

# MINUTES

## 1. Attendance and Administration

### 1.1 Present

Alison McAlpine (Limited Statutory Manager), Andy Williams (Chairperson), Linda Tame (Principal), Richard Baker (Deputy Principal), Jack Balck (Student Trustee), Gareth Batten (Staff Trustee), Cherie Chubb (Parent Trustee), Vanessa Harwood (GBHS Home and School Committee Rep), Beverley Purdie (Manawhenua Ki Mohua Rep), Cynthia Sampson (Parent Trustee), Susie Struck (Parent Trustee), Coralie Stopford (Deputy Principal) and Steph Hartill (BOT Secretary - Minutes).

### 1.2 Apologies

None.

### 1.3 Declarations of Interest

- a) Andy Williams' interests to be updated.

*The Board of Trustees moved to accept the Declarations of Interest with the above amendments.*

CC/VH  
Carried

### 1.4 Speaking Rights

*The Board of Trustees moved to give Richard, Coralie and Steph speaking rights*

AW/CS  
Carried

### 1.5 Annual Board Work Plan

- a) Change references from Charter to Strategic Plan in 2019.  
b) Change Strategic Plan 2018 (in February 2019) to Strategic Plan 2019.  
c) Linda to check the dates when Strategic Plan due for 2019 with new MOE directives.  
d) Linda to include Risk Matrix in the Annual Work Plan.  
e) The BOT confirmed there is no meeting in July.

*The Board of Trustees moved to adopt the updated 2018 /2019 Annual Plan.*

AW/CS  
Carried

## 2. Health and Safety

### 2.1 Health and Safety Report

- a) Caving Trip accident to be listed in the June Accidents section of the report.

*The Board of Trustees moved to adopt the Health and Safety Report.*

LT/AW  
Carried

### 2.2 Health and Safety Deep Dive

- a) Discussion of the Overarching Process and in-depth questioning took place.

### 2.3 Occupancy Number Building Warrant of Fitness

- a) Deferred to next meeting. Still awaiting information from Tasman District Council.

## 3. High Priority Special Items for this Meeting

### 3.1 Student Achievement Deep Dive – NCEA Endorsement

- a) Discussed as 7.2 In Committee.

### 3.2 Māori Students' Achievement and Wellbeing

- a) Discussed as 7.3 In Committee.

### 3.3 Monitoring Individual NCEA Students' Progress

- a) Discuss as 7.4 In Committee.

### 3.4 School Values Development

- a) The BOT discussed staff and students' feedback.  
b) Future steps will involve a wider student voice captured, and more community involvement.

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#### 4. Principal's Report

- a) Two other media items to be recorded: An article on the NZSSARC G 4 12 Adventure Racing on the 4<sup>th</sup> May in the GB Weekly; Marine Farmers sponsoring a GBHS student for NMIT programme in recent GB Weekly.
- b) It was noted to include a discussion on the future direction of ICT at GBHS at the next BOT meeting.

*The Board of Trustees moved to adopt the Principal's Report.*

LT/AW  
Carried

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#### 5. Self Review

##### 5.1 Property Inspection – Update on Asset Validation and Condition Working Bee

- a) Andy, Linda and Steph provided a verbal update of the Asset Validation and external Property Condition working Bee.
- b) Andy has agreed to carry out an internal Property Maintenance Assessment.

##### 5.2 Policies

###### 5.2.1 Delegated Authorities

*The Board of Trustees moved to adopt the updated version of the Delegated Authorities including an amendment to No.4 to read: "The Principal will undertake the processes required for teacher competency as defined in the Collective Agreement. The Board further gives full and absolute authority to the Principal to make the final decision where competency has not been met, including the authority to dismiss a teacher, up to but not including the Senior Leadership Team, in accordance with the Collective Agreement."*

LT/SS  
Carried

###### 5.2.2 Principal's Appraisal Policy

*The Board of Trustees moved to adopt the Principal's Appraisal Policy, with a slight amendment to No.11 to read: "The performance agreement and results of the appraisal are confidential to the Principal, the BoT and their agents unless both parties agree to wider distribution of summarised results."*

AW/CS  
Carried

- a) There was discussion regarding renaming the Principal's Appraisal Committee. To be added to next meeting agenda.

###### 5.2.3 Trustee Code of Conduct

- a) The Board of Trustees agreed to the changes as recommended.
- b) No.13 to be split into two points.
- c) Alison to provide the wording for a new point regarding Trustees as Employers' conflict with being parents.
- d) Bev to provide the wording regarding Māori references in Trustees Code of Conduct.

##### 5.3 Review BOT Makeup and Succession Issues

- a) Andy will contact each individual BOT Trustee to discuss their intentions regarding standing for the 2019 BOT Election.

##### 5.4 Final Versions Tabled

- Term Dates

**5.4.1** A change was made to Part 4 – Meetings, in the Governance Manual. In Meeting Processes, No.4 and No.5 should be listed as *(a)* and *(b)* under point No.3.

CS/LT  
Carried

##### 5.5 Updated ERO Self-Audit

- a) There was discussion regarding shade for swimming and athletics sports days. It was agreed to contact the Cancer Society for any products they may be able to offer.
  - b) Susie and Linda to confirm that the Code of Ethical Conduct for the use of Animals in Research is being adhered to.
  - c) Linda to check on the area of Physical Restraint.
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#### 6. Monitoring and Administration

##### 6.1 Finance Report

##### 6.11 Minutes of Previous Meeting

AW/CS  
Carried

## 6.12 Property Policy

The Board of Trustees moved to rescind the Property Policy as recommended by the Finance Committee.

AW/CS  
Carried

## 6.13 2018 Donations

The Board of Trustees moved to retain the 2018 fee structure for 2019 for student donations as follows: Y7-8 (\$80 per student), Y9-10 (\$100 per student), Y11-13 (\$150 per student), plus an Activity Donation of \$140 for a single student or \$200 for a family of 2 or more.

CC/CS  
Carried

## 6.14 Detailed Budget Income and Expenditure

- a) The BOT were satisfied with the budget tracking to-date.

## 6.2 Staff Trustee

No Verbal Report.

## 6.3 Home and School Association

No Verbal Report.

## 6.4 Māori Community Liaison

Verbal Report.

- b) Bev is following up on the Treaty of Waitangi Policy.  
c) Kāhui Ako and Manawhenua Ki Mohua invite all BOT members to a Tree Planting on 7<sup>th</sup> July, to celebrate Matariki with sustainable planting of Totara Trees. Linda to email BOT invitation and put in Goldie.

## 6.5 Student Trustee

No Verbal Report.

## 6.6 Confirmation of Minutes of Previous Meetings

The Board of Trustees moved to adopt the Meeting Minutes held on 28 May 2018.

AW/CS  
Carried

## 6.7 Action List from Previous Meetings

- a) All actions have been addressed.

## 6.8 General Business

### 6.8.1 Student Election – Returning Officer

The Board of Trustees moved that Coralie Stopford be the Returning Officer for the 2018 Student Trustee Elections.

LT/AW  
Carried

- b) Linda to add Returning Officer for Student Trustee Election into the Annual work plan.

### 6.8.1 2018 Ball Invited

- a) The BOT Trustees were invited to attend the annual Golden Bay High School Ball on 7 July.

## 6.9 BOT Training and Administration

- a) There is a Governance 101 session on the 4<sup>th</sup> July at Central Takaka School.  
b) Andy to check if proposed training on the 5<sup>th</sup> July will occur.

## 6.10 Correspondence

The Board of Trustees moved to accept the Correspondence.

AW/SS  
Carried

## 7. In Committee

### 7.1 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 25 June 2018.

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
1. Items 7.1 – 7.10	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 7.02pm.

The BOT moved out of the confidential session at 7.34 pm.

The BOT moved into a confidential session at 8.45 pm.

The BOT moved out of the confidential session at 9.12 pm.

The meeting closed at 9.12pm.

**THESE MINUTES HAVE BEEN CONFIRMED AT THE GBHS BOT MEETING HELD ON 27 AUGUST 2018.**

**SIGNED COPIES ARE AVAILABLE FROM THE SCHOOL OFFICE.**

## **ACTION LIST**

1. Declarations of Interest to be updated with amendments noted. (BOT Secretary).
2. Annual Work plan to be updated with amendments noted. (BOT Secretary / Principal).
3. Principal to check with MOE regarding Strategic Plan 2019 dates. (Principal).
4. Caving accident to be listed in Accidents part of Health and Safety Report when it is updated to reflect June events. (Principal).
5. Occupancy Number: Building Warrant of Fitness, to be item for Agenda at the next BOT meeting. (BOT Secretary).
6. School Values, work in progress to include wider student voice and community (Principal).
7. Include Agenda item on future ICT for GBHS for August meeting. (BOT Secretary).
8. Andy to carry out Internal Property Maintenance Assessment. (Chairperson).
9. BOT to consider renaming the Principal's Appraisal Committee. To be an Agenda item for August meeting. (BOT Secretary).
10. Draft Board of Trustees Code of Conduct to be included in the next meeting. (BOT Secretary).
11. Alison to provide the wording for a new point regarding Trustees as Employers for Trustees Code of Conduct. (Limited Statutory Manager).
12. Bev to provide the wording regarding Māori references in Trustees Code of Conduct. (Bev Purdie).
13. Andy to contact each individual Trustee regarding 2019 BOT Election. (Chairperson).
14. Part 4 of the Governance Manual to be updated. (BOT Secretary).
15. GBHS to write to Cancer Society for any sun-smart protection/aides for athletic and swimming sports days (Principal).
16. Susie and Linda to check that the Code of Ethical Conduct for the use of Animals in Research is being adhered to in regards to ERO Self-Audit. (Principal, Susie Struck).
17. Principal to check on Physical Restraint in relation to ERO Self-Audit. (Principal).
18. Bev to follow up on Treaty of Waitangi Policy. (Bev Purdie).
19. Linda to email BOT invitation to Tree Planting on 7<sup>th</sup> July, and put in Goldie. (Principal).
20. Returning Officer for Student BOT Trustee Election to be added to the Annual work plan. (BOT Secretary).
21. Andy to let BOT know if proposed training on the 5<sup>th</sup> July will occur. (Chairperson).