



# MINUTES

## 1. Attendance and Administration

### 1.1 Present

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

### 1.2 Apologies

Coralie Stopford (Deputy Principal).

### 1.3 Declarations of Interest

- a) No interests declared.
- b) Linda suggested a list be created of BOT members' interests to be distributed at every meeting.

### 1.4 Speaking Rights

Richard and Steph were given speaking rights by the Chair.

AW/RW  
Carried

### 1.5 Election of Chair and Deputy Chair

*The Board of Trustees moved to appoint Andy Williams as Chairperson.*

LT/CS  
Carried

- a) Alison thanked Andy for his phenomenal work as Chairperson especially as the workload in 2017 was considerably more than in previous years.
- b) The decision to elect a Deputy Chair was deferred to the March meeting as those members of the BOT interested in the position will meet with Andy to discuss the role in more detail.
- c) Discussion for selection or election for the Parent Representative to fill the vacancy due to Kirsten Nadler's resignation was deferred to the next meeting.

### 1.6 Delegations of Authority

- a) Linda outlined four significant changes made to the Delegations of Authority document. The changes centred on Employment, Teacher Competency, Refunds for International Students and the Privacy Officer.

*The Board of Trustees moved to adopt the Delegations of Authority.*

AW/BP  
Carried

## 2. Health and Safety

### 2.1 Health and Safety Report

- a) Linda discussed her reformatting of the Health and Safety report. As it is recommended, Property Committee dissolved, Health and Safety will have its own report and Property will be covered in the Principal's report.
- b) From Linda's initial observations, and the recent external auditor onsite visit, it is clear the school has very robust Education Outside the Classroom (EOTC) processes and systems in place.
- c) The BOT agreed to 'deep dive' an area of Health and Safety once some trend data has emerged.

### 2.2 Health and Safety Systems

- a) Linda referred the BOT to the 2 documents in the package from the Ministry of Education's Health and Safety Manual.

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### 3. High Priority Special Items for this Meeting

#### 3.1 Review Preliminary Student Achievement (In the Principal's Report)

- a) It was now agreed that at the next BOT meeting, Linda will run a workshop on Student Achievement including the confirmed 2017 NCEA results.

#### 3.2 2017 Analysis of Variance

*The Board of Trustees moved to adopt the 2017 Analysis of Variance.*

GB/CS  
Carried

#### 3.3 2018 Charter

- a) The Roll number to be corrected to 365 students.
- b) The BOT agreed to remove the *Statement of Intent and Procedures for Charter Development and Implementation*.
- c) The Annual Plan to be changed to landscape format to provide room for comments.
- d) Explanations for acronyms to be added.
- e) Change of wording in the Annual Plan in Point 1.32 to read: "Use Home & School as one of the consultation groups as well as fund raisers".

*The Board of Trustees moved to adopt the 2018 Charter with the above amendments.*

CS/SS  
Carried

#### 3.4 2018 Budget

- a) The BOT sought assurance that despite cuts that they would still be able to meet the strategic targets. The Principal and the Limited Statutory Manager informed the BOT that the process and decisions regarding the final budget figures were meticulously achieved and included peer reviews, Ministry of Education approval, comparisons to other schools of a similar size etc.
- b) Curriculum areas are in the process of finalising their budgets.

*The Board of Trustees moved to adopt the 2018 Budget.*

CC/CS  
Carried

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### 4. Principal's Report

- a) The MOE SAF (Student Achievement Function) Change team leader has resigned. Linda will now lead this Junior Achievement process internally as Y7/8 achievement was highlighted in the ERO report as an area of concern.
- b) In future Principal's Reports for the BOT, comments pertaining to the Kāhui Ako ki Mohua / GB Community of Learning, Property, and Y7/8 progress to be included.

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

LT/GB  
Carried

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### 5. Self Review

#### 5.1 2018 Self Review Plan

- a) It was agreed to create a new Point 7 titled "Students", and include the following: Wellbeing Survey and Student Feedback to Teachers.
- b) Point 8 to include Manawhenua Ki Mohua feedback.

*The Board of Trustees moved to adopt the 2018 Self Review Plan with the above amendments.*

JB/BP  
Carried

#### 5.2 2018 BOT Work Plan and Meeting Dates

- a) The BOT agreed to hold a quick meeting evaluation in the form a PMI (Plus, Minus and Interesting) at the end of the March meeting.

*The Board of Trustees moved to adopt the 2018 BOT Work Plan.*

JB/BP  
Carried

#### 5.3 Progress with ERO Recommendations

*The BOT moved for the BOT Secretary to send the action update to ERO on behalf of the Chair.*

JB/BP  
Carried

#### 5.4 ERO Self Audit

- a) This exercise was carried out prior to the ERO visit in 2016. The BOT agreed it should be completed annually in February as part of Self Review.

- b) Linda to update the BOT at the March Meeting on items that she was unsure of.
- c) It was agreed the BOT conduct a 'deep dive' on some area that the audit covers in a future meeting in 2018.

**5.5 BOT Learning Area Annual Report Evening**

- a) This evening will take place on the 12 March.

**5.6 Staff Appraisal and Attestation Process**

- a) Linda tabled a form on Professional Standards which now completes the 2017 Teacher Appraisal Process. Linda tabled a process for Teacher Attestation.
- b) This is an area that ERO highlighted in their report.
- c) It is intended now that all the 2018 appraisals be completed in 2018.

**5.7 2017 Personnel Compliance Report**

- a) Linda introduced this as a new report to be given to the BOT annually.
- b) In point 9, addition to be made: "An anonymous staff survey was undertaken by the BOT in December 2016 and January 2017".

*The Board of Trustees moved to adopt the 2017 Personnel Compliance Report.*

AW/BP  
Carried

**5.8 Policy Review Schedule**

- a) The BOT thanked Linda for all the work she has completed on this.
- b) It was agreed Policy reviews will remain on a 3 year cycle.
- c) It was agreed to include replacing the Taha Māori Policy with a Treaty of Waitangi policy as urgent.
- d) A working party will meet before the next meeting regarding what policies to keep and disregard. Susie and Cynthia have agreed to join Linda on this sub-committee looking initially at the Curriculum policies.
- e) Six policies have been identified requiring urgent review.
- f) Steph to organise a copy of all the policies for the BOT.

**5.9 Financial Policies**

*The Board of Trustees moved to adopt the Financial Management and Accountability Policy, Procedures for Dealing with an Allegation of Fraud, and Procedure for Credit Card Use.*

*The Board of Trustees moved to rescind the Finance Policy, Budget and Planning Policy, Financial Reporting Policy, Entertainment Policy and Theft and Fraud Policy.*

CS/CC  
Carried

**6. Monitoring and Administration**

**6.1 Finance Report**

6.11

*The BOT moved to adopt the Finance Committee Minutes held on 14 December 2017 be moved for adoption.*

LT/CS  
Carried

6.12

*The Board of Trustees moved to extend the current Fuji Xerox contract by up to six months.*

LT/SS  
Carried

**6.2 Staff Trustee**

Verbal report.

- a) A positive start to the school year.

**6.3 Home and School Association**

Verbal Report

- a) The Quiz night fundraiser went well in January. A \$3,000 profit was made. (Final figure next meeting).

**6.4 Māori Community Liaison**

Verbal Report

- a) Linda and Bev are working on the Treaty of Waitangi policy.

- b) Growing young leaders in the area of conservation, environmentalism and succession planning is Bev's main focus at present.
- c) Bev informed the BOT of a number of initiatives that GBHS students could be involved in.

**6.5 Student Trustee**

Verbal Report.

- a) The poor weather has meant Swimming sports have been postponed.
- b) Andy thanked Jack for organising the lockers for students.

**6.6 2018 BOT Committees**

- a) Deferred to next meeting.

**6.7 Confirmation of Minutes of Previous Meetings**

*The Board of Trustee moved the Meeting Minutes held on 14 December 2017 be moved for adoption.* AW/CS  
Carried

**6.8 Action List from Previous Meetings**

- a) The Community Hui responses were summarised and posted on the school website in December. No further questions regarding these received.
- b) Andy has almost finished the Questions from Hui.
- c) Linda will lead a stakeholders meeting re the Swimming Pool.
- d) BOT Parent Representative and Deputy Chairperson – deferred to next meeting.

**6.9 Correspondence**

*The Board of Trustee moved to accept the Correspondence.* AW/CS  
Carried

**6.10 BOT Training and Administration**

- a) Andy noted a variety of online courses available for Trustees.
- b) At the next meeting, a workshop on Achievement will occur. Then at the meeting following, a workshop on Health and Safety.
- c) Joyce Wiley (Collingwood Area School) has suggested the Golden Bay BOT's get together in Term 2.

**6.11 General Business**

- a) Linda and Andy have a meeting with Alison and the Nelson Ministry of Education Director on Friday 2 March.
- b) Intervention Update:

*The BOT moved that Alison remain as GBHS's Limited Statutory Manager for as long as possible to maintain stability and usher in the changes required by the BOT.* LT/AW  
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 26 February 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 Staffing	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 9.05pm.

The BOT moved out of the confidential session 9.10 at pm.

The meeting closed at 9.10pm.

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**Chairperson**

**Date**

**Principal**

**Date**

#### **ACTION LIST**

1. Declarations of Interest: Steph to organise for a list of BOT members’ interest areas to be developed and circulated for the next meeting.
2. Interested members of the BOT to meet with Andy before next meeting to discuss role of Deputy Chairperson.
3. Deputy Chairperson and BOT Committees to be on Agenda at March BOT meeting.
4. Health and Safety ‘deep dive’ later in 2018 once trend data emerges.
5. Linda to hold a workshop at next BOT meeting on Student Achievement.
6. Linda to update Charter for March meeting and organise upload to the MOE by 1<sup>st</sup> March.
7. Steph to update the Self Review Plan and Work Plan and send updated copy to BOT members.
8. Linda to update BOT on any unsure items re the ERO Self Audit document.
9. Deep Dive on some area of the ERO Self Audit document to occur during the year.
10. BOT meeting evaluation PMI to take place at next meeting.
11. Steph to send BOT letter to ERO reporting against recommendations.
12. Amendment to be made to the 2017 Personnel Compliance Report.
13. Steph to organise for BOT members to receive latest policies.

#### **ACTION LIST FROM PREVIOUS MEETING**

1. Andy to finalise the question part of the Community Hui response.
2. Linda will progress the Swimming Pool and TDC involvement with other stakeholders during the year.
3. Deputy Chairperson Election deferred to next meeting.