



MINUTES

1. ATTENDANCE AND ADMINISTRATION

1.1 Present: Andy Williams (Chairperson), Kirsten Nalder (Deputy Chairperson), Gareth Batten (Staff Rep), 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).

Guests: Judi File (Teacher in Charge, discussing 2016 Gateway and Trades Annual Department reports) and Chris Stephenson (HOD Science discussing 2016 Science Annual Department report).

1.2 Apologies: None.

1.3 Declaration of interests: None.

1.4 Speaking Rights:

Coralie and Steph were given speaking rights by the Chair.

1.5 Delegations of Authority:

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

1. *The EOTC delegation was discussed with the current understanding that this delegation still remains under the Principal – and not the EOTC Coordinator.*

2. *That the delegations agreed to last time remain in place and be reviewed at the next BOT Meeting on 30 May 2017. Coralie and Richard to provide feedback.*

GB/AW
Carried

b. The BOT agreed to ask Chris Stephenson (EOTC Co-ordinator) to meet with the whole board and outline GBHS procedures and policy to upskill.

1.6 Board of Trustees Code of Conduct: Three other BOT members present signed the code of conduct. All BOT members have now signed the code for 2017.

2. STRATEGIC DISCUSSIONS AND DECISIONS

2.1 Principal's Report

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

KN/CS
Carried

a. The BOT thanked Richard for report especially the NCEA data provided.

b. Coralie was acknowledged for collating Primary School data into KAMAR.

c. There was discussion regarding how many Y11s were in 2016 as this was perhaps recorded incorrectly on a website mentioned by Beverley. Beverley and Richard to check the Education website mentioned. Bev queried the number of Y11, 12 and 13 students on the Education Countsites.

d. The BOT discussed certain cohorts and are interested to track progress to see if changing to 6 subjects from 7 subjects will have any impact on final NCEA results over the next 2 years.

e. ERO noted that GBHS offered a great range of subjects for a school of this size.

f. The 2016 NCEA results were discussed.

g. Tracking of student attendance, including more parental involvement has increased for 2017.

h. Coralie is working on International Students ensuring that GHBS is fully compliant with Agent agreements and other associated policies and documentation.

2.2 Workplan 2017.

a. It was agreed to move the reporting of E-AsstTle data for Junior results to the May meeting.

b. The signage for the front of the school building is now on hold.

- c. The BOT discussed having the Annual Department Report presentations earlier in the year with staff members presenting having a 15 minute time limit. Andy and Steph to arrange.
- d. International Student related Policies to be updated for May and June meetings or earlier as appropriate.

2.3 Curriculum Review: Judi File (Teacher in Charge of Gateway and Trades):

- a. Gateway was given 32 placements this year, but now has 34 students. Judi noted that for a small community such as Golden Bay, the market is saturated and finding employers willing to take on students is becoming increasingly difficult. Three students still need to be placed currently.
- b. Judi is teaching 6 senior classes this year which is the largest load she has ever had. There are greater numbers of Level 2 and 3 students together, where ideally she would prefer single level classes.
- c. Some students only wanting Level 3 credits is driving this also.
- d. The impact of GBHS moving from 7 to 6 subjects in 2017 has meant an increase in numbers as students have fewer options to choose from. Often Trades is optioned against Science which means students often end up choosing Science (and struggling).
- e. Last year Judi had Teacher Aide assistance for 6 periods per week. This has been reduced to 3 periods in 2017 and is tagged to particular student(s) which is not the kind of in class assistance that she requires.
- f. The lack of Aquaculture and Mountain biking units is a shame, in that there is great demand for these areas. Incidentally, Mark MacKenzie is writing one of the first assessments nationally for Aquaculture.
- g. There was discussion regarding how Manawhenua Ki Mohua could provide support regarding Aquaculture and /or other Gateway placements.
- h. The lack of Primary ITO offering units standards was cited by Judi as problematic.
- i. Many of the students are credit driven looking for easier options. eg: a weekend Possum course offers 24 credits, whereas a 2 day First aid course offers only 4 credits.
- j. Trades is more a Life Skills programme, whereas Gateway is more independent and students work on individual external units depending on their interests.
- k. Reader/Writer was defined and the process was explained.
- l. Judi is no longer invited to attend HOD/TIC or Curriculum meetings so she feels her subject area does not have the same level of input into the school as previously.
- m. Judi's wish list would be to have more Teacher Aide support; have the 6 option lines evaluated at the end of the year to possibly go back to the 7 as this limited choices for non-academic students; single year classes instead of multi-level; and that greater awareness and prestige be given to Careers and Gateway.
- n. Andy and the BOT thanked Judi for the wonderful job she does for the Gateway and Trades programme. The BOT noted they appreciated the succinctness and clarity of Judi's reports.

2.3 Curriculum Review: Chris Stephenson (Head of Department - Science):

- a. Chris presented a PowerPoint presentation to the BOT on the theme of the Good, the Bad and the Ugly. The Good was identified as: employing a new Chemistry teacher; a new Lab 3 coming in 2017; and the Level 1 Science results have risen in 2016. It was noted that this was more due to good results in externals than in internals, and improvement of internal achievement will be a focus for 2017.
A strong Maori cohort are coming through into Level 2 for 2017.
The Bad: Level 2 and 3 science results are down across all subject areas, and Maori achievement was below the National average except at Level 1.
The Ugly: a loss of Science teaching time due to the What If Programme and Professional Learning for teachers every 50th Period; and the budget cuts for 2017.
- b. Chris questioned the budget cuts, even though the Science department is now teaching 34% more students in 2017. He noted that the allocated sums bear little resemblance to the budgets submitted.
- c. Chris pondered whether it was a good idea reducing class time to do Professional Development for staff for period 5, every second Wednesday. He noted that for one of his teachers, what was a 6 week course of work in 2015, is now taking 7 weeks to get through due to reduced access to students. Chris supported the What If initiative as it provided excellent experience and opportunities for students, but acknowledged that this also came at the cost of curriculum time.
- d. There was discussion regarding how strategic and tactical students are in choosing which credits to work on.
- e. Chris has identified as his key department goals: To increase engagement in Science assessments; and to ensure there is consistent grading across the Science department in junior practical assessments.

- f. 2017 will see more focus on engaging parents at home to get students to hand in assessments. This strategy appears to be working in that a whole class handing in an assignment last week.
- g. The main wish list for Science included an increase the hours of the Lab technician (3 hours extra a week specifically) and more teaching time allocated in the time table.
- h. The BOT thanked Chris and his team for the wonderful job they are carrying out in the Science Department.
- i. Steph to send the BOT Chris's PowerPoint presentation.

2.3 Curriculum Review: Arts Co-ordinator's Report.

- a. The BOT agreed that a large number of activities and events had been attended or had student participation in 2016, which was excellent.
- b. The BOT appreciated the work Elvira has done so far.
- c. There was discussion regarding the whole school attending the Ugly Shakespeare performance at a cost of \$1,500, and how the voluntary koha received was only \$147 – possibly as a result of parents / caregivers not being emailed regarding this. Next year, Elvira and Richard to check the parents and community are invited as this increases the revenue recovered.

2.4 Policies

- a. Bev and Gareth worked on the Child Protection Policy to include the latest Vulnerable Children's Act 2014.

The BOT moved to adopt the Child Protection Policy once the formatting has been completed and it has been recirculated to the BOT for final approval.

BP/GB

Carried

Gareth to finalise appendix/supporting notes of child protection policy regarding the Definition of 'safety checks'. Steph and Bev to work on formatting the Child Protection Policy.

- b. International Student related Policies: See 2.2 d above.
- c. Evacuation Procedure – Richard clarified this as being a record showing when practices have taken place in the school.
- d. Bev noted that in the Gazette dated 13 March 2017, there was a feature on Health and Safety resources that had just been launched on Workplace Bullying, Stress Management and Well Being for staff. Bev showed a Health and Safety policy from the NZSTA website for the BOT to look at which referenced zero tolerance to violence. The GBHS current Health and Safety policy does not refer to zero tolerance. Steph to distribute and to be discussed at the next BOT meeting. (BP).

3. MONITORING

3.1 Finance Committee

The Finance Report was moved for adoption.

AW/CS

Carried

- a. It was noted that Andy Williams did actually attend the Finance Committee.

3.2 Property and Health & Safety Committee

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

AW/KN

Carried

- a. Footprint plans for the staffroom and the Lab 3 upgrades have been received.
- b. Justin Fletcher from Redbox Architects is investigating options regarding the payment of the Programmed Maintenance Programme.

3.3 Staff Representation

No written report.

3.4 Home and School Association

No written report.

3.5 Manawhenua Ki Mohua Liaison

No written report.

- a. Beverley will liaise with Manawhenua to organise a Mihi to welcome Alison McAlpine and Erika Ross to a meeting with the BOT on Thursday 30 March.
- b. The BOT agreed that it would good timing to visit the Marae in Term 2, in the first half of May if possible, to collaborate with Manawhenua o Mohua in supporting the school in meeting their requirements regarding all Maori Students. Beverley and Richard to work on a suitable date.
- c. Beverley is at present working on an application, Tipi Taha Whanau that may increase student and their families visiting the Marae and lead to them feeling more comfortable working with GBHS.

3.6 Student Representation

No written report.

- a. Jett discussed the issue of motivation for students in particular in Years 11 and 12, expressing concern that students need to know their other valid options than just the usual avenues. Jett to discuss further with Gareth. Possibly senior students in the school council could also discuss.
- b. Andy noted this kind of student feedback is great, and could affect the Charter, being future focused.

4. BOARD ADMINISTRATION

4.1 Confirmation of the Previous Minutes

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

KN/AW
Carried

4.2 Action List of the Previous Minutes

All of the action points were completed except the following:

1. HR Audit date to be defined.
2. Ratification via email procedure to be written.
3. Student Representative Elections at midyear possibility still to be investigated.

4.3 Correspondence

It was moved that the Correspondence be accepted.

AW/CC
Carried

- a. Four letters from the GBHS Chair regarding the appointment of a Limited Statutory Manager (LSM) were tabled and emailed on 27/3/2017 to Takaka Primary School, Motupipi School, Central Takaka School and Collingwood Area School.
- b. Andy noted that he has drafted a generic reply letter regarding the LSM and has invited feedback from the BOT. Steph to forward to the SLT for feedback.

4.4 BOT Training and Administration

- a. NZSTA Training: Tuesday 11th April at Collingwood Area School beginning at 5.30pm with a shared tea. Focus will be on student achievement and BOT responsibilities regarding this. BOT members to let Joyce Wyllie know if they are interested in attending.
- b. CoL Update: All Teaching staff from the CoL schools in Golden Bay will attend training on Restorative Practices on the Teacher Only Day on Thursday 13 April. Support Staff who work with children are invited to attend also. Jenny Bennett has been appointed as the CoL Principal.

4.5 Application to Lion Foundation for Netball A and U15 Netball and Girl's Football Teams

- a. The BOT approved Cherie Chamberlain and Pete Mitchison's application to apply to the Lion Foundation for funding for transport and accommodations costs relating to the teams participation in tournaments in 2017.

RB/GB
Carried

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 March 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 Principal’s Appraisal	Privacy	
3 Staff Well Being Survey	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 9.58pm.

The BOT moved out of the confidential session at 10.42pm.

The meeting closed at 10.42 pm.

Chairperson

Date

Principal

Date

ACTION LIST

1. Chris Stephenson to come and speak to the BOT on the EOTC process at the next meeting.
2. Steph to update the Annual Workplan to change the timing of reporting of E-AsstTle data for Junior results to May. Also, to include International Students’ related policies for May and June.
3. Andy and Steph to arrange separate BOT meeting(s) to be arranged to have Annual Department reports’ discussions.
4. Steph to forward the HOD of Science’s PowerPoint presentation.
5. Steph and Beverley to work on the Child Protection Policy formatting, then distribution to the BOT for final ratification.
6. Beverley and Richard to check the Education website mentioned regarding the Y11 student numbers in 2016.
7. Andy to establish a procedure for ratifying BOT decisions via email.
8. Beverley to liaise with Manawhenua Ki Mohua regarding Mihi to welcome Alison and Erika to GBHS on Thursday 30 March.
9. Beverley and Richard to liaise regarding a date in early May for the BOT and SLT to visit the Marae.
10. Gareth and Jett (and possibly the Student Council) to discuss student motivation.
11. Steph to check on NZSTA regarding Student Elections.

12. Steph to check regarding the OSH wording of the delegation of authority.
13. Andy to follow up with NZSTA to see if an HR Audit could occur in Term 3 after the Solutions and Services Support Staff audit has taken place.
14. Andy and Richard to reply to the Takaka Primary School letter.
15. Steph to forward to the SLT the letter from Andy regarding the Limited Statutory Manager which will be emailed to parents /caregivers. SLT and BOT to provide feedback before final distribution.
16. Andy to forward any letters received to the BOT re the Limited Statutory Manger, to Steph for listing in the correspondence.

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. The above to remain in place and reviewed until the Next BOT Meeting on 29 May 2017.

*KN/GB
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.