



Raglan Area School

TE KURA A ROHE O WHAINGAROA

RAGLAN AREA SCHOOL

BOARD OF TRUSTEES MINUTES OF MEETING

Tuesday, 22 November, 2016

Present: Malcolm Cox, Melanie Brydon, Cindy Tedeschi, Chris Banks, Makere Ranga, Lisa Thomson, Sean Dillon, Tania Slater, Liam Dingle

Apologies: Rhys Ellison, Pete Maloney

Chair: Melanie Brydon

Chairing: Melanie Brydon

Minute Secretary: Tania Slater

Karakia: Sean Ellison, Makere Ranga

Guest Speaker: Board sought guidance and advice from kaumatua Sean Ellison in relation to Tikanga and Karakia at meetings. Sean will liaise with Malcolm in relation to tailoring some Karakia

Items for General Business:

- Health and Safety review
- H & S of School Pool over summer

Minutes of the meeting held 25 October, 2016, confirmed as true and correct record: *MB moved / LT Seconded/Carried*

NO Matters arising from these minutes

Correspondence

Report detailing Correspondence received was tabled. Individual correspondence items were available to Board. Outward Board Correspondence (Confidential to Board) tabled and available for board.

Motion: That Inward/Outward Correspondence be accepted

**MB Moved / MC Seconded
Carried**



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Principals Report:

Malcolm presented the Principal's Report.

Matters arising for discussion:

- Vocational pathways explained, students can gain credits in two pathways
- Roll unstable at the moment, people transitioning out of Raglan due to accommodation issues in the community, property prices and ECE's keeping children until 6 years of age.
- Attendance down due to seniors losing motivation at this time of year and families going away on holidays.
- Possible increase in year 8, 9 and 10 students, capability for an extra class with two new classes coming
- Collaboration and transition to school between ECE and schools. MOE to discuss what is possible with all four local schools and ECE's on 30 November at 6.30pm at RAS

Motion: That the Principals report be accepted.

***MC moved / LT Seconded
Carried***

General Business:

- **Health and Safety Review**

At the next board meeting, the Board will need to decide whether it will internally or externally manage its Health & Safety obligations.

Mel confirmed that on 15th November 2016, some board members and key staff attended a presentation from Robin Duthie. The purpose of this presentation was to give members an introduction as to what external management could look like. Discussion then focused on the financial resourcing that will be required to maintain this management.

Board will make internal investigations and make a final decision on 13th December 2016.

- **Health & Safety – School Pool**

Mel reminded meeting that Board is PCBU for the school and responsible for the Health & Safety issues of the school pool, plus all individuals and community groups that utilize the pool. Currently the Raglan Swim Club, with legal representation are in discussion regarding the liner. RSC will need to update the board as to the outcome of those negotiations when completed, so the Board can make decisions as to the safety of the pool.

Mel also advised she has been asked by RSC whether the Board will support an application to Water Safety NZ as part of their free fencing for schools project. However, there were some limitations on the project – ie recipients are expected to fund own labour costs to erect the fence. If the height of the 'free fence' doesn't meet the recipient's requirements, they will need to fund any alterations.



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Mel advised that the Swim Club committee was still keen to proceed with the application. The board agreed to support the application with conditions.

Moved that the Board supports Raglan Swimming Club's initial application for the free fencing for schools pools but without any financial commitment if application is successful.

**MB Moved / CT seconded
Motion Carried**

- **EOTC Application – Overnight camp for Y5/6 on 6th/7th December 2016**
Board checked documentation to ensure RAMS had been completed and H&S ratios have been met. Requirements were met and trip was approved.

**LT Moved/SD Seconded/carried
Motion Carried**

Student Achievement

- **Charter documentation review**
Strategic plan in November and develop plan in December. Data for Charter – MC has collected primary school data, secondary school won't be available until Jan, 2017. MC will write sections with the leadership team and Board to proof read draft and variance report for 2016 ad new data for charter for 2017.
- **BOT Work Plan**
MC, QB and BH working on charter at the moment. Targets and goals for next year to come to Board for approval

ONLY NEED ONE TARGET. Writing target can encompass all four areas of the school.

All data will be received by late November and draft Charter to be ready by December 13, 2016.
Final Charter to be approved at February, 2017 board meeting

Policies and Procedures

- Board Members were emailed 2016 NZSTA Policy Framework prior to the meeting.

Motion: Moved that the Board adopt NZSTA 2016 Policy framework governance

**MB Moved / CB seconded
Motion Carried**

- **Internal / External Policy Management**

Mel advised that while NZSTA Policy Framework has been adopted, it doesn't include Operational Policies as school BOT's are given opportunities to individualise these in accordance with their school requirements.



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Mel advised that the board has a decision to make regarding the management of our Operational Policies.

Option 1: To internally manage 100% of our Operational Policies and Procedures

Option 2: To externally contract out ALL or SOME of our Operational Policies (either to an organization or individual) and manage some policies internally.

Mel requested Board Members to exercise ONE vote for either Option (1) or Option (2). Those in attendance unanimously voted for Option 2.

Motion: Moved that the Board contract out ALL or SOME of our Operational Policies and Procedures to an organisation and/or Individual with relevant experience.

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

- **External Policy Management**

The board chose to undertake research and estimate of costs before it can decide whether to contract out ALL or SOME of its Operational Policies. Board needed to know what financial commitment it needed to make.

Rhys has offered to cast a 'legal perspective' on the policy once it has reached its final stages of Board Approval. An external contractor will be responsible for writing and/or amending policies in their draft stages to bring the policy to final stages of approval.

A final decision will be deferred to 13 December 2016 meeting.

Discipline Matters

MC MOVED THAT THE BOARD MOVE IN TO COMMITTEE AT 8.48PM

- Four stand-down notifications cited and discussed

MC MOVED THAT THE BOARD MOVE OUT OF COMMITTEE AT 8.57PM

Personnel Matters

MB MOVED THAT THE BOARD MOVE IN TO COMMITTEE AT 8.58PM

MC MOVED THAT THE BOARD MOVE OUT OF COMMITTEE AT 9.10PM

Personnel Report submitted, report taken as read. Appointments Policy was available to board members at the meeting.

**Motion: That permanent and fixed term appointments for 2017 be ratified.
That resignation of teaching staff member be accepted**

MB Moved/LT Seconded

Board approves request for one year LWOP from January 2017

CB Moved/CT Seconded

Board approves long term reliever for one year from January 2017

MC Moved/CT Seconded



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Property Matters

Minutes of Property Sub Committee meeting held 03 November 2016 tabled. Meeting ratified sub-committee's decision to receive a double unit building for Year 9/10. MC advised that he and MB (Chairperson) had signed MOE documentation for new building.

Motion: Moved that minutes of 03 November 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:

MB presented the Finance report

Matters arising for discussion:

The October accounts of 436,835.17 and November accounts of \$110,588.81 creditor invoices, online payments, Cash payments and payroll expenditure of **\$547,423.98** were approved at sub-committee meeting

Sport Co-Ordinator role discussed, it is a part time position currently of 15 hours with Sport Waikato funding five and school committed to funding ten hours per week. Long term the board will need to consider increasing hours in line with increasing workload. Needs to be a budget consideration.

Board agreed to allow for a contingency fund if we choose to adopt a cloud based H&S management system and if we choose to contract out our Operational Policies. Board to provide for this in 2017 budget.

MB advised that a draft budget needs to be approved by the board prior to 01 January 2017 so the school is authorized to spend against the budget. Finance Committee to meet to prepare documentation. MC advised that a draft budget will be ready by 31 December 2016.

Funding for School Trips/Excursions

Board agreed to review the current procedure for how approved schools trips and excursions are funded. The current procedure is for staff to use cheques/cash or to cover associated expenses themselves and seek reimbursement.

MC requested the board consider opening a separate bank account dedicated for trips and excursions. Just prior to the trip commencing, our EO transfers pre-paid funds into dedicated bank account and eftpos/debit card is issued to the approved staff member. All trip expenses are made by EFTPOS and receipts provided and reconciliation is completed post trip. It provides more accountability for trips to be pre-paid and the transparency of a paper trail to verify expenses.

Motion: That the board approve the opening of a separate bank account with Westpac. This account will be issued with the use of an EFTPOS/DEBIT card.

**LT Moved/CB Seconded
Motion Carried**



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Minutes of Extra-Ordinary Board Meeting held 30 May 2016

An extra-ordinary meeting was called to discuss and approve 2015 Financial Statements and Representation Letter. Minutes of that meeting were presented. Three members in attendance tonight were also in attendance at that meeting.

Motion: Moved that Minutes of BOT Extra-Ordinary Meeting held 30th May 2016 be accepted as a true and correct record

**MB Moved/MR Seconded
Motion Carried**

Board of Trustees next meeting; TUESDAY, 13 DECEMBER AT 7PM

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

Meeting ended at 9.15pm

Chairperson..... M Byrdon Date: 13 Dec 2016