

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 Rep), Gareth Batten (Staff Rep), Cherrie Chubb (Parent Rep), Vanessa Harwood (GBHS Home and School Committee Rep), Beverley Purdie (Manawhenua Ki Mohua Rep), Cynthia Sampson (Parent Rep), Susie Struck (Parent Rep), Coralie Stopford (Deputy Principal) and Steph Hartill (BOT Secretary - Minutes).

1.2 Apologies

None.

1.3 Declarations of Interest

- a) Cynthia and Vanessa declared interests which Steph will update for the next Board meeting.
- b) Cherrie's name was incorrectly spelt.

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 Election of Deputy Chair

The Board of Trustees moved to appoint Cynthia Sampson as Deputy Chairperson.

CC/VH
Carried

1.6 Board Subcommittees

- a) The draft Subcommittee Meeting Structure was discussed.
- b) It was agreed that a Principal's Appraisal Committee would meet on a needs basis, be chaired by the Board Chairperson and comprise of members of all trustees except the Principal, Staff Trustee and Student Trustee.
- c) Health and Safety is part of every Board meeting.
- d) The Finance Committee will comprise of Andy Williams, Linda Tame, Cynthia Sampson, Cherrie Chubb and Mike Warn. The Committee will be chaired by Andy Williams.
- e) It was agreed that the Board Chair will select members for the Discipline Committee and invite the Student Trustee only if the Board deem it necessary. The Principal is excluded as she presents the case to the Board.
- f) It was agreed that a Property Working Group would meet as required.

The Board of Trustees moved to adopt the Subcommittee Meeting Structure with the above amendments. SS/AW
Carried

1.7 Board of Trustees Vacancy

The BOT moved to defer this for future discussion in order to focus on governance and to consolidate and establish the working relationship with the new Principal.

AW/CS
Carried

2. Health and Safety

2.1 Health and Safety Report

- a) There was a question regarding the maximum occupancy number in the Building Warrant of Fitness report which Steph will investigate.

3. High Priority Special Items for this Meeting

3.1 Student Achievement Workshop

Linda tabled a summary of her PowerPoint presentation and a page on "Achievement Objectives by Level, and Years and Curriculum Levels".

- a) The Board agreed to Linda's recommendation that the Board 'deep dive' at progressive meetings on Achievement in May, June, August and October. AW/CS
Carried
- b) There was discussion on Types of Testing, NCEA unpacked, Endorsements and Junior Assessment.
- c) Linda noted that the pass rates hide the early school leaver rates, which is particularly important in relation to Māori and Priority learners. The school leaver results depict the real picture but are not available until September / October.
- d) Analysing data by ethnicity and/or gender becomes invalid with small numbers. Bev asked how reporting on Māori Achievement could occur then and the Board agreed to seek advice on how to relate this to Charter Goal 3.
- e) Linda recommends adjusting the data to get endorsements as a percentage of all who participate, in order for trends to be accurately compared.
- f) The Head of English is building capacity in e-asTTle Junior Writing Assessments. Work is also occurring for Reading and Mathematics assessment capability.

3.2 Updated 2018 Annual Plan

- a) Due to Linda now knowing more about Golden Bay High School, a few changes were made to the Annual Plan, which were identified in italics.
- b) Linda will update the Annual Plan throughout the year on progress to date.

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

GB/CS
Carried

4. Principal's Report

- a) Linda noted that the 1st March 2018 Ministry of Education Roll Return should have been included with the In Committee part of the Principal's Report.

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

LT/GB
Carried

5. Self Review

5.1 Draft Treaty of Waitangi Policy

- a) Bev tabled the draft policy and outlined the key points including clarifying what is meant by a Māori Curriculum.
- b) In the first sentence, the words "are able to" were added.
- c) There was discussion on how Golden Bay High School could provide the human resource capability to meet the Treaty of Waitangi Policy.
- d) Bev will now take the draft policy to Manawhenua Ki Mohua for consultation on the 10 April.

5.1a ERO Self Audit Update

- a) Linda updated the Board on the items that required clarification from the previous meeting.

5.2 BOT Learning Area Annual Report Evening

- a) The event took place on the 12 March and was highly successful with both staff and Board members interested in carrying out the same format for next year.

5.3 Policies

5.3.1

- a) The word "appointed" was repeated in 1b of the Police Vetting Policy.

The Board of Trustees moved to adopt the amended Police Vetting Policy, Appointment Policy, Health and Safety Policy, Health and Safety Procedure and Hazard Identification Procedures.

CS/SS
Carried

5.3.2

The Board of Trustees moved to rescind the Assessment Policy and Guidelines, Curriculum Policy, Transition / Careers Education Policy and the Consultation Policy.

CS/SS
Carried

5.4 Policy Review Schedule

5.4.1

The Board of Trustees agreed to confirm the review in 2018 of Special Needs Education and Gifted and Talented Policies, Health Education and Sexuality Education Policies.

AW/SS
Carried

5.4.2

The Board of Trustees moved that Linda Tame consult staff about the Draft Staff Leave Without Pay and Teacher Leave for Sickness in the Home Policy and the Draft Professional Learning and Development Policy and bring to the May BOT meeting.

AW/SS
Carried

5.4.3

The Board of Trustees moved that the Policy Working Party consider Linda's recommendations for Personnel, Health and Safety, Compliance and Documentation categories of policies and brings recommendations to the May BOT Meeting.

AW/GB
Carried

5.4.4

The Board of Trustees moved that Linda make recommendations to the Policy Working Party on the "Policy Framework 2015" and the Working Party to consider and make recommendations for May Meeting.

CS/AW
Carried

5.5 Final Versions Tabled

- a) The following finalised documents were contained within each Board members' folder of policies.
- 2017 Personnel Compliance Report
 - 2017 Analysis of Variance
 - 2018 Charter
 - 2018 Self Review Plan
 - Financial Management and Accountability Policy
 - Credit Card Procedure

6. Monitoring and Administration

6.1 Finance Report

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

LT/AW
Carried

6.12 *The Board of Trustees moved to adopt the Finance Committee Minutes held on 26 February 2018.*

LT/CS
Carried

6.13 *The Board of Trustees moved to adopt the Fundraising Policy.*

LT/CS
Carried

6.14 *The Board of Trustees agreed to update the Asset Register as early in 2018 as is feasible.*

LT/CS
Carried

6.15 *The Board of Trustees moved to rescind the Trading Policy*

LT/CS
Carried

6.16

- a) The swimming pool pump is currently being investigated by Fontera.

6.2 Staff Trustee

Verbal Report.

- a) Gareth asked the Board if there was anything the Board specifically would like reported. The Board agreed there was no expectation on any particular topic.

6.3 Home and School Association

Verbal Report

- a) The recent Home and School Meeting was well supported. The William Pike Endeavour, The Great Race Reading Incentives, Y12 Reward and the Go412 students all received funding.
b) The Home and School were supportive of a school van.
c) A sausage sizzle and bake sale fundraiser is planned this weekend at Freshchoice.

6.4 Māori Community Liaison

Verbal Report.

6.5 Student Trustee

Verbal Report.

6.6 Confirmation of Minutes of Previous Meetings

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

LT/AW
Carried

6.7 Action List from Previous Meetings

- a) Andy has almost completed the Questions from the Hui.

6.8 Correspondence

The following items of correspondence were tabled:

- a) A letter, dated 15 March 2018, from Derek Lucić (Director of Education Nelson/Marlborough/West Coast) regarding the Review of Statutory Intervention and Resulting Recommendations.
b) An email letter, dated 23 March 2018, from Julie Moor (Review Officer, Education Review Office) thanking the Board for updates and a visit date of 5/6 June 2018.

The Board of Trustee moved to accept the Correspondence including the above tabled items.

AW/CS
Carried

6.9 BOT Training and Administration

- a) Andy will work with Liz Clark on effective leadership in Nelson on 28 March 2018.
b) Andy encouraged Trustees to look at the NZSTA website.

6.10 General Business

- a) On behalf of the Tinbun organising committee, Cynthia thanked the main sponsors, Golden Bay High School, the community and friends. Over 40 people were involved in the organisation.
b) There were 122 competitors, 59 individuals and 21 teams.
c) It is likely that \$2,000 profit was raised for Golden Bay High School. Last time, student lockers were purchased from the Tinbun fundraising. Cynthia invited the Student Council to generate ideas on what to spend this money on.
d) If the Tinbun is to run again in 2020, more volunteers would be needed.
e) The Board thanked the Tin Bum Committee through Cynthia.

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 March 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
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- | | | |
|--------------------------------|---------|--|
| 1. Staffing | Privacy | |
| 2. Principal's Report – Part 2 | 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/B
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.

THESE MINUTES HAVE BEEN CONFIRMED AT THE GBHS BOT MEETING HELD ON 28 MAY 2018.

SIGNED COPIES ARE AVAILABLE FROM THE SCHOOL OFFICE.

ACTION LIST

1. Declarations of Interest: Steph to update list for distribution at the next meeting.
2. Steph to update Board Sub-Committees.
3. Steph to confirm what building the maximum occupancy rate relates to.
4. Board 'deep dive' on Achievement in May, June, August and October.
5. The Board (Linda) to investigate reporting on Māori Achievement as it relates to Goal 3 in the Charter.
6. Board meeting evaluation to take place at the next meeting.
7. Policy Review Schedule regarding 5.4 to be actioned.

ACTION LIST FROM PREVIOUS MEETING

1. Andy to finalise the question part of the Community Hui response.
2. Board Vacancy deferred to a future meeting.