



# MINUTES

*Margaret Chisholm (SENCO and Literacy Teacher) and Celine McHugh (Mathematics Teacher) were welcomed by the Board of Trustees.*

**Chris Stephenson HOD of Science / Curriculum Review:**

Chris presented his 2015 Annual Department Report. The Board and Katrina thanked Chris and his department for all their hard work and for doing a great job with students.

Margie noted that the female achievement levels have been raised compared to 2014. Chris suggested having a female science teacher has helped. Increasing the size of Lab 3 and increasing the Lab Technician hours were on Chris' main wish list.

**1. ATTENDANCE AND ADMINISTRATION**

**1.1 Present:** Margie Clark (Chairperson), Katrina Hutton, Richard Baker, Deb Marsden Allen Reid, Bronwynn Billens, Darren Clarke, Roger File, Sue Mitchison, Kirsten Nalder, Jack Balck, Nikki Winter and Steph Hartill (Minutes).

**1.2 Apologies:** None.

**1.3 Declaration of interests:** None.

**1.4 Speaking Rights:** Deb and Richard were given speaking rights.

**1.5 Appointment of the Chairperson:**

- a. Nicki nominated Margie as the Chairperson and she accepted until the BOT Election or until someone else is interested in taking on the role before that.
- b. Sue nominated Kirsten as Duty Chair, and she accepted this position.

SM/AR  
Carried

**1.6 Delegations of Authority:**

Margie tabled the Delegations of Authority.

- a. The Board moved the resolution for the Delegations of Authority (Attached).

MC/DC  
Carried

**1.6a Committees**

- a. The BOT moved the following committee's formation.

MC/SM

**2016 Sub-Committees**

Property/Health & Safety	Finance	Discipline	Personnel	Liaison
Katrina Hutton Darren Clarke Jack Balck Sue Mitchison Alf Reid Richard Baker Ben Knoef (Health & Safety)  Any BOT member welcome that is available and interested.	Margie Clark Katrina Hutton Alf Reid Kirsten Nalder Deb Marsden Steph Hartill Mike Warn (Advisor)  Any BOT member welcome that is available and interested.	Kirsten Nalder Sue Mitchison Bronwynn Billens Nikki Winter  Any BOT member welcome that is available and interested.	Any BOT member welcome that is available and interested.	<b>Health Education:</b> Nikki Winter  <b>Curriculum:</b> Margie Clark  <b>ICT:</b> Richard Baker  <b>Manawhenua Ki Mohua Liaison:</b> Bronwynn Billens

	Canteen			Useful Websites
	Katrina Hutton Tash Batten Sue Mitchison Nikki Winter Jack Balck  Any BOT member welcome that is available and interested.			<a href="http://www.minedu.govt.nz">www.minedu.govt.nz</a> <a href="http://www.edgazette.govt.nz">www.edgazette.govt.nz</a> <a href="http://www.tki.org.nz">www.tki.org.nz</a> <a href="http://www.nzsta.org.nz">www.nzsta.org.nz</a>

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

## 2. STRATEGIC DISCUSSIONS AND DECISIONS

### 2.1 Principal's Report

The Principal's Report was moved for adoption.

Adopted KH/SM

Carried

- a. Richard tabled the NCEA results document. Katrina thanked Richard for producing the NCEA results and collating them into the report. There were no Excellence endorsements at Level 1 but there were Merit Endorsements. The Merit level was maintained. The general achievement rate is better or equal to the National level. On the whole the picture is generally positive barring the results of the top of Level 1. There was discussion regarding how to help the Year 11s to raise their achievement in this area.
- b. Katrina acknowledged Deb, Johnny and Michelle for their recent work on ICT Professional Learning.
- c. The Extended Leadership Team has been confirmed with Ben, Pete, Rob, Chris and Tasmine part of the team.
- d. The roll is sitting at 365 pupils.
- e. The Professional Learning undertaken by Staff on Tuesday mornings, for Term 1, is based on the 2016 Charter goals.
- f. The National Standards data will be presented at the next meeting.
- g. 6 staff are interested in undertaking a 2 day lifeguard training course as Pool Duty Attendants. The BOT agreed this was necessary and funding for the course and relief cover was approved. KH/SM

Carried

#### The Charter 2016

- a. The BOT moved to adopt the Charter for 2016 with the change of Departments present their Annual reports to the BOT.
- b. A lot of appraisals were not completed last year as the workload for the 3 Senior Staff members was too large. Kat has recommended that the Extended Leadership Team would be more involved in this process.

Adopted MC / SM

Carried

#### The 2016 BOT Work Plan

- a. The BOT went through the work plan. There was discussion about doing a community consultation earlier in the year.

Adopted MC / SM

Carried

#### The 2015 Annual Report and Analysis of Variance

- b. Roger was working on this but has been unwell. Katrina has asked for an extension from the Ministry of Education.

### 2.3 Policy Review: Health and Safety

- a. The BOT are recommended to view the video on Health and Safety on the NZSTA website.

- b. The BOT decided to hire an independent auditor to review Health and Safety at GBHS to ensure compliance with the new legislation. Katrina will ask for recommendations from other Principals when she meets with them this week.

Adopted MC / SM  
Carried

- c. The BOT went through the MOE Health and Safety Toolkits (Toolkit 1 - Where to Start; Toolkit 2 – Board of Trustees Checklist; Toolkit 3 – School Principal’s Checklist; Toolkit 4A – Health and Safety Policy). See the Health and Safety/Property Committee for items to be reviewed.

### **The Principal’s Performance Agreement / Appraisal**

- a. The BOT discussed the Principal’s Agreement and Appraisal. Larry Ching, Katrina’s mentor has suggested using his template as the appraisal document which the BOT agreed with.

Adopted MC / SM  
Carried

### **3.5 Personnel**

This was discussed in Committee.

## **4. Monitoring**

### **4.1 Finance Committee**

The Finance Committee Report was moved for adoption.

Adopted MC/AR  
Carried

- a. The BOT moved to accept the 2016 Budget including the cost of the Health and Safety Audit, when known and agreed.

Adopted RF/SM  
Carried

- b. The School House settlement date is the 18<sup>th</sup> March. All Celine McHugh’s belongings have now been removed. Chris still has some items to relocate but will meet the deadline.

- c. The BOT moved to adopt the increase in International student Fees as recommended by the Finance Committee.

Adopted KH/SM  
Carried

- d. As suggested by Solutions and Services, the Board moved to retrospectively move that the Chairs and Desks purchased on the 30/6/2015 from Canterbury Education Services for a total of \$9,854.03 be capitalised and added to the asset register.

Adopted MC/BB  
Carried

- e. The Board agreed to trial change of time to the Finance Meeting to 9am on Thursday 17 March.

- f. There was discussion regarding what the end of year position will mean to the Financial Recovery Plan. The plan will be re-evaluated upon receipt of the finalised end of year accounts.

- g. Darren has been in touch with the Marine Farmers regarding funding of the 2015 Aquaculture programme money owed for resources and the teacher.

- h. A Canteen Committee meeting will be planned soon. There was discussion regarding how the Canteen staff sometimes feel disconnected from the rest of the staff.

- i. The Alternative Education roll over of \$65,589.51 will have a significant impact on the End of Year final position.

- j. As suggested by Solutions and Services, the following motions were passed:

*The Board Authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2015 Annual Accounts on the Board’s behalf when confirmation is received that the audit has been completed.*

*The Board approves the inclusion of a budget for the 2015 Statement of Financial Position and budgeted Cash Flow which are derived from the Boards 2015 Operation and Capital purchase budgets.*

*The Board approves the inclusion of a budget for ministry paid teacher salaries in the 2015 Statement of Comprehensive Income. The budget shall be equal to the actual Teacher salary costs for the 2015 year and will include an income amount and an equivalent expenditure budget.*

*The Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2015. The 2015 figure will include an income amount and an equivalent expenditure budget.*

KH/MC  
Carried

#### **4.2 Property and Health and Safety Committee**

The Property and Health and Safety Reports were moved for adoption.

Adopted SM/DC  
Carried

- a. There was discussion regarding spending some of the funds from the sale of the school house on solar power and led lighting.
- b. The BOT agreed to pay for Principal's insurance in relation to the new Health and Safety Act. Carried KN/BB
- c. The student council will be asked regarding the locker issues.
- d. BOT agreed that helmets should be worn by students using kayaks in the swimming pool.
- e. There was discussion about reviewing the health and safety procedures for recording accidents that occur at school or on trips.
- f. The property committee is also to review GBHS's own H and S policy alongside the MOE Health and Safety Policy template.

#### **4.3 Staff Representation**

- a. Sue tabled a report which outlined the success of the What If sessions on Wednesday afternoons. She also mentioned the computer upgrades that have taken place. Staff meetings have been reduced and rejigged to allow more time for teachers to spend in other meetings or with students. There are many new students. The staff and students are learning a Maori Phrase of the week. The Anchor award for staff is being allocated each week. A giant chess set has arrived for students. An ex student's art work is on display in the rearranged foyer. There has been lots of support from the staff and the public for the changes.

#### **4.4 Home and School Association**

No written report.

- a. Nicky noted the next meeting is next Monday night. New members are needed. Some of the Home and School members will attend the Year 7 wine and cheese at the meet the Teachers.

#### **4.5 Manawhenua Ki Mohua Liaisons**

No written report.

#### **4.6 Student Representation**

No written report.

- a. Jack had a great time on the spirit of adventure.

#### **4.7 Confidential Minutes**

Margie tabled the Following:

*I move that the public be excluded from the following parts of the proceedings of this meeting, namely: the Golden Bay High School Board of Trustees Meeting 29/2/2016.*

### **Agenda items**

*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**

1. Staffing Positions
2. Staff Health and Safety
3. Education Council
4. Principal Induction

#### **Reason for passing this resolution in relation to each matter**

*Good reason to withhold exists under section 7*

#### **Ground(s) under section 48(1) for the passing of this resolution**

*Section 48 (1) a*

*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 protect by section 6 or section 7 of that Act or section 6 or section 7 of 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:*

**Protection of privacy of natural persons** (Section 7 (2) (a)), Local Government Official Information and Meetings Act

MC/KH  
Carried

The BOT moved into a confidential session at 10.36 pm.

The BOT moved out of the confidential session at 10.50pm.

## **5. Board Administration**

### **5.1 Confirmation of 16 December 2015 Minutes**

It was moved to confirm the minutes of the previous meeting on the 16 December 2015 as a true and correct record.

MC/KN  
Carried

### **5.1a Matters Arising from Minutes**

None.

## **2. Action List from Previous Minutes.**

- a. All actions completed.

## **5.3 Correspondence**

It was moved that the Correspondence be accepted.

MC/AR  
Carried

- a. The BOT agreed to put the Ministry of Health's information letter on HPV on the website and Facebook so parents are more informed and make their own choice.
- b. There was discussion regarding the Community of Learning with Margie to organise a meeting with other BOTs in Golden Bay.

## **5.4 Election Planning / Timetable**

- a. The BOT will need to appoint a Returning Officer for the Election at the next BOT meeting. BOT members could be shoulder tapping possible candidates.

## 5.5 NCEA Awards

- a. The BOT agreed to pay for the Awards for the students who received Excellence and Merit at Level 1 and 2 (or Level 3) to be presented in assembly with an option of a different system for next year

BB/MC  
Carried

## 5.6 English Trip Fundraiser

- a. The students going on a scholarship English trip to Wellington have asked the BOT permission to hold a fundraiser where they need to apply for a liquor licence. The BOT agreed to support them applying for an alcohol licence but advise them to look into the cost as it has risen recently.

KH /SM  
Carried

The meeting closed at 10.50 pm.

**The next meeting is planned for Wednesday 30 March 2016 at 7.00pm.**

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**Chairperson**

**Date**

**Principal**

**Date**

### **ACTION LIST**

1. National Standards Data to be presented at the next meeting.
2. Auditor to be appointed to look into the Health and Safety at GBHS to ensure compliance.
3. Student Council to be consulted regarding lockers at GBHS.
4. Ministry of Health letter on website and facebook regarding HPV.
5. Appoint a Returning Officer for the BOT Election.
6. BOT to view Health and Safety video individually.
7. Principal Performance Agreement finalised for next meeting.
8. Property Committee to review the Health and Safety Policy in comparison with the MOE template. And recommend a procedure for reporting accidents and hazards.
9. Margie to set up Community of Learning meeting.

### ***Resolution for Delegations of Authority to Principal***

#### **The Board resolves to delegate to the Principal the following powers and responsibilities:**

- a. *Employment of:*
  - *Non teaching 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, Deb Marsden, 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 her absence, Richard Baker to be appointed Acting Principal.*

#### **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.*