



## MINUTES

### 1. ATTENDANCE AND ADMINISTRATION

- 1.1 **Present:** Margie Clark (Chairperson), Katrina Hutton, Allen Reid, Darren Clarke, Roger File, Sue Mitchison, Kirsten Nalder, Jack Balck, Nikki Winter and Steph Hartill (Minutes).
- 1.2 **Guest:** Cynthia Sampson.
- 1.2 **Apologies:** Richard Baker, Deb Marsden and Bronwynn Billens.
- 1.3 **Declaration of interests:** None.

### 2. STRATEGIC DISCUSSIONS AND DECISIONS

#### 2.1 Principal's Report

The Principal's Report was moved for adoption.

KH/SM  
Carried

- a. The Health Survey is in the process of being sent to the parents before the end of the term.
- b. There was discussion of how increasing International Students helped Motueka High School, and how this could affect GBHS positively.
- c. Kat noted that Principals in the Nelson/Tasman Region have been invited to go to China on a mission.

KH/SM  
Carried

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

- a. It is difficult for Kat to comment on the report as Roger (the previous Principal) authored it.
- b. Margie has suggested looking at the strategic goals for 2016 in conjunction with the 2015 report for at the next meeting.

MC / SM  
Carried

#### 2.1b E-asTTle Data Years 7-10 2015 - 2016

- a. Kat tabled a document on the data collected.
- b. The Year 7s were tested in Week 5, Term 1, 2016.
- c. Kat reminded the BOT that because there are only a few students who identify as Maori at each Year level it can skew the data.
- d. The Christmas holidays have a significant impact with students dropping in their reading and writing abilities. The data in Years 7 and 8 showed achievement was at a low level at the start of each year, but had progressed considerable to average or above average levels by the end of the year. Kat is talking with staff to identify reasons for ideas of low achievement and ways to improve progress. She said staff were doing a good job of continually raising achievement levels across the school as year levels progressed.

MC / SM  
Carried

#### 2.2c Curriculum Review: Careers and Star

- a. Gareth Batten was unable to attend the meeting and present his report. This has been deferred to the next meeting.

#### 2.3 Policy Review: Health and Safety Policy, Timetable, Non Violence, Student Guidance, Teacher Code of Conduct, Swimming Pool Policy.

- a. Property Committee to review the Health and Safety Policy in comparison with the MOE template.
- b. The Timetable Policy is currently being looked at by Senior Management Team.
- c. The Swimming Pool Policy has been sent to the Property and Health & Safety Committee for urgent review.
- d. The Non-Violence, Student Guidance and Teachers Code of Conduct Policies to be reviewed at the next meeting.
- e. Margie has suggested that the Health and Safety guidelines be printed for everyone

## **BOT Policy Folders**

- a. The Policies have been collated in 2 folders – one for the BOT to be brought each meeting and one for the Principal / Office area.
- b. All BOT members now have access to the GBHS BOT Policies via Google Drive.

## **Community of Learning (CoL)**

- a. The BOT have met with the other BOTs in Golden Bay and discussed options.
- b. Discussion of the ERO Golden Bay Community of Learning Report 2016 occurred. The BOT like the concept, but how can they determine who would be the best Principal to lead the community, who will be able to give the time necessary to the role, and if there are alternative ways of approaching the roles.. The BOT has many questions on how this could work. Kirsten to write down the ideas on behalf of the BOT.
- c. Gary Simms will meet with the BOT and the Principals soon.

## **Alcohol at School**

- a. A staff member asked the BOT if the staff could have drinks socially on a regular occasion – such as Friday nights - with the idea of bringing social unity to the staff. Some BOT members suggested a deadline of 5pm or trialling it for a term.
- b. The BOT did not want Alcohol left at school at all or being sold (no money to be exchanged).
- c. The BOT will seek advice regarding their Alcohol policy.

## **Recording Incidents**

- a. The BOT agreed the Health and Safety Committee should look at Procedures for reporting hazards and incidents, at their next meeting.

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

- a. This was discussed in Committee.

## **3.5 Personnel**

This was discussed in Committee.

## **4. Monitoring**

### **4.1 Finance Committee**

The Finance Committee Report was moved for adoption.

KN/AR  
Carried

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

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

SM/DC  
Carried

- a. Jenny Bennet (Takaka Primary School) and Mark Cullen (Motupipi Primary School) have indicated they will work with GBHS in employing Mark Taylor – of Safety Matters for a Health and Safety Audit. Approximate costs are \$1,000 to \$2,000 plus GST.
- b. A meeting with John Crone is still to be organised. Clarification will be sought regarding the sale of the school house, solar panels etc.
- c. With the EOTC, there is now a new layer, in that the forms are looked at by a committee on Level 2 trips.
- d. The BOT decided to postpone the next Property and Health and Safety meeting to the 11 April.
- e. The BOT agreed the Health and Safety Committee look at Procedures for reporting hazards and incidents.

### **4.3 Staff Representation**

No Report.

- a. Sue noted it had been a long term.

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

- a. Nicky tabled the following report from the meeting held on the 7 March 2016:
- b. Fundraising: Casino Evening  
Home and School are in the early stages of planning a Casino evening for adults. This will be a fun evening where people can pull out the "glad rags" and pretend to be millionaires for the night.
- c. Fundraiser: Halloween Twilight Event  
Along the lines of a twilight fair with stalls, food and some type of fright night event. This is very much in the early stages of brain storming, but will be a fun family friendly event.
- d. Uniform  
Home and School have had some interest from the letter emailed out to the school community explaining the need for replacement Uniform co-ordinators. Nicky Packard is following up the contacts.
- e. New Members  
2 new members have joined.
- f. AGM  
This will take place in May and it would be great to attract some more members to fill the places of ones stepping down.

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

No written report.

#### **4.6 Student Representation**

No written report.

- a. The issue of student lockers was discussed.
- b. Jack presented the findings of the Student Council who have surveyed the school and the majority seem to support lockers. 120 responses have been received. The survey will continue to be run for another few weeks.
- c. Margie phoned Wendy Earle and let her know the school is investigating lockers.

#### **4.7 Confidential Minutes**

Margie tabled the Following:

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*Resolution to Exclude the Public*

*Section 48 Local Government Official Information and Meetings Act 1987*

*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
2. Parent Complaint
3. Education Council
4. Rarotonga Trip

#### **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:*

MC/KH  
Carried

The BOT moved into a confidential session at 9.05 pm.

The BOT moved out of the confidential session at 9.45pm.

**5. Board Administration**

**5.1 Confirmation of 29 February 2016 Minutes**

It was moved to confirm the minutes of the previous meeting on the 29 February 2016 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. Margie tabled a list of correspondence.  
b. The BOT have no motions for the NZSTA Conference.

**5.4 Election Planning / Timetable**

- a. The BOT agreed to adopt the common election date of June 3.  
b. BOT members could be shoulder tapping possible candidates.  
c. A consultation Hui is to be planned in Term 2, including the new BOT and old BOT. Consultation with Manawhenua could be held at a different time, hopefully at the Marae.  
d. BOT Election promotion was discussed.  
e. Margie and Alf are looking at the new BOT members folders and induction plan.

KN/MC  
Carried

**5.6 Basketball Trip Fundraiser to Australia**

- a. The students and Cherie Chamberlain going on a Basketball trip to Australia 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.  
b. The BOT would like more details about the volume of cars for one of the fundraisers proposed.  
c. There was discussion regarding joint fundraising for the sports teams. Nikki and Kat to investigate previous correspondence from Roger on the matter.

KN /SM  
Carried

The meeting closed at 10.50 pm.

**The next meeting is planned for Monday 23 May 2016 at 7.00pm.**

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Chairperson

Date

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Principal

Date

## **ACTION LIST**

1. Health Survey to parents and caregivers to occur soon.
2. Look at the strategic goals for 2016 in conjunction with the 2015 report for at the next meeting.
3. Gareth to present Careers and Star report at the next meeting.
4. Margie and Steph to look at the Health and Safety Guidelines for printing.
5. Margie to write letter of confirmation for Steph Hartill as Returning Officer for the 2016 Election.
6. Teachers Code of Conduct, Swimming Pool, Timetable, Health and Safety, Student Guidance and Non Violence Policies to be looked at the next meeting.
7. Kirsten to collate questions on Community of Learning.
8. Alternative Education money to be explored further by Kat.
9. Kat to meet with John Crone.
10. Nikki and Kat to look at previous information from Roger regarding group fundraising.
11. Margie to contact Graeme Sims re CoL meeting.