

- a. NZSTA Training: Andy to investigate NZSTA opportunities for writing the Charter.

4.6 Community of Learning (CoL)

- a. Richard provided an update. The CoL goal regarding NCEA is being reworked currently.
b. Coralie and a number of GBHS staff attended the CoL launch at the Village Theatre tonight. There was good community support.

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 25 September 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	

*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.”

AW/BP
Carried

The BOT moved into a confidential session at 9.08 pm.

The BOT moved out of the confidential session at 10.15pm.

6.0 BOT Member Resignation

- a. The BOT accepted Kirsten Nalder’s resignation as Deputy Chair. The BOT thanked Kirsten for the great job as a BOT member during the last 5 years.
- b. The BOT discussed the options of replacing Kirsten with a decision deferred to the next meeting.
- c. Andy invited the BOT to think about who would like to be Deputy Chair and discuss this via email.

The meeting closed at 10.17 pm.

Chairperson

Date

Principal

Date

ACTION LIST

1. Alison to write letter of support to MOE regarding staffroom and the need to replace this.
2. BOT to meet Thursday 12th October to discuss agenda and plan for the Community Hui planned for 26th October.
3. BOT members to read Charter and associated documents emailed from Andy in preparation for Charter 2018.
4. Steph to update the Healthy Food Policy to reflect recommendation of removing fruit juice and flavoured milk.
5. Members to look at the GBHS website and email any suggestions to Cynthia, who will then email these to Richard, Steph and Yvette.
6. Andy to check to see if any NZSTA trainer is available to assist the writing of the Charter.
7. The BOT to discuss Deputy Chairperson vacancy via email.
8. BOT to discuss options regarding the replacement of Kirsten (such as election, co-opting etc) at the next meeting.

ACTION LIST FROM PREVIOUS BOT MEETINGS

1. Greg Allum to be invited to attend October BOT meeting to discuss Annual Department Report. Steph to organise.