



Raglan Area School

TE KURA A ROHE O WHAINGAROA

RAGLAN AREA SCHOOL

BOARD OF TRUSTEES MINUTES OF MEETING

Tuesday, 13 December, 2016

- Present:** Malcolm Cox, Melanie Brydon, Pete Maloney, Rhys Ellison, Cindy Tedeschi, Chris Banks, Makere Ranga, Tania Slater, Liam Dingle
- Apologies:** Lisa Thomson
- Chair:** Melanie Brydon
Chairing: Melanie Brydon
- Minute Secretary:** Tania Slater
- Karakia:** Makere Ranga
- Guest Speaker:** Deputy Principals Quenten Browne and Bronwyn Haitana presented school wide data for 2016. Suggestions were made to the board for budget priorities/considerations for next year. Panui experts came to RAS to moderate and make templates to follow according to National certificate of Education Achievement. Numeracy and literacy standards are required to receive any credits.

Statistics taken from roll base data, including students who have left school and not enrolled elsewhere:

16/30 pupils will achieve NCEA level one, 24/31 will achieve level two 77% pass and 51% will pass level three after externals.

2016 Data reading as 61% writing, 49% maths 65% for Year 0-6
Reading 63%, writing 60%, maths 52% Year 0-10

Results are down from last year due and possible reasons for this were suggested to the board; including staff leave and staff changes, over inflated achievement data results, changes in moderation practices.

Identified need to continue toward improvement of moderation practices, several strategies have been sampled. Recommended Board consider increasing staff release time to allow for this.

Items for General Business:

- Raglan word café festival
- Draft Charter



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Minutes of the meeting held 22 November, 2016, confirmed as true and correct record: *MB moved / CT Seconded/Carried*

Matters arising from these minutes:

- Raglan Swimming Club needs to update the Board with the outcome of their litigating meeting and the Health & Safety situation around the pool liner. It was recommended that the school pool be formally closed during the Christmas break until satisfactory information is received to verify it is safe to reopen.

MC Moved that for Health & Safety purposes, the school pool be formally closed over the Christmas break.

CT Seconded/carried

Correspondence

Report detailing Correspondence received was tabled. Individual correspondence items were available to Board. Tabled Correspondence – As per board approval, supporting letter for Raglan Swimming Club to Water Safety NZ.

Outward Board Correspondence (Confidential to Board) tabled and available for board members only.

Motion: That Inward/Outward Correspondence be accepted

*MB Moved / MC Seconded
Carried*

Principals Report:

Malcolm presented the Principal's Report.

Matters arising for discussion:

- Attendances, absences and truancies for all year levels 1 Jan – 11 December reviewed
- Sports Co-Ordinator annual plan reviewed

Motion: That the Principals report be accepted.

*MC moved / MR Seconded
Carried*

General Business:

- **Raglan Word Café Festival**
Cindy presented Raglan word café writing festival and poetry slam, Package to be given to teachers to roll out with curriculum in 2017.
- **Draft Charter**
Copies distributed to Board members. Chris and Lisa are to gather and collate all feedback.



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Policies and Procedures

- **Principal's Appraisal**

Mel arranged for copies of the recently ratified Principal Appraisal and Principal Performance Agreement to be distributed. Reconfirmed as per policy that appraisal committee is made up of the Chairperson and one other board member (Pete Maloney)

- **Final decision on Policy Management**

The board agreed unanimously to contract policy management to an external source. The board wanted to see what alternatives were available and indications of cost before an informed decision could be made. The board was presented with options including School Docs and a quote provided by a local consultant with HR experience and knowledge. The Board accepted the quote provided at \$85.00 per hour plus GST, while acknowledging we still maintain control over hours consulted.

Moved: The Board engage Robin Duthie as Policy Consultant and approved the hourly rate as quoted.

**MB Moved/MC Seconded
Motion Passed Unanimously**

- **Health and Safety System**

Simpson Grierson (via Robin Duthie) reviewed their original pricing for their Health & Safety system and provided the board with a revised quote. Programme includes four hours training. There was an initial one off cost to purchase the cloud-based system, then ongoing annual fees. Mel advised the board will need to review the programme to ensure it will meet our needs and reporting obligations.

Moved: The Board agree to purchase a cloud based Health & Safety Programme designed by Simpson Grierson and accept the price as quoted. MC to sign agreement on behalf of the Board.

**MC Moved/CB Seconded
Motion Passed Unanimously**

Discipline Matters

MC MOVED THAT THE BOARD MOVE IN TO COMMITTEE AT 8.50PM

- Stand-down notifications cited and discussed

MC MOVED THAT THE BOARD MOVE OUT OF COMMITTEE AT 8.53PM

Personnel Matters

MB MOVED THAT THE BOARD MOVE IN TO COMMITTEE AT 8.53PM

MC MOVED THAT THE BOARD MOVE OUT OF COMMITTEE AT 9.12PM

Currently we have approved three staff on leave for 2017. It was recommended that the board seriously consider the impact significant staff changes have on achievement data and the remaining teaching staff.



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Makere Ranga (Iwi Representative) will represent Board during the appointment of AP position in Rumaki unit. Approval was given to advertise for available teaching positions in 2017 due to staff resignations and staff approved for leave. Board will ratify positions at next meeting.

Board was keen to implement an exit interview questionnaire for staff leaving in order for us to obtain constructive feedback that could improve our governance practices. Malcolm advised that he and Mel had already discussed this and are working on such a questionnaire.

Property Matters

Minutes of Property Sub Committee meeting held with Interlink Modular and MOE on 7 December 2016 tabled as read.

Motion: Moved that minutes of 7 December 2016 be accepted as a true and correct record and Board ratifies decisions made by sub-committee.

**LT Moved/ MC Seconded
Motion Carried**

Financial Report:

Motion: That the board delegates the Finance Committee to approve the December 2016 and January 2017 accounts for payment

**MB Moved/CB Seconded
Motion Carried**

Motion: The Board agrees that the Finance Committee ratify the draft finance budget and emails a copy to Board members

**MB Moved/CB Seconded
Motion Carried**

Board of Trustees next meeting; TUESDAY, 7 FEBRUARY AT 7PM

Finance – TBA
Personnel – TBA
Property – TBA
Policy – TBA

Meeting ended at 9.15pm

Chairperson.....  Date: 7th February 2017