



Board of Trustees Meeting

Minutes

Thursday 27 August 2020

Meeting Started: 5.30pm | Meeting Closed: 8:30 pm

Present:	Anita Lucas, Joe Hassell, Lisa Thomson, Tara Wrigley, Tui Kaa (Iwi Representative), Liam Coulden-Lavers (Staff Trustee), Amiria Drysdale (Student Trustee), Louisa Barham (Principal)
Apologies:	Fraser Pease
Chair:	Lisa Thomson
Minute Secretary:	Hinemoa Rossi
Opening Karakia:	ALL
Conflicts of Interest:	NIL

Item:	Time:
1. Opening karakia	
2. Administration 2.1. Welcome 2.2. Present/Apologies 2.3. SCHOOL VISION STATEMENT 5.30 pm The discussions came to the final 2 options: Option A: Mana Rangatahi - Empowering Young People Option B: He Tangata Toka Tū Moana - Standing Strong in the World. BOT Voting Outcome: 4 for Option A 3 for Option B 2 abstained Next steps: The 2 options to be put out to the school community to assist with the vision statement final decision. 2.4. STUDENT ACHIEVEMENT FRAMEWORK 6 pm Presented by Liam CouldenLavers & Sandra Jonas - They discussed	Up to 1 hour



their presentation regarding Assessments, Data Collection, Reporting, Tracking achievement, Consistency, Student Mgmt Systems. Informal assessments are every interaction with the student, the formal assessments are the classroom tests and assignments. These assessments are used by Teachers to make an informed decision on the progress of students.

- The slide presentation details an example of these assessments e.g. formal/informal in Math and English.
- Targetted PLD with colleagues has not happened this year so we are unable to track progress of students within each cohort Y7-13.
- Currently in RAS there appears to be no formalised process that records the progress of our students in one subject for each student across the Y7-13 areas.
- The presentation makes **recommendations** and **possible solutions** for consideration, standardisation and adoption in order to provide the board with consistent longitudinal data.

Meeting Chatroom: Complex presentation presented by independent and capable teachers. This reflects the complexity of determining every student's level/ability. Quarterly reports would be appreciated.

Key Question: What's the capability of the current SMS to track the data/enter the data/and what comes out as a report for the Board. Board would require a high level summary - 1 pager.

Reply: Sandra advises that if the data is present.- Edge can publish the data via a customised report for the board. Louisa supported this and advised that we are working through data entry to Edge in order to provide good reporting. Lisa acknowledged the attendance of both Gwyn Y7-10 and Pauline Y11-13.

Next Steps: goes back across school leaders to inform our steps for next year. This information would ensure more targeted reporting. Reporting for our senior area is a focus area for the Board. JH supported Louisa's comments that this is a Board focus and that we have been charged to make change. This presentation will influence our reporting in 2021.

FYI At the next board meeting the Board will also hear data presentations from the Y0-6 area of the school - which will be student-based.



<p>2.5. Approval of previous minutes 23 July 2020</p> <p>Move LCL/TW</p> <p>2.6. Matters arising from previous minutes</p> <ul style="list-style-type: none">- (Items moved to General Business if in-depth discussion required)- Approval of In-Committee Meeting Minutes 23 July 2020 <p>Move LCL/AL</p> <p>2.7. Correspondence - Inward/Outward</p> <ul style="list-style-type: none">- Enrolment Scheme - There are some late emails from the neighbouring schools - these are recorded in the Principals Report. In response to the email from Whaingaroa Te Kohanga Reo The Board approves that students joining our school out of zone to attend Te Roopu Aroha ki te Reo are priority ballots and if Raglan Area School are at the enrolment cap, the School assures these students the right of enrolment. Move LT/JH- Accept current Canteen lease holder terminating the lease at the end of 2020 and what are the next steps for the school in 2021. LB to follow up. <p>Move: AL/JH (reluctantly)</p>	
<p>3. Monitoring</p> <p>3.1. Finance Meeting (refer Principals Report)</p> <p>3.2. Property Report (refer Principals Report)</p> <p>3.3. Principal's Report - August 2020</p> <p>Discussion:</p> <p>Suspensions: Our responsibility as a board is to make decisions regarding suspensions per student on a case by case basis. The Board ensures that there is a whole picture of the student (school life and home life) and also ensures the outcome for these students and all other students are taken into consideration.</p> <p>Principal Report Motions for Approval:</p> <p><i>Motion: "Raglan Area School approves a Modular POD to be placed onsite adjacent to M1 - currently the space that Te Whaiwhaia Ritchie teaches in."</i></p> <p><i>Move: LB/AL</i></p> <p><i>Motion: "Raglan Area School approves the Third Party Occupancy application for the "Dental Clinic" Building space MOE ID O Block being designated as RTLB (Resource Teacher Learning and Behaviour) Cluster 17."</i></p> <p><i>Move: TK/LT</i></p> <p><i>Motion: "Raglan Area School approves the MOE plans to bring 4 modular classrooms into our school grounds within 9-12 months."</i></p>	<p>Up to 1 hour</p>



Move: TK/LT

Note: There will be further discussion re exact positioning of these buildings on the backfield slope.

10YPP/5YA 2020/21

Motion: "Raglan Area School approves the minor amendments made to the School 10 Year Property Plan 2020/21 dated 10 August 2020".

Move: TK/JH

Motion: "Raglan Area School approves the engagement of Carus Group to work with us to complete our exterior and interior painting school wide."

Move: LT/JH

The Board asked if the Principal had performed due diligence with regard to pricing and references. The Board was informed that we are able to end the arrangement with notice and no penalties. Louisa also informed that the painting costs can be budgeted on a yearly basis and in collaboration with the Carus Group.

The Donations Scheme 2020/2021 / Payments by Parents of Students in Schools

Motion: "Raglan Area School opts in to the Donation Scheme for 2021."

Move: LCL/JH

Creditors & School Credit Card Monthly Accounts:

Motion: "Raglan Area School approves the August creditor payments of \$93,034.26c and the School Credit Card August purchases of \$1,858.97"

Move: LT/AL

- 3.4. Chairperson's Report - include Board input into our [BoT Comms](#) out to the community.

Joe discussed the attached document that will form the basis of how the Board communicates to the community in the form of a newsletter. Outlining the Boards achievements, work behind the scenes, board and staff success stories, what we are most proud of etc. This document will also give the community the heads up regarding the Vision statement coming out to the community.

Timeframe: All board members to please give feedback into the BoT Comms document by mid week Wednesday 3 Sep 2020 so a E-resolution can be put to the board by the end of next week (5 Sep 2020).

- 3.5. Sub-committee Reports:

Policy Committee Report:

The following policies were presented for ratification:

Operational Policy Consultation with Maori




<p>Operational Policy Curriculum Delivery Theft and Fraud Prevention Policy Principals Performance Agreements Policy Board of Trustees Study Award Policy Principal Reporting to the Board Policy Student Behaviour Management Committee Terms of Reference</p> <p>Move: LCL/LT Consensus</p> <p>Re: Surf Academy and the Rainbow community policy requests. The Policy Committee deemed them more procedural than policy. The Policy committee responded that there needs to be more oversight especially as the documents references agreements made between the SA and the BOT.</p> <p>Action: LB/LCL to discuss further with the Surf Academy teachers.</p> <p>Tara would like clarification on what policies are uploaded to the website. The Board approves that all ratified policies are to be published onto the website as soon as possible. Entitled: RAS Board of Trustees Policies replacing Governance Policies heading.</p> <p>The Board congratulated the Policy Committee for their awesome work.</p> <p>3.6. Board To Do List Review - items o/stdg:</p> <p>Criteria for tenancy of MOE/School Housing -</p> <p>18 months tenancy and may be extended at the discretion of the BOT</p> <p>1st preference - Permanent Teachers</p> <p>2nd preference - Fixed Term Teachers</p> <p>Recommending to Colliers to align their tenancy agreements with those of the Board. Legal advice/Tenancy Services/MOE to be approached to ensure the BOT are in compliance. Action: LB and HR to follow up.</p> <p>Road Safety Policy & PTA Roading issues - work in progress</p> <p>LB to approach OceanView business for permission for staff to use their carpark.</p>	
<p>4. In Committee Discussions</p> <p>4.1 Board member concern.</p>	<p>15 mins</p>



<p>5. General Business /Strategic Discussions-Decisions</p> <p>5.1. Yrs 8 - students flight to other schools</p> <ul style="list-style-type: none">- Data needs to be collected as to why students/parents move from our School to other schools - for all years, for all leavers.- LCL noted that one of the reasons is the breadth of options offered to these students. A feedback or survey to obtain reasons would be a good idea. Student data/feedback on the school and school teachers would also be helpful to the Board.- The Student Trustee and student school leaders would like an opportunity to speak with the Level 7/8/9s about their journey through RAS. <p>Action: Louisa to speak with Student Leaders to arrange this forum.</p> <p>5.2. BOT & Operational Workload</p> <p>Louisa noted that the long-term visionary work she would love to engage in is delayed due to the pressures of the day-to-day operational work for the school. Louisa requested support to be put in place by the Board in some form to enable her to manage these tasks. She also spoke of putting in support for the students of concern with skilled engaging teachers and members of the public.</p> <p>Louisa thanked Liam for his ongoing commitment to his colleagues as the Staff Trustee and the time he puts into the school over and beyond his teaching load, plus his help, professionalism and insight that he continues to share with her on a day to day basis.</p> <p>5.3. Enrolment Zoning Map - Next steps/timeframes in Principals report.</p> <p>5.4. Master Planning consultation input - LCL/LB to do follow-up discussions.</p> <p>5.5. Appointment of Returning Officer - Student Elections - Karen Clark Resolution: To appoint Karen Clark as Returning Officer for Raglan Area School 2020-2021 Student Elections. T4 any day from 13 Oct onwards.</p> <p>Board Consensus</p> <p>Letter to be sent to Karen from the Board.</p>	30 mins
<p>6. Board Self Review</p> <p>6.1. Comments on meeting procedures and outcomes</p> <p>Good discussion filled meeting and well managed in the time allocated. Lisa had suggested we as a Board help celebrate our staff as a COVID thank you for all the extra work everyone has undertaken. Lets discuss this at the next BoT Meeting in</p>	5 mins



<p>September 2020.</p> <p>6.2. Individual Board Members monthly reflections and contributions</p> <p>6.3. Preparation for next meeting. Identify agenda items.</p> <p>Change of Mission Statement ?</p> <p>6.4. BOT Attendance - as detailed above.</p> <p>6.5. Closing Karakia</p>	
<p>Chairperson: L Thomson </p>	<p>27 Aug 2020</p>