



MINUTES

1. ATTENDANCE AND ADMINISTRATION

- 1.1 Present:** 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), Vanessa Harwood (GBHS Home and School Committee Rep) and Steph Hartill (BOT Secretary - Minutes).
Richard Baker (Acting Principal) and Coralie Stopford (Deputy Principal).

Guest: Enfys Bellamy (HOD Visual Arts).

- 1.2 Apologies:** Gareth Batten (Staff Rep).

- 1.3 Declaration of interests:** None.

- 1.4 Speaking Rights:**

Coralie and Steph were given speaking rights by the Chair.

AW/RB
Carried

2. STRATEGIC DISCUSSIONS AND DECISIONS

2.1 Principal's Report

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

RB/KN
Carried

- Richard apologised for the colour of some pages which affected the reading of some text.
- Richard explained the difference between the Student Assessment Function Change Group (SAF) and Curriculum and Assessment Group.
- Susie asked about the Attendance which has been raised by HODs in some of their Annual Department Reports. Richard explained the process and noted Deans regularly phone students' parents who are flagged as not attending 80% of the time. He noted, and the BOT agreed, that in there is a community culture in Golden Bay where it is deemed okay to take students out of school for holidays. Parents provide students with notes excusing their absence. Excluding these absences, the overall Truancy levels are not high at Golden Bay High.
- Richard thanked Steph for all the work she is currently doing with the Support Staff getting their Job Descriptions and Appraisals all up to date.

2.2 Workplan

- The Hui with the BOT and Manawhenua Ki Mohau has been deferred to next year.
- A BOT Community Hui has been set for Thursday 26 October. A special Invitation to all the Businesses and Stakeholders will be sent with the Prize giving letters requesting donations. Social services, Mana Whenua, prospective employers and other important community stakeholders are to be invited. The BOT to write a Programme.

2.3 Curriculum Reviews: *Annual Department Reports. Visual Arts (HOD Enfys Bellamy).*

- The BOT went to Enfys Bellamy's Art room and spent time discussing with Enfys her successes and concerns regarding the Visual Art Programme at GBHS.
- The BOT thanked Enfys and her team for the excellent work being carried out with the students, and noted that the Visual Arts' student achievements were rising.
- The BOT and Enfys both thought tapping into the community of artists was a great idea and would look at ways in fostering more community engagement and collaboration. Mentors, night classes, work experience opportunities were just a few examples discussed.
- Enfys' main concern is lack of space for senior students work and requiring a work/office space for herself, April, Elvira and Andy as there is currently no personal offices or shared 'Arts Office' allocated. Richard noted some possible solutions that would address this that are pending, such as using unused rooms in the common house. There are also plans for a combined office space being where the current reprographics

room is located. However, as this relies on the new staff room having been built, an alternative or short term solution would be highly appreciated by Enfys.

- e. The recent change in GBHS curriculum to focus on the Performing Arts was praised by Enfys who felt this was more in line with the community of Golden Bay and what they wanted to see taught in school.
- f. Enfys' personal goal was to get the entire Art Department student's work into a google drive which has happened and is on-going.
- g. 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. Covered in the Principal's Report.

2.5 Policies

- a. ERO related polices have been updates or in progress of being updated.
- b. Finance Policy Sub Committee – in Progress. There is a need to reduce the number of policies to an overarching policy, and then have the procedures under it.
- c. Schedule of the Delegations of Authority was discussed.

3. MONITORING

3.1 Finance Committee

The Finance Reports for June and July were moved for adoption.

AW/CS

Carried

- a. Discussion of reducing the finances information to less management to just the key points. Richard noted that at the Principal Hui that just a summary sheet with just variances was all that is required.
- b. The BOT approved the application to open an account with the Bank of New Zealand, in order to apply for a VISA in the name of the R Baker, BOT GBHS and the International Director (Coralie Stopford)

KN/CS

Carried

- c. The Fees for International Students were moved and adopted. These are very middle of the road and are the ODENZ fees structure.

KN/CS

Carried

3.2 Property and Health & Safety Committee

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

RB/AW

Carried

- a. Justin Fletcher from Redbox Architects has confirmed he is able to attend the BOT meeting in September.

3.3 Staff Representation

No written Report.

- a. The staff are looking forward to the end of the Term.

3.4 Home and School Association

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

VH/AW

Carried

- a. Quiz Night is planed for early 2018. Any ideas to Vanessa. Target could include a BOT members table.
- b. Teachers are invited to submit other funding requests to the Home and School.
- c. A cake bake sale is planned for the markets.
- d. Putting a list of donations funded by Home and School in the Goldie was discussed.

3.5 Manawhenua Ki Mohua Liaison

No written report.

- a. Beverley is looking at the Charter and what Manawhenua Ki Mohua might like to see regarding the Maori Achievement. How is the targeted funding being used to raise the Achievement for instance.

3.6 Student Representation

No written report.

- a. The Election is pending. Voting is finished at noon on 22 September.
- b. It would be good for the new Representative to pick up on the ID card.
- c. Sugar Free drinks – Richard is looking at the other options such as Kombucha and sparkling water etc.
- d. The numbers of representations for Student Council from the forms has been dwindling.

4. BOARD ADMINISTRATION

4.1 Confirmation of the Previous Minutes

It was moved to confirm the minutes of the previous meeting on the 26 June 2017 as a true and correct record with the following amendments.

CS/KN
Carried

4.2 Action List of the Previous Minutes

All of the action points were completed except the following:

- 1. NZSTA HR Audit date – defer to work plan for Term 1, 2017.

4.3 Correspondence

It was moved that the Correspondence be accepted.

AW/KN
Carried

- a. A letter of reply to Joanne Haldane was tabled.

4.4 ERO

- a. The final ERO report has not now been received.
- b. Worklist: Training on National Standards needs to develop. GBHS is in the process of getting the PACT tool. No process of moderating the Junior Assessment yet. SAF - Change Team establish. The CoL is looking at getting all schools benchmarked. SLT and HODs have a clear action plan.
- c. Lots of work in progress.
- d. Maori Achievement will be addressed in part by the SAF.
- e. Self Evaluation from NZSTA results to be followed up on.
- f. Board processes and documentation were discussed.
- g. Policies have been updated; Health and Safety Policy and Vulnerable Children now updated.
- h. Andy and Richard to work out if there are any other areas to address.

4.5 Uniform Committee

- 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.

4.6 BOT Training and Administration

- a. NZSTA Training: NZSTA Charter session with Liz to be organised. Finance Governance for Part 2.

4.7 CoL Positions

- a. Richard clarified the 'across school' and 'in school' roles. There has been little interest from all the schools regarding applying for the positions currently available. There was more clarification at a recent Staff Meeting which may elicit more interest.
- b. Richard could see the benefit of the pooling the resources amongst all the GB schools to enable the best person for the job to apply. Pooling suits the current goals of the CoL. Once pooled, these roles can be later un-pooled.

Wine and Cheese Consultation with the Staff.

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 28 August 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 & Staff 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.”

AW/BP
Carried

The BOT moved into a confidential session at 10.15pm.

The BOT moved out of the confidential session at 11.15pm.

The meeting closed at 11.15 pm.

Chairperson

Date

Principal

Date

ACTION LIST

1. BOT to invite Golden Bay businesses, stakeholders, community representatives to attend a catered Community Consultation Hui. Steph to organise advertising in GB Weekly and personal invitations. BOT to work out the programme.
2. Greg Allum to be invited to attend October BOT meeting to discuss Annual Department Report.
3. Invitation to Justin Fletcher from Redbox to BOT meeting to be organised by Steph.
4. Home and School to meet with Coralie re the Uniforms.
5. Andy and Richard to work on addressing ERO concerns.

ACTION LIST FROM PREVIOUS BOT MEETINGS

1. HR Audit date – deferred to next year.