



MINUTES

1. ATTENDANCE AND ADMINISTRATION

- 1.1 **Present:** Kirsten Nalder (Chairperson), Andy Williams (Deputy Chairperson), Katrina Hutton, Jack Balck, Gareth Batten, Kylie Haerewa, Cynthia Sampson, Susanne Struck, and Steph Hartill (Minutes).
- 1.2 **Apologies:** Cherrie Chubb and Nikki Winter.
- 1.3 **Declaration of interests:** None.
- 1.4 **Speaking Rights:**
Deb, Richard and Steph were giving speaking rights.

2. STRATEGIC DISCUSSIONS AND DECISIONS

2.1 Principal's Report

The Principal's Report was moved for adoption.

KH/SM
Carried

- a. National Standards were included in the junior reports that were distributed this week.
- b. Kat highlighted the great job Richard has done on the recent NZQA MNS visit.

2.2 Self Review Plan and the BOT Annual Work Plan

- a. The BOT agreed that the Departmental Reviews should occur during a 3 Year period as opposed to the old 5 year cycle. The Department Reviews will be broken down into the 8 Curriculum areas as defined by the National Curriculum. Changes to the Self Review Plan to be distributed and approved at the next BOT meeting.
- b. The BOT approved the changes to the Annual Work Plan in relation to the Annual Department reports to be reported on for the rest of the year. The updated plan was distributed at the meeting.

KH/SS
Carried

2.3 Curriculum Review – International Languages (Hess Williams)

- a. Hess Williams informed the BOT that she will be handing in her resignation in Term 3 and offered some suggestions on how to recruit Language Teachers for a small rural school situation. If Golden Bay High still wants to offer languages, attracting the right teacher for 0.5 EFTE or less could be an issue.
- b. Hess suggested offering to teach more than one language was ideal for GBHS.
- c. The Year 7 /8s are large cohorts at present. The big classes are difficult to manage, even with the Teacher Aide assistance. Management of these large cohorts will need to be taken into account for the upcoming years.
- d. Hess has been asked to present on studying languages via Te Kura at an upcoming Language teaching conference in Nelson this year.
- e. Kat thanked Hess for her diversity and for the wonderful work she has done – highly appreciated. The BOT agreed and also passed on their appreciation for all the years of service offered by Hess. Hess thanked the BOT for taking on the role as Trustees.

2.4 Policies

- a. The EOTC Policy and Guidelines; the Swimming Pool Policy; The Health and Safety Policy; The Timetable Policy are currently being looked at by staff.

2.5 International Students

- a. Deb discussed the new Code of Practice. She will keep everyone up to date as the changes occur this year.
- b. As International Director, Deb considers having five International students be at the limit, as they all wish to enrol in outdoor education as a subject and finding homestays is problematic.
- c. Deb attributes the current numbers of students to free advertising from a previous student.

3. MONITORING

3.1 Finance Committee

The Finance Committee Report was moved for adoption.

SS/KH

- a. Cynthia, Kat, Kirsten and Margie have indicated they are interested in attending the meeting with Scott Haines on Thursday next week.
- b. HOARD's application to the Lion Foundation:

The application to apply to the Lion Foundation for accommodation, air flights and minivan hire for the Golden Bay High School band The HOARD to attend the National Finals of the Smokefree Rockquest competition in Auckland in September for approximately (\$3,868.05 excluding GST).

AW/CS
Carried

3.2 Property and Health and Safety Committee

- a. Richard tabled an update due to the Committee unable to meet prior to this BOT meeting. Items that were discussed included needing an Emergency Alarm System for lock downs (quoted at \$29K for lock down).
- b. Water fountains will be included in the next application to the Rata Foundation and Zero waste application.
- c. The Health and Safety Audit documents were discussed.
- d. Progress on the Gym Roof and Te Whare Kai roof is good with the work planned to occur during the holidays.
- e. The school is currently 2 classrooms under code. There is a possibility of the old prefabs being replaced outside of the 5YP for the Year 7 Village concept.
- f. Kirsten noted the NZSTA star diagram for all BOT members to refer to.
- g. Steph to then email all the BOT Health and Safety Guidelines link
- h. First Property Meeting on Monday 25 July.
- i. Health and Safety Meeting planned for 4 August at 5pm.
- j. Richard, Kat and some BOT members are meeting with Red Box as a possible new Project Manager as they are based in Nelson and work regularly in GB. It was suggested that if Red Box are agreeable the BOT could agree via email and choose Red Box as the new Project Manager.

KH/KN
Carried

- k. The BOT agreed to sign the 5YP as delivered by John Chrono today. Kirsten signed this on behalf of the BOT.

KN/KH
Carried

3.3 Staff Representation

No report.

3.4 Home and School Association

No report.

3.5 Maori Community Liaison

No report.

- a. Kat discussed the possibility of getting a Whanau support group established. Kylie to meet with Margie Little about this.
- b. Consultation Hui at the Marae to be arranged soon.

3.6 Student Representation

- a. Jack passed around some quotes regarding the student lockers. There was discussion regarding which lockers to purchase and what bond to charge. Bond and a rental? Combination or key locks? Jack to discuss with the student council and present their recommendations to the BOT for the lockers and locks at the next BOT meeting. He has a budget of \$2000.

4. BOARD ADMINISTRATION

4.1 Confirmation of the Previous Minutes

It was moved to confirm the minutes of the previous meeting on the 13 June 2016 as a true and correct record.

4.2 Action List of the Previous Minutes

None.

4.3 Correspondence

It was moved that the Correspondence be accepted.

KH/AW

Carried

- a. Steph tabled a letter received on 27/6 from the MOE regarding the balance of the sale for school house being added to the 5YP.

4.4 BOT Training and Administration

- a. NZSTA Conference Delegate: The BOT agreed that Cynthia Sampson would be the delegate to attend the Annual General Meeting at the upcoming NZSTA conference. There was discussion of checking with the other Golden Bay schools after the conference to share collective findings. KN/KH
Carried
- b. 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. Murray Cameron has also offered training services for the BOT.
- c. Community Consultation Hui: On track for Wednesday 29 June at 7pm. Kirsten read out an agenda. The key point from the BOT is that they are about governance not management. Kat will email the list of questions when compiled. The BOT members were asked to prepare a little statement to read out for the night.
- d. HR Audit: Steve Jamison from NZSTA is expecting to work with the whole BOT when a date is set for in Term 3.
- e. BOT Workload Management: Susie has offered to work on the policies.
- f. Goldie: Andy Williams has volunteered to put information together for the Goldie on the BOT's behalf.

5.0 CONFIDENTIAL MINUTES

The BOT moved into a confidential session at 9.35 pm.

The BOT moved out of the confidential session at 10.12 pm.

The meeting closed at 10.12 pm.

The next meeting is planned for Monday 22 August 2016 at 7.00pm.

Chairperson

Date

Principal

Date

ACTION LIST

1. Self Review Plan to be updated to reflect the 3 year department review cycle.
2. Steph to email the BOT the Property Visioning document, 5YP and link to the Health and Safety document.
3. Whanau support meeting between Margie Little and Kylie to be organised.
4. Hui at Marae to be planned for Term 3.
5. BOT members to register for the NZSTA course on 25 August.
6. Kat to email the Agenda and the list of questions to BOT members for the Community Hui.
7. Andy Williams to put BOT updates in the Goldie beginning in the next issue.
8. Jack to discuss lockers with the student council and present their recommendations to the BOT for the lockers and locks at the next BOT meeting.