

# MINUTES

## 1. Attendance and Administration

### 1.1 Present

Andy Williams (Chairperson), Linda Tame (Principal), Jack Balck (Student Trustee), Gareth Batten (Staff Trustee), Cherrie Chubb (Parent Trustee), Vanessa Harwood (GBHS Home and School Committee Rep), Dan Padial (Acting Deputy Principal), Beverley Purdie (Manawhenua Ki Mohua Rep), Cynthia Sampson (Parent Trustee), Susie Struck (Parent Trustee) and Steph Hartill (BOT Secretary - Minutes).

### 1.2 Apologies

Alison McAlpine (Limited Statutory Manager), Richard Baker (Deputy Principal), Coralie Stopford (Deputy Principal) and Beverley Purdie for leaving at 8.30pm.

### 1.3 Declarations of Interest

- a) Linda Tame noted that her husband John Tame was volunteering as a financial advisor to Collingwood Area School's Finance Committee.

*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 Dan and Steph speaking rights.*

AW/CS  
Carried

### 1.5 Annual Board Work Plan

- a) The plan is a continuous work in progress.

*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) Linda shared the Crisis Management Plan, Health and Safety Folder and noted the Asbestos Management Plan has also been updated.

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

LT/AW  
Carried

### 2.2 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 Māori Students' Achievement and Wellbeing

- a) As the Māori student cohort is small, it was agreed that any information be discussed *In Committee* so as to protect easily identifiable individuals.

### 3.2 School Values Development

- a) Manawhenua Ki Mohua will gift a set of Māori values to the school and are liaising via Margie Little and the Principal.  
b) Linda tabled a document titled: "A Possible Process for Development of Values Negotiated with Margie Little."

### 3.3 Hautū – Self Review Tool

- a) Linda passed around the Resource for BOT members to view. It was agreed to use the Self Review Tool as part of the Strategic Planning.

### 3.4 Student Achievement: Junior e-asttle 'Deep Dive'

- a) Discussed In Committee: Agenda Item 8.1.1.

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#### 4. Principal's Report

- a) Linda acknowledged and thanked Dan for stepping up as Acting Deputy Principal whilst Richard Baker has been on leave.
- b) Linda clarified that the "Y10 Odyssey" is a new version of the Y10 Electives. Students focus on learning, creating and sharing.
- c) Swimming Pool Club meeting is deferred until the swimming season begins. Linda is working with the Swimming Club President.
- d) Year 8 have raised money for the school van via its recent bake sale.
- e) Linda to include an update regarding the on-site Nurse in her next report.

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

LT/AW  
Carried

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#### 5. Self Review

##### 5.1 Strategic Plan and Charter 2019 Update from MOE

- a) The MOE have extended the deadline so the BOT will need to produce a 2019 Charter.

##### 5.2 Policies

###### 5.2.1 Trustee Remuneration and Expenses Policy (recommended by the policy working party)

*Motion: The Board of Trustees moved to adopt the draft Trustee Remuneration and Expenses Policy.*

###### 5.2.2 Equal Employment Opportunities Policy (recommended by the policy working party)

*Motion: The Board of Trustees moved to adopt the draft Equal Employment Opportunities Policy.*

###### 5.2.3 Protected Disclosures Policy (recommended by the policy working party)

*Motion: The Board of Trustees moved to adopt the draft Protected Disclosures Policy.*

###### 5.2.4 Surrender and Retention of Property Policy and Guidelines (reviewed by Senior Leadership Team)

*Motion: The Board of Trustees moved to adopt the draft Surrender and Retention of Property Policy and Guidelines.*

###### 5.2.5 International Student Refund Policy (SIEBA policy)

*Motion: The Board of Trustees moved to adopt the draft International Student Refund Policy.*

###### 5.2.6 International Student Policy (SIEBA policy)

*Motion: The Board of Trustees moved to adopt the draft International Student Policy.*

###### 5.2.7 Stand-Downs, Suspensions, Exclusions and Expulsions Policy

*Motion: The Board of Trustees moved to rescind the Stand-Downs, Suspensions, Exclusion and Expulsions Policy.*

- a) Trustees were provided with a copy of the Ministry of Education Guidelines on legal options and duties for Principals and Boards on Stand-Downs, Suspensions and Exclusions.

###### 5.2.8 Administration of Medicines Policy (reviewed by Office staff)

*Motion: The Board of Trustees moved to rescind the Administration of Medicines Policy and replace it with the Administration of Medicines Procedure.*

- a) This now becomes a management document.

###### 5.2.9 Health Education Policy and Sexual Education Policy (community consultation)

*Motion: The Board of Trustees moved to rescind the Health Education and Sexuality Education Policies and replace with the 2018 Statement on Health Education.*

###### 5.2.10 Trustee Code of Conduct (includes recommendations from Bev and Alison)

*Motion: The Board of Trustees moved to approve the draft Trustee Code of Conduct with the following amendments:*

- a) The word Children was replaced with Students in point 1; correct the misspelling of liaise in point 15; and insert the words "Serious Matters" in point 15.

###### 5.2.11 Special Education Needs (including Gifted and Talented) and Inclusive Education Policy (SENCO consultation)

*Motion: The Board of Trustees moved to approve the draft Special Education Needs (including Gifted and Talented) and Inclusive Education Policy and rescind the Gifted and Talented Policy.*

### **5.2.12 Harassment Policy** (Guidance, Bully Busters & Rainbow Group consultation)

*Motion: The Board of Trustees moved to rescind the Sexual Harassment and Non Violence Policies and approve the draft Harassment Policy.*

### **5.2.13 Healthy Food Policy**

*Motion: The Board of Trustees moved to adopt the draft Healthy Food and Nutrition Policy and rescind the Healthy Food Policy.*

*The Board of Trustees moved the above motions, amendments and rescindments from 5.21 to 5.2.13.*

AW/VH

Carried

- a) The BOT thanked and acknowledged the working group (Cynthia, Susie and Linda) for all their work on updating the policies.

### **5.3 Review BOT Makeup and Succession Issues for 2019 Election**

- a) The BOT agreed to not fill the current vacancy, wait until the next Election, given that the BOT is still working with a Limited Statutory Manager.
- b) Andy has talked with the all Parent Trustees regarding 2019 plans.

### **5.4 Final Versions Tabled**

- Updated Policy Framework
- Principal's Appraisal Policy
- Delegated Authorities
- Part 4 of Governance Manual

### **5.5 Updated ERO Self-Audit**

**5.5.1 Animal Ethics in Schools** (Now signed off).

**5.5.2 Physical Restraint** (Now signed off).

### **5.6 Name of Principal's Appraisal Committee**

- a) There was discussion regarding the name with the BOT agreeing to leave the name as it stands. CS/AW  
Carried

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## **6. General Business**

### **6.1 NCEA Review**

- a) Staff will be holding a meeting on the NCEA review. Linda will report back at the next meeting.

### **6.2 Community Hui Date**

- a) The BOT agreed to consider the Hui date being Thursday 15 November 2018. Venue and date to be confirmed at the next meeting.

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## **7. Monitoring and Administration**

### **7.1 Finance Report**

#### **7.1.1 Minutes of Previous Meeting**

*The Board of Trustees moved to adopt the Finance Committee Minutes held on 18 June 2018.*

AW/LT

Carried

### **7.2 Review of Budget Income and Expenditure**

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

### **7.3 Staff Trustee**

Verbal Report

- a) Gareth noted that the support provided by the on-site Nurse has been appreciated by Staff and students alike.

### **7.4 Home and School Association**

Verbal Report

- a) Quiz night planned for 5 January 2019 at the Pohara Hall.
- b) Funding for school van has been applied for.
- c) Linda now asks the Home and School for feedback on a number of issues, which has been appreciated by the members.

#### 7.5 Māori Community Liaison

Verbal Report.

- a) Discussion regarding Manawhenua Ki Mohua stories. Robin Slow is currently illustrating a child's story book.
- b) Linda is following up on the Treaty of Waitangi Policy.
- c) Bev is exploring succession issues.

#### 7.6 Student Trustee

Verbal Report.

- a) Students are happy and there are no complaints.
- b) Jack will be speaking at the next student assembly regarding standing for the BOT and making sure that students understand what the role involves.

#### 7.7 Confirmation of Minutes of Previous Meetings

*The Board of Trustees moved to adopt the Meeting Minutes held on 25 June 2018.*

AW/CC  
Carried

#### 7.8 Action List from Previous Meetings

- a) All actions have been addressed.

#### 7.9 BOT Training and Administration

- a) Andy will have an informal hour with the other BOT Chairs in Golden Bay in the near future.

#### 7.10 Correspondence

*The Board of Trustees moved to accept the Correspondence.*

AW/SS  
Carried

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### 8. In Committee

#### 8.1 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 27 August 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 8.1 – 8.8	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 8.05pm.

The BOT moved out of the confidential session at 9.25 pm.

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## 9. BOT Reflection on Minutes

- a) Deferred to next meeting.
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The meeting closed at 9.25pm.

**THESE MINUTES HAVE BEEN CONFIRMED AT THE GBHS BOT MEETING HELD ON 24 SEPTEMBER 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 at every meeting with any amendments noted. (BOT Secretary / Principal).
3. Occupancy Number: Building Warrant of Fitness, to be item for Agenda at the next BOT meeting. (BOT Secretary).
4. Linda to include in her next Principal's Report for the BOT, information regarding the on-site Nurse. (Principal).
5. Policies to be updated and finals ready for the next BOT meeting. (Secretary).
6. Linda to report back re the NCEA Review Staff meeting at next meeting. (Principal).
7. Venue and date for Community Hui to be confirmed at next meeting. (Chair and Principal).
8. BOT Reflection on the meeting to be Agenda item at next meeting. (Secretary).