

GOLDEN BAY HIGH SCHOOL BOARD OF TRUSTEES

MINUTES OF MONTHLY MEETING

Held in the library on Monday 26 March 2012 at 7:30pm.

Present: Roger File, Bruce Packard, Marian Milne, Cherie Chamberlain, Mik Symmons, Susie Bailey, Gareth Batten, Nikki Winter, Alf Reid and Steph Hartill (Mins).

1. Apologies: Tommy Gross.

Bruce moved that Nikki Winter and Alf Reid could have speaking rights at the BOT meetings.

MM/SB
Carried

2. Confirmation of 27 February 2012 Minutes

It was moved to confirm the minutes of the previous meeting on the 27 February 2012 as a true and correct record.

MS/SB
Carried

2. Matters Arising from Minutes

- a. Roger will meet with Mini Foley, Annette Compton and Rhoda McDonald of the Medical Centre, next Tuesday, to further explore options regarding health services when the medical Centre changes location.
- b. The BOT were reminded about Annette's invitation to attend the Sexwise Parent evening tomorrow night -Tuesday 27 March at 7:30pm.

3. Correspondence

It was moved that the inward correspondence be accepted.

BP/RF
Carried

4. Matters Arising from Correspondence

- a. Mini Foley was incorrectly spelt in the 26 March Agenda, in the Correspondence section.
- b. Roger outlined Mini Foley's request for 2 weeks leave during Term 3.

The BOT moved to approve Mini Foley's application.

MS/RF
Carried

- c. Jim Barnes has applied to relinquish his Head of Department role including his 2 Permanent Salary Units (PSU) and one Permanent Middle Management Unit (PMMA) from the end of Term 1, 2012. Roger sought advice from STA who have suggested the job be advertised internally. Any appointment will be made with the Personnel Committee's involvement. Roger will advertise the position tomorrow, with a 1 week time limit on receiving applications. The Personnel Committee will need to meet before the end of Term 1 to make the appointment, so it can be in place by the beginning of Term 2.

On advice of the Principal and STA, Mik moved that the BOT accept Jim Barne's relinquishment and seek an appointment as outlined above.

MS/CC
Carried

- d. The Groundskeeper, Richard Barham has tended his letter of resignation due to the travel issues – travelling from Bainham each day - and the increasing demands of running his own property at home. Richard is happy to continue to work until a replacement is found. The BOT recognized that Richard has done a marvelous job on the grounds and will miss him. Roger will advertise the 30 hours per week position in this week and next week's GB Weekly.
- e. The latest STA News was distributed.

5. Outgoing Correspondence: None.

A letter to the Home and School (thanking them regarding the cookbook and offering support) and Giesela Winter (thanking her for her contribution on the BOT) have been drafted and about to be signed by Bruce, for distribution tomorrow.

6. Reports

Principal's Report

The Principal's Report was moved for adoption.

RF/BP
Carried

- a. Roger's questionnaire received a disappointing six responses. Marian wondered if a phone survey would be better, where each BOT member rings 5 people each (5-10 minutes). Roger pondered the effectiveness of GOLDIE. There was some discussion regarding whether the survey was emailed as the BOT believed they were not sent this electronically. The survey will be handed out to the Year 11 to 13s – at DEAR time. It was suggested that a copy could be given to the students to take home to their parents on the same day they fill in the survey.

6.2 Staff Report:

The Staff Report was moved for adoption.

GB/MS
Carried

- a. Gareth has reminded staff that he is a representative of all staff, and not a delegate of the PPTA. He is happy to relay the views of all parties to the BOT.
- b. There was discussion regarding the Specialist Classroom Teacher (SCT) position that was held by Judi File until last year. The position was created in 2005 and is for a teacher to assist other teachers into middle management with quite specific guidelines. A survey was conducted amongst the staff, with most staff stating they thought the SCT position should be fixed for 2-3 years. The appointee needs to have the confidence to the rest of the staff, as sometimes appraisers recommend that staff work with the SCT.

On the basis of the survey carried out by the staff, the BOT will support the creation of the SCT position for a fixed term period of 3 years. Roger will seek to advertise the position, and appoint with the involvement of the Personnel Committee and a staff representative.

MM/SB
Carried

- c. The lack of Professional Development (PD) in Nelson on NCEA, moderation and other areas of expertise were noted. The MOE seems to be interested in offering PD in only the larger centers. Gareth noted that some teachers – such as teachers of Geography - were networking together to arrange their own PD. This topic will be covered at the Principal's meeting that Roger will attend on Friday 30 March.

6.3 Home and School Report:

The Staff Report was moved for adoption.

NW/BP
Carried

- a. There was discussion regarding school uniforms as the largest source of complaints the school receives is regarding the white t-shirts not being very practical. Jonny Anderson carried out some research with the Y8s last year. It was decided that a uniform committee needed to be set up and the Home and School could gather some samples and then display these to the students and parents for consultation. They would be introduced with the new Year 7 students for 2013 or 2014.
- b. The remaining cook books were discussed. Students will sell them as a fundraiser, keeping \$5, and GBHS will receive \$10. The H&S will keep \$1000 and the rest of the profit will go towards ICT. Roger was pleased with this decision.

6.4 Maori Liaison Report

No written report.

- a. Last Friday, (23 March), the Y13s went to the Marae for a leadership training day. The Y11 and Y13 Maori class welcomed them onto the Marae, without Margie being there for the first time. The students were well behaved and the welcoming students, although nervous did a great job.
- b. The BOT, staff and students of Maori descent are invited to the Marae on Friday 30 March, for a powhiri and meal. Powhiri begins at 5:30, and people are asked to bring either a main or desert.

6.5 Property Report

No Report.

6.6 Finance

The finance committee minutes and recommendations were moved for adoption.

BP/MS
Carried

- a. The BOT liked the idea of Ian Athfield (Architect) addressing the BOT. However, it was decided to wait until more solid information from the MOE was received before speaking with an Architect, as it might be wasting his time.
- b. In relation to Bernie's question regarding fundraising comparisons with other schools, the other schools generate most of their money through fee paying International students.
- c. Susie asked if any students had been recruited by the Agency that GBHS paid fees to last year. None have been received yet. Further payments to the agency will be reviewed after the 2nd year of the contract.
- d. There was discussion about the website, not being as fresh as some other schools or being regularly updated. Navigation was hard and many photos out of date. Gareth suggested that in some schools, they can self-manage the website. Roger will discuss with the Network Manager.

7. General Business

7.1 Building update

- a. There has still been no feedback from MOE yet. (Note: Allan Roberts has since agreed to pay GBHS a visit on Monday 2nd April).
- b. Roger tabled the new concept plans which incorporate the ideas that staff thought was important. The new plan provides for a copy room, archive/storage area, staff room and staff toilet/showers. There could be a meeting room in the archive room and the common room would be returned to the students. Netball courts could be fitted into the new plan as none of the 5YA can be used for resealing of the netball courts. The hall entry could be an area of art work displays.
- c. The fact that this new plan can be achieved within the MOE's budget will be a good basis for the argument.
- d. Demolition of the A Block will occur in the summer holidays. However, a new interior wall for boiler house and stabilisation would be carried out before then.
- e. Regardless of what plan is adopted, the school will need to allow for environmental beautification of the areas to soften the harshness of the changes.

7.2 March 2012 Roll Return

Roger tabled the return. The original copy has been sent off to the MOE. There are currently 333.4 students which is almost the same as last year.

BP/RF
Carried

7.3 Charter

- a. Roger read out a letter on the 5 March from Phil Sharpin of the MOE stating that the GBHS Charter requires further work. Apparently there was not enough information on baseline data, (which is contained in the GBHS Annual Report), or enough focus on reporting the Y7/8 results against National standards. Phil said in the letter that someone would contact Roger soon to assist in making the changes of the Charter. Roger is still waiting for the call.

7.4 Annual Report

- a. Year 7's numeracy is still of prime concern with the levels not high enough overall. Richard Bayliff (HOD Maths) is setting up a meeting with the primary schools to discuss expectations and how GBHS might assist them.
- b. The Greenhouse programme will also be looking at supporting numeracy as well as literacy this year, as Richard would like the special needs students supported in class with a teacher aide.
- c. The Gifted and Talented identification process was set up by Jonny Anderson. It is mainly left to teachers to identify within their subject areas the students most in need of extension.
- d. This report will be moved for adoption when the final copy of the 2011 Financial Statements are received from the auditor.

7.5 Board Communication

- a. In response to the letter received from Jo Bowker and Margie Clarke, it was suggested that parents be invited to the next BOT meeting for a half hour session to address their questions and concerns, and then remain for the meeting if they would like. It was decided it was not worth

holding a special public meeting regarding how the BOT operates as the turnout is likely to be low.

- b. It was agreed to put a short bullet point summary of key BOT meeting decisions in the Goldie after each BOT meeting. Marian and Susi will organize to put the first piece in the Goldie due out next week.
- c. The BOT Minutes could be included on the website as a pdf. file.

SB/MM
Carried

7.6 Student Welfare

- a. Three weeks ago, Roger and a large number of the staff attended a seminar held at the village theatre run by cross section of health, welfare and other organisations concerned with child abuse and welfare. It was a 4 hour session which was excellent. Relevant policies in relation to health and well being of students will be updated in the next few months and some new policies need to be implemented Roger will work with Mini Foley(Guidance Counselor) on these issues. A number of internet safety issues were raised.
- b. Roger is considering applying for a Fonterra Grass Roots grant to bring an educator from Nelson to work with students on further issues.

7.7 Appointments Policy

- a. The BOT have not forgotten that they were going to amend the Appointments Policy during Term 1. However time has run out, and this will have to be deferred to Term 2. Roger and a staff representative will create a checklist appendix and review the current policy.

7.8 Sexwise Health Seminar

- a. The BOT have been invited to attend a parent preview of the show and workshop by the theatre group at 7:30pm on Tuesday 27th March. All year groups from Year 9 and above will be involved in this over the next two days.

7.9 Formal adoption of the new BOT Home and School representative

Bruce formally moved that Nikki Winter be co-opted as the new Home and School Representative.

BP/MM
Carried

The Meeting moved into Confidential Minutes at 9:00pm

The meeting closed at 9:10 pm.

Next meeting on the 30 April 2012.

Chairperson

Date