

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), Cherrie 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

Gareth Batten (Staff Trustee).

1.3 Declarations of Interest

- a) Gareth Batten's 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

Coralie, Richard and Steph were given speaking rights by the Chair.

AW/SS
Carried

1.5 Annual Board Work Plan

- a) January and February 2019 have now been included in the plan.
b) There was discussion of adding an additional meeting in July. Steph to send out Doodle Poll for possible meeting dates.

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

AW/CS
Carried

2. Health and Safety

2.1 Health and Safety Report

- a) Staff members now appointed to a Staff Health and Safety Committee.
b) The Asbestos Management Plan will need to be completed in due course.

2.2 Health and Safety Deep Dive

- a) Deferred to next meeting.

2.3 Occupancy Number Building Warrant of Fitness

- a) Deferred to next meeting.

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

LT/AW
Carried

3. High Priority Special Items for this Meeting

3.1 Confirmed 2017 NCEA Results Tabled

3.2 Student Achievement Deep Dive

- a) Discussed as 7.1 In Committee.

3.3 Updated 2018 Annual Plan – End of Term 1 Progress

- a) The Home and School Health Consultation meeting date has changed to June 13.
b) BOT thanked Linda for including more information in the Goldie from a wider range of curriculum areas and year levels. The BOT noted that this information sharing is one of the improvements asked for at the Community Consultation Hui last year.
c) The BOT acknowledged Lizzy McAllinden for the wonderful job on the Goldie. Chair to write letter of acknowledgement.
d) Wellbeing Survey date to be updated in the Annual Plan.

4. Principal's Report

- a) Alison noted that the Principal's Report is very comprehensive and thanked Linda for her efforts.

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

LT/AW
Carried

5. Self Review

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

- a) Deferred to next meeting.

5.2 Policies

5.2.1 *The Board of Trustees moved to adopt the Recommendations from the Policy Working Group including rescinding a number of policies, procedures and guidelines and agree to review 13 policies as recorded in the attached summary.*

AW/CS
Carried

5.2.2 *The Board of Trustees moved to adopt that the Policies included in the attached Policy Framework 2015 summary are rescinded or reviewed as attached.*

SS/CS
Carried

5.2.3 *The Board of Trustees moved to replace the Policy Framework 2015 with the Governance Manual.*

CS/SS
Carried

The Governance Manual will become part of the workplan for 2019.

5.2.4 Treaty of Waitangi Policy Feedback from Mana Whenua

- a) This is a work in progress with all three local iwi trusts to consider for their next meetings.
b) Draft policy to be put in Trustees' folders.

5.2.5 *The Board of Trustees moved to approve the Professional Learning and Development Policy.*

AW/CC
Carried

5.2.6 *The Board of Trustees moved to approve the Staff Leave Without Pay and Teacher Leave for Sickness in the Home Policy.*

LT/BP
Carried

5.2.7 The Trading Policy was previously rescinded at the March BOT meeting.

5.2.8 New Draft Policy Schedule.

The Board of Trustees moved to adopt the new Policy Schedule.

SS/CC
Carried

- a) The Policy Schedule is now alphabetical ordered rather than by NAG, and will become part of the Governance Manual.

5.3 Review Prospectus Material (Donations and Rules)

Deferred to June meeting

5.4 Final Versions Tabled

- a) Each Trustee's folder of policies now has these finalised documents filed.
- 2017 Personnel Compliance Report
 - 2017 Analysis of Variance
 - 2018 Charter
 - 2018 Self Review Plan
 - Financial Management and Accountability Policy
 - Credit Card Procedure
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6. Monitoring and Administration

6.1 Finance Report

6.11 The final audited accounts for 2017 have been received from BDO Spicers.

6.12 *The Board of Trustees moved to adopt the Finance Committee Minutes held on 19 March 2018.*

AW/CS
Carried

6.2 Staff Trustee

Apologies for the meeting as Gareth Batten absent.

6.3 Home and School Association

Verbal Report

- a) The Home and School were pleased to contribute funds towards the purchase of the school van and are planning more fundraising to help meet the \$10,000 (still to be raised) balance of the \$35,000 target.
- b) The Home and School will trial stationery sales simultaneous with GBHS's online stationery option.
- c) Susie suggested that the Home and School AGM notice could be published more widely in the future.

6.4 Māori Community Liaison

Verbal Report.

- a) A focus on succession planning is occurring.
- b) Te Ao Māori in art literacy is a focus with the challenge of passing knowledge on to all GBHS students.
- c) Iwi own the land that Golden Bay High School is sited.
- d) Mana Whenua Mohua will bless the Ahu Moana Laboratory on June 8.
- e) There are many activities and projects that Mana Whenua Mohua are currently engaged in.

6.5 Student Trustee

Verbal Report.

- a) Students are very pleased about the possible van purchase.
- b) The Student Council is pleased to endorse the \$2,000 raised by the Tin Bum Committee towards the van purchase.

6.6 Confirmation of Minutes of Previous Meetings

The Board of Trustees moved to adopt the Meeting Minutes held on 26 March 2018.

AW/SS
Carried

6.7 Action List from Previous Meetings

- a) All actions have been addressed.

6.8 General Business

6.8.1 Uniform

- a) The BOT acknowledged the fantastic job Daphne Dijk is doing with the uniform.

The Board of Trustees moved to accept the recommendations of removing three items from the uniform.

The Board of Trustees confirmed that the thin shirt/polo option had been rejected in 2017.

CS/CC
Carried

6.8.2 2019 Term Dates

- a) The start date will be 28 January 2019.
- b) Staff have been consulted regarding the proposed 2019 Term dates.

The Board of Trustees moved to adopt the proposed 2019 Term Dates.

LT/AW
Carried

6.8.3 Support Staff Day

- a) This year's Support Staff Day was aligned with International Support Staff Day on the 16 May.
- b) The Support Staff appreciated the morning tea provided by teaching staff.
- c) The BOT Chair sent an email of appreciation to all Support Staff.

6.9 BOT Training and Administration

- a) Andy attended an Effective Leadership course with trainer Liz Clark in Nelson on 28 March 2018.

6.9.1 Chair Training

- a) Andy reported on the 2-day residential course in Wellington recently.

6.10 Correspondence

- a) A New Trustees Handbook was received from NZSTA. A downloadable PDF is available from the NZSTA website.

The Board of Trustees moved to accept the Correspondence.

AW/SS
Carried

6.11 BOT Reflection on Meetings

- a) The BOT noted that the 'deep dive' sessions are excellent, and provide an avenue for more in-depth analysis.

b) The BOT noted they had improved their time management at meetings in 2018.

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 28 May 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:

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. Items 7.1 – 7.7	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 8.45pm.

The BOT moved out of the confidential session 9.06 at pm.

The meeting closed at 9.06pm.

THESE MINUTES HAVE BEEN CONFIRMED AT THE GBHS BOT MEETING HELD ON 25 JUNE 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 Workplan to be updated with amendments noted. (BOT Secretary).
3. Steph to send out Doodle Poll for possible meeting dates regarding a July meeting.
4. Health and Safety 'deep dive' to be item for Agenda at the next BOT meeting. (BOT Secretary).
5. Occupancy Number: Building Warrant of Fitness, to be item for Agenda at the next BOT meeting. (BOT Secretary).
6. Property Inspection: Update on Asset Validation and Condition Working Bee, to be item at the next BOT meeting. (BOT Secretary).
7. Linda to report on Māori Achievement as it relates to Goal 3 in the Charter. Ongoing progress. (Principal).
8. Annual Plan updated with dates of Home and School Health Consultation and Wellbeing Survey. (Principal).
9. Letter of acknowledgement to Goldie Editor, Lizzy McAllinden. (Chairperson).
10. Draft Treaty of Waitangi Policy to be included in Trustees Folders. (BOT Secretary).
11. Review Prospectus Material (Donations and Rules) to be item for Agenda at the next meeting. (BOT Secretary).

ACTION LIST FROM PREVIOUS MEETINGS ONGOING

1. Board 'deep dive' on Achievement in June, August and October.