

GOLDEN BAY HIGH SCHOOL BOARD OF TRUSTEES

MINUTES OF MONTHLY MEETING

Held in the library on Monday 30 April 2012 at 7:00pm.

Present: Roger File, Bruce Packard, Marian Milne, Cherie Chamberlain, Mik Symmons, Susie Bailey, Gareth Batten, Tommy Gross, Nikki Winter, Alf Reid and Steph Hartill (Mins).
Guests: Margie Clarke, Bernie Kelly, Mark Shelly, Sue King, Regan Williams, Jo Bowker and Leanne Harward.

- a. Bruce welcomed the visitors and each BOT member introduced themselves and explained their roles. Bruce emphasized the difference between Management and Governance. He likened BOT members to a company's Board of Directors, answering to shareholders. Roger explained the interface between management and the BOT, and explained the committees and their various functions.
- b. There was discussion regarding how to engage the stakeholders (caregivers, other community parties etc) as many parents feel disengaged but are prepared to have 'carpark conversations'. The Primary schools have a closer relationship with the parents which is lost at high school. Can the high schools achieve this, especially with the Y7/8 parents?
- c. How can the BOT create more effective consultation processes so that people feel they are actually able to feed ideas into the BOT and be involved in creating a vision for the school? Would a wine and cheese evening work? Would advertising in the GB weekly? Could people be more engaged through a changed website with a chatroom style page for the BOT, or online surveys etc?
- d. Questions were raised about a number of topics such as: staff appraisals. Can parents be involved in teacher's appraisals? How are parental concerns addressed regarding particular teachers? Roger noted that all concerns should be directed to him, to be worked through with the teacher and then the students/parents concerned as he is bound by PPTA rules and issues of confidentiality. He assured the guests that all complaints are acted upon in a highly professional manner.
- e. How much influence does the BOT have regarding a teacher's performance? How are bottom performing teachers being assisting? How are the top teachers being retained? What is the BOT's commitment to the Professional development?
- f. Roger outlined that in 2007 a new national curriculum document was introduced and is undergoing a process of realignment with NCEA. Most of the teacher's professional development centres on this NCEA realignment process.
- g. Roger explained how prescriptive the MOE is now regarding the Charter and National Standards etc.
- h. Discussion centred on the curriculum. Roger noted that there is now a cycle of review occurring with a number of departments reviewed annually since 2011.
- i. The BOT agreed to publish more achievement data to parents in Goldie, and to continue BOT reports for Goldie.
- j. The guests and the BOT agreed that GBHS's achievement rates are consistently high, and that it would be good if the Media focused on this. Does GBHS require more public relations expertise?
- k. A less formal session inviting the community would be held before the end of the year.
- l. Bruce thanked the guests for attending the meeting.

The guests left at 7:45 and the BOT Meeting began.

1. **Apologies:** None.

Confirmation of 26 March 2012 Minutes

It was moved to confirm the minutes of the previous meeting on the 26 March 2012 as a true and correct record.

RF/MS
Carried

2. **Matters Arising from Minutes**

- a. Roger met with Mini Foley, Annette Compton and Rhoda McDonald of the Medical Centre to further explore options regarding health services when the medical Centre changes location. There were alternative views with the Medical centre having different data to GBHS. The medical centre will carry out more analysis, and a solution could be a nurse visiting once or twice a week. They are investigating funding options. There will be a follow up meeting.
- b. The BOT thanked Susie regarding writing the BOT comments for the Goldie. It was agreed that the next report needed to be more positive and upbeat.

- c. Bruce and Roger attended the SexWise parent evening along with 37 parents. The parents thought it was excellent with great actors and was designed to be an effective teaching tool. Tommy reported that the students thought it was a valuable programme to attend.
- d. There were only 18 responses to the questionnaires on the course structure and curriculum at GBHS. Stuart is going to rework the questionnaire after a small working party met to discuss the curriculum review. It was thought that the BOT and Home and School could be involved via ringing parents they know to elicit more information.

3. Correspondence

It was moved that the inward correspondence be accepted.

BP/RF
Carried

4. Matters Arising from Correspondence

- a. On the 23 March, Roger received a letter of complaint from the Office of the Ombudsmen regarding an official information act complaint. Matthew Taylor, on the 15 June 2011 requested information pertaining to the Ball policy and same sex attendance. Roger replied asking what Matthew would do with the information. On the 28th June, Matthew emailed again, but Roger never replied as this was the day the engineering report for the A Block was received. Then Roger went on sabbatical. Roger explained this to the Ombudsman who was happy with this explanation. Roger noted he will endeavour to be careful to respond to Official information act requests in future. Matthew Taylor has complained to the Ombudsmen about 200 schools on this topic.

5. Outgoing Correspondence: None.

6. Reports

Principal's Report

The Principal's Report was moved for adoption.

RF/BP
Carried

- a. Roger apologised for not appending the Term 2 meeting's schedule but distributed this at the meeting.
 - b. The BOT thanked Judi for the Gateway Report. Michelle Anderson will be employed an hour per week for assessment support in PE as there is no available for practical PE assessments. There has been discussion with the Marine Farming Association in Blenheim who would believe Aquaculture could be set up in Golden Bay, similar to the Queen Charlotte College. They are keen to promote the NMIT Aquaculture scholarship also.
 - c. There will be 4 interviews for the Groundskeeper position which will take place on Wednesday. Richard Barham had his last day on Monday 30 April. He will be sadly missed.
 - d. It was moved that the Term dates for 2013 be approved by the BOT.
- BP/RF
Carried
- e. Inquiry based learning teacher appraisals – Tasmine is interested in working with the English department on this. There will still be measurable goal setting but they may be common to more than one person.
 - f. Uniform review. The student council has expressed concern about the uniforms with the girls in particular looking less and less formal. It was decided that Nikki, Gareth, Tommy and Susi would join a uniform committee to action the uniform consultation process as quickly as possible. Senior and junior students would be consulted and there needs to be time to allow for widespread community involvement.

6.2 Staff Report:

No staff report.

- a. Gareth mentioned the Careers Expo would take place on Friday 4th May with members of the public welcome also. There has not been a travelling careers expo for 4 years. It will be held in the GBHS hall and has approximately 29 providers involved. Collingwood will attend and the canteen will provide the lunch. All parents are invited as their involvement and support is considered to be a key factor in successful student choices.
- b. The School Ball is set for the 23 June. Gareth stressed that it would be great if more staff and BOT members attended. The ball committee is struggling to hire a band. The tickets are expected to cost \$35-\$40.

6.3 Home and School Report:

No written report.

- a. The AGM meeting will be held on Monday night (7th May). All BOT and parents welcome.

6.4 Maori Liaison Report

No written report.

- a. Cherie was disappointed that no BOT members and only 2 staff went to the Marae on Friday 30 March, for a powhiri and meal. For the students, parents and grandparents who did attend, it was a lovely event for them. The BOT asked Cherie to place more emphasis if BOT representation is expected so that some members can organise themselves to attend.
- b. On the 1st of September, a top of the South Pa Wars event will occur, with groups competing in various areas such as cooking food, Ki- o- Rahi. Etc. Margie Little is the organiser for the Golden Bay Onetahua Marae.

6.5 Property Report

The Property Report was moved for adoption.

RF/MS
Carried

- a. Staff are very pleased with the improvements in their temporary staff room. The nicer benches and dishwasher is highly appreciated.
- b. Allan Roberts has said it is fine for GBHS to sell items from in the A Block as long as the money is banked into the property ledgers. This process will need to be carefully managed.

6.6 Finance

The finance committee minutes and recommendations were moved for adoption.

BP/MS
Carried

7. General Business

7.1 Building update

- a. Roger and Stuart met with Allan Roberts on Monday 2nd April. Allan was not committed to any of the plans that GBHS has proposed, but said he was supportive. He agreed that savings could be made with the suggestions made by GBHS. He was going to check that the overcode figures that the MOE have are correct. Stuart has also carried out some more calculations. It appears that the Net area (classroom spaces) has not really changed. However, the Gross area has been reduced such as the corridors and stairwells of the A Block.
- b. Stuart is in the process of organising Don and the architect to visit and work on drafting some further concepts. Roger distributed a two page document outlining further changes to the concept plans. The new design maintains the covered walkway and utilises spaces already there.
- c. An application to the community trust for gymnasium external court upgrading is planned.

7.2 Charter

It was moved that the BOT adopt the revised 2012 Charter.

BP/MS
Carried

- a. Roger noted that the Baseline data is already in the annual report and did not include this in the Charter.
- b. However, he did include a separation of the strategic plan and the annual plan.

7.3 NCEA Teacher Only Days

The BOT moved that the 1st of June 2012 be a Teacher only day.

BP/MS
Carried

- a. Roger does not know the date for the second NCEA Teacher only day but thinks it might be in mid-August. NZQA may be able to organise subject based workshops in Nelson on this day for Level 2. Some teachers may prefer to work at school. Roger will inform the BOT when he can confirm the date.

7.4 Website Update, ICT Committee

- a. Cath Rogers (the Arts Coordinator) is available to work on the magazine and maintain the website.
- b. Yvette and Roger are investigating options for rebuilding of the website. The cookbook funding will pay for the project. Once the website has been revised, Cath will be able to manage the maintenance of the website.
- c. The ICT committee will soon be re-established, and will require input from the student council.
- d. GBHS has received a letter from the MOE regarding the Ultra-fast Broadband which is expected to be rolled out to GBHS in 2013.

7.4 Formal adoption of the new BOT Parent Representative – Alf Reid

As there had been no other nominations, Bruce formally moved that Allen (Alf) Reid be Selected as the new BOT parent representative.

BP/MS
Carried

The Meeting moved into Confidential Minutes at 9:10pm

The meeting closed at 9:30 pm.

Next meeting on the 28 May 2012.

Chairperson

Date