



MINUTES

Lyel Stewart and Greg McCrostie from Programmed Property Maintenance: The Board of Trustees welcomed Lyel and Greg and discussed the proposed seven year programme of painting. The Board thanked them for answering their questions and will discuss the proposal at a further Property Meeting on 13 March.

1. ATTENDANCE AND ADMINISTRATION

1.1 Present: Andy Williams (Chairperson), Kirsten Nalder (Deputy Chairperson), Katrina Hutton, Gareth Batten, Cherrie Chubb, Beverley Purdie, Cynthia Sampson and Steph Hartill (Minutes). Richard Baker (Acting Principal), Coralie Stopford (Deputy Principal).

1.2 Apologies: Jett Bennett (Student Rep) and Susie Struck.

Guests: Lyle Stewart and Greg McCrostie from Programmed Property Maintenance, Abbey Gilligan (presenting annual guidance counsellor report) and Allan Reid (invited by the Principal).

1.3 Declaration of interests: None.

1.4 Speaking Rights:
Richard, Coralie and Allan Reid were given speaking rights by the Chair.

1.5 Confirmation of the Chairperson:
a. At the meeting on Thursday 23 February, Andy was nominated as the Chairperson and he accepted. Kirsten was nominated as Deputy Chair, and she accepted this position.

CC/CS
Carried

1.6 Delegations of Authority:
a. The Board moved the resolution for the Delegations of Authority (Attached) with the following Provisos:
1. That the EOTC delegation be checked regarding liability for Chris Stephenson regarding the EOTC activities approval. Insurance company to be rung by Steph.
2. That the OSH wording be checked.

GB/AW
Carried

1.6a Committees

a. The BOT moved the following committee's formation. AW/KN
Carried

2017 Sub-Committees

Property/Health & Safety	Finance	Discipline	Personnel	Liaison
Katrina Hutton Andy Williams Susie Struck Jett Bennett Gareth Batten Alf Reid Richard Baker Greg Allum (Health & Safety) Any BOT member welcome that is available and interested.	Bev Purdie Katrina Hutton Richard Baker Cynthia Sampson Cherrie Chubb Coralie Stopford Steph Hartill Mike Warn (Advisor) Andy Williams Any BOT member welcome that is available and	Andy Gareth Batten Beverley Purdie Home and School Rep Any BOT member welcome that is available and interested.	Any BOT member welcome that is available and interested.	Health Education: Curriculum: ICT: Coralie Stopford Manawhenua Ki Mohua Liaison: Beverley Purdie

	interested.			
	Canteen			Useful Websites
	Katrina Hutton Tash Batten Staff Rep Home and School Rep Mike Warn Richard Baker Coralie Stopford Any BOT member welcome that is available and interested.			www.minedu.govt.nz www.edgazette.govt.nz www.tki.org.nz www.nzsta.org.nz

1.7 Board of Trustees Code of Conduct: All Board members present signed the code of conduct.

2. STRATEGIC DISCUSSIONS AND DECISIONS

2.1 Principal's Report

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

KN/AW
Carried

- a. Kat tabled the Traffic Lights System to explain how attendance is now being monitored.
- b. Kat commended Coralie on setting up the Team Drive for staff meetings and other internal documents.
- c. The Acronym Survey has been sent out to the community. Once the Acronym of school values is decided, new signage will be put up outside the school with student input in the design.
- d. The new staff induction programme has been successful thus far and ongoing.
- e. Feedback from the community will soon be sought regarding when the best time is to hold the staff Professional Learning which is currently taking place every second Wednesday, Period 5.

2.2 Charter 2017

- a. The BOT moved to adopt the Charter for 2017 with the proviso that on page 20, the roll needs to be corrected to 362 students.

KN/CC
Carried

- b. After the ERO visit, the BOT agreed that they can begin working on a new Charter format for 2018.

2.2a Annual Plan

- a. Kirsten noted to put a Marae visit in the Annual Workplan for Term 2.

2.2.b Analysis of Variance 2017 (Strategic Plan Outcomes for 2016).

- a. Beverley asked that it be recorded in the minutes that she would be unable to ratify the Analysis of Variance as the mandatory documents on National Standards relating to, NAG2A documents for the Year 7 and 8s are missing and this would not meet Ministry Standards. The Analysis of Variance only showed percentages. Beverley said the document needed to meet Ministry requirements.
- b. Beverley tabled Pages 12, 13 and 14 from the *Charters and Analysis of Variance: Guidance for Secondary School* document. She also tabled the National Standards NAG2A Reporting documents.
- c. Kat noted that she, as a first time Principal, had followed the same format that the previous Principal followed. Kat asked Beverley if she would meet with her to show her what detail she was wanting. Beverley responded that her other commitments were too great to do this. Beverley replied that the data is already in your SMS system, and Kat only needed to go to the MOE website to follow their instructions.

- d. The BOT noted that they looked forward to Kat producing her own version of the Analysis of Variance for 2018.
- e. Kat agreed to correct some formatting of tables from the December version and noted that the December data was not in the version the BOT were presented with at this meeting.
- f. Andy will send a link to the BOT on what the numbers mean for EAsTle.
- g. There were questions regarding how aspirational should the goals be.
- h. There was discussion regarding having an expenses column in the annual plan.
- i. Beverley has suggested that Professional Learning for BOT and School occur using the data from the Analysis of Variance and Charter.
- j. Once the corrections and changes have been made to meet Ministry of Education Standards, and Kat has emailed this to the BOT, the members agreed to ratify the Analysis of Variance via email. Beverley stated that she would ratify NAG2 on the MOE documents but not the Analysis of Variance.

2.3 Curriculum Review: *Abbey Gilligan (Guidance Counsellor):*

- a. The BOT noted they appreciated how detailed and comprehensive the report was.
- b. There was discussion regarding the Big Brother Sister Bullying programme.
- c. Opportunities for cross curriculum topics with Health is an area for further investigation.
- d. Abbey's wish list would be to have a Sensory safe chill out room, where students could wait whilst she is engaged in other sessions.
- e. With some students, Abbey works closely with the SENCO and Literacy House to create the best outcomes for the students.
- f. There was discussion regarding how Manawhenua Ki Mohua could work in supporting Abbey.
- g. Abbey outlined her journey regarding her Professional Learning and ongoing training.
- h. Kat and the BOT thanked Abbey for the wonderful job she does for both the Staff and Students. Abbey invited any ideas and suggestions to be sent to her.

2.4 Policies

- a. The Concerns and Complaints Policy was discussed as it is suspected that an older version is on the GBHS website and in the Policy folder, which is different to the version ratified in May 2016. Andy to investigate further.
- b. The BOT are looking at a procedure regarding how to clearly ratify decisions via email. Steph to add this as an agenda item at the next meeting.
- c. Andy apologised for the confusion regarding the email ratification of the EOTC Unit.

3. MONITORING

3.1 Finance Committee

The Finance Report was moved for adoption.

KN/AW
Carried

- a. The BOT moved to adopt the budget noting that the budget is an evolving document and needs to be open to change depending on recommendations from the ERO review. CS/AW Carried
- b. Richard tabled a document regarding the Azwood sponsorship. Benefits will be promoting GBHS positively and sponsorship of some sort. The video would need to be reviewed by SLT and BOT. Richard will send a link with the advertising from Azwood. This would be the first school they have worked with. Richard and Coralie to further investigate.
- c. With Kirsten no longer on the Finance Committee, it was suggested that the meetings take place at 5pm to allow the new Chair to attend.

3.2 Property and Health & Safety Committee

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

AW/KN
Carried

- a. The emergency contacts for a pandemic are being collated.
- b. There has been an approximate time line for Lab 3 and Staffroom building projects to begin in June 2017. Staff input will be required before the end of March regarding their wish list.
- c. There was discussion regarding the lockers as there has been little uptake thus far with no students using them to date.

3.3 Staff Representation

No report.

- a. Gareth noted the Swimming Sports went well with both staff, students and the community enjoying their day.

3.4 Home and School Association

No report.

3.5 Manawhenua Ki Mohua Liaison

No report.

- a. Bev noted that at the moment it is impossible to inform Manawhenua ki Mohua (the organisation that mandated her appointment on the Board, of Maori student achievement for 2016 at Golden Bay High School.
- b. The BOT would like to go to the Marae in Term 2, if possible, to see discuss how Manawhenua o Mohua can support the school in meeting their requirements regarding all Maori Students.

3.6 Student Representation

No report.

- a. It was suggested that GBHS could hold the student election earlier, so that the student comes onto the BOT mid- year. This would ensure an overlap and mentoring process of the previous Rep to a new Rep mid-year. Steph to check with NZSTA regarding this.

4. BOARD ADMINISTRATION

4.1 Confirmation of the Previous Minutes

It was moved to confirm the minutes of the previous meeting on the 14 December 2016 as a true and correct record with the following amendments:

1. It was noted Kat did not move or second 4.6 and that Andy Williams did.
2. Kat requested that it was 100% rate for the Staff survey and the BOT agreed on 70%.
3. The Art's Coordinator report to be deferred to the 27 March Meeting.

KN/AW
Carried

4.2 Action List of the Previous Minutes

All of the action points were completed with NZSTA to supply a HR Audit date at some time during the year.

4.3 Correspondence

It was moved that the Correspondence be accepted.

AW/CC
Carried

- a. A letter from NZEI was tabled regarding Paid Union Meeting for Support Staff is scheduled for the 22 March at 9.30am.
- b. A letter from Kylee McGregor (Chairperson) of the Takaka Primary School Board of Trustees was tabled relating to a statement printed in the Goldie on the rationale behind the Professional Learning.

4.4 BOT Training and Administration

- a. NZSTA are willing to provide training specific to the BOT in Golden Bay. Members were interested in Governance and Meeting procedures training. Professional learning modules are also available online.
- b. Support Staff Audit will take place in May 2017 as Solutions and Services have changed their availability.
- c. HR Audit: to be planned in 2017 for Term 2.
- d. Col Update: Bev went to the Hui at Collingwood. The BOT agreed that Bev would continue as the GBHS BOT representative.
- e. Kat sought clarification on what role NZSTA's Liz Clark plays and what she was doing at the meeting that took place with the MOE and BOT on Friday 24 February. This was further clarified by Kirsten.

4.5 ERO – Strategic Planning Meeting

- a. ERO have changed the dates of their visit to the 13th - 17th March.

- b. The draft ERO programme visit was distributed at the meeting. Bev noted that the Manawhenua Ki Mohua due to previous commitments will work on being available at the welcome.
- c. The BOT amended the ERO strategic meeting to the Wednesday 8th March at 5.30pm.

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 27 February 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 Tasmine Palmer Letter	Privacy	
3 Takaka Primary School	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 9.49 pm.

The BOT moved out of the confidential session at 10.25pm.

The meeting closed at 10.25 pm.

Chairperson

Date

Principal

Date

ACTION LIST

1. The GBHS Concerns and Complaints Policy versions to be clarified by Andy.
2. Andy to investigate establishing a process for ratifying decision via email.
3. Finance Meeting times to change to accommodate the new Chairperson.
4. The Art’s Coordinator report to be discussed at the next BOT meeting on the 27 March.
5. Steph to check with the Insurance company regarding liability for the EOTC delegation of authority.
6. Steph to check regarding the OSH wording of the delegation of authority.
7. The Analysis of Variance to be corrected and ratified via email.
8. Ratification via email procedure to be defined.
9. Steph to check on NZSTA regarding Student Elections.

10. Andy to follow up with NZSTA as to when the HR Audit will occur.
11. Andy to clarify the role of Liz Clark from NZSTA and why she was at the meeting on 24 February 2017.
12. Richard and Coralie to discuss then decide best format for each of their delegations of acting Principal this year – six months each or term by term based on workload.
13. Kat and Andy to work on a 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 (Pending further investigation).*

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. The above to remain in place until the Next BOT Meeting on 27 March 2017 where this will be reviewed after Coralie and Richard have discussed.

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 Alli 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.