



**RANGIORA HIGH SCHOOL
BOARD OF TRUSTEES MEETING**
Held on Wednesday, 23 May 2012, at 6.00pm

1 PRESENT

- W Newbury [Chair], J Ashby , P Burrows [Principal], Q De Hamel, J Grey, M Scown, J Searle, M Taite-Pitama, B Fisher
- *In Attendance:*
 - B Horne [Board Secretary]

2 APOLOGIES

- Leave of Absence: M James, R Sparks

3 ACTION TABLE

	Issue	Meeting	Action required	By	Completion by
1.	<i>Mentoring Programme</i>	2.5.12	To feedback ideas to BOT	Head Students	
2.	<i>Principal's Report</i>	23.5.12	<i>Swimming Pool:</i> To advise if willing to sit on Pool Sub-Committee; meeting to be scheduled	BOT members / B Horne	DONE
			To report back on filling costs of old swimming pool	P Burrows	28.6.12
			<i>Music Department Review:</i> To email findings to BOT members	M Scown	DONE
			<i>102 Kippenberger Avenue:</i> - To advise WDC to put on record that the RHS BOT do not wish the rezoning of the school land to residential. - To advise Wynn Williams & Co that the file relating to the Proposed Restrictive Covenant now be closed.	P Burrows	DONE
			<i>Rangiora High School Nursery School Trust:</i> To advise of BOT resolutions passed.	P Burrows	DONE
			<i>Rangiora High School Enrolment Zone:</i> To advise MoE of BOT's approval	P Burrows	DONE
			<i>ERO Report:</i> To sign-off Unconfirmed Report; Recommendations for discussion at 28.6.12 BOT Meeting	W Newbury	DONE
3.	<i>Inwards Correspondence</i>	23.5.12	To forward letters to: - Chair, West Eyreton School BOT re proposed zone - James Bingham re Zone Revision - Tuahiwi School BOT Chair re Zone changes - Bruce & Ange Janes / Cam MacKay and Lesley Ottey re Homework volumes for RHS students	P Burrows	DONE

4.	<i>Matters Arising from Minutes of 2.5.12 BOT Meeting</i>	23.5.12	<i>Uniform:</i> To bring recommendations back to June BOT Meeting	P Burrows / J Searle	28.6.12
			<i>RHS Nursery School Trust Deed:</i> To ascertain MoE's decision	P Burrows Q De Hamel	

4 FEASIBILITY REPORT

- The Chair welcomed Linda Norris to the meeting; she spoke to her Feasibility Report on the Rangiora High School pool development project.
- Board members to advise B Horne if they are willing to sit on the BOT's Pool Sub-Committee; meeting to be scheduled.


<i>Swimming Pool</i>	23.5.12	To advise if willing to sit on Pool Sub-Committee; meeting to be scheduled	BOT members / B Horne
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5 CHAIR'S REPORT

- Report prepared by W Newbury was taken as read.

6 PRINCIPAL'S REPORT


- P Burrows' report dated 23 May 2012 was taken as read.
 - *Music Department Review*
 - M Scown to email his findings to Board members next week.
 - *Property*
 - *102 Kippenberger Avenue*

 J Grey updated Board members of the meeting she attended [with P Burrows / Q De Hamel] at the Waimakariri District Council [Victoria Casseley]. It being noted that it is not in the WDC's immediate plans to re-zone the school's land to residential. It was:

Moved P Burrows / seconded M Scown: That the Rangiora High School Board of Trustees advise the Waimakariri District Council to put on record that they do not wish the school land to be rezoned residential.

Carried.

Moved P Burrows / seconded M Scown: That the Rangiora High School Board of Trustees advise Wynn Williams & Co. that the file relating to the Proposed Restrictive Covenant now be closed.

Carried.
 - *Changes to Staffing Funding:* Board members noted the implications which would arise from the MoE's announcement on 16.5.12 of changes to the funding ratios which determine staffing income for schools.
 - *Finance:* It was:
 - Moved M Scown / seconded J Searle:* That the Rangiora High School Board of Trustees approve the publication of the school's monthly financial accounts to staff.
 - Carried.*
 - *Rangiora High School Nursery School Trust*
 -  Due to the auditors' [Koller & Hassal] notification to the Trust that the resolution passed at the 2.5.12 BOT Meeting did not meet their requirements, it was:
 - Moved P Burrows / seconded M Scown:* That the Rangiora High School Board of Trustees acknowledges that, as at 1 October 2011, all assets and liabilities of the Rangiora High School Nursery School [including cash and bank balances, but excluding the land and building] were transferred to the newly formed Rangiora High School Nursery School Trust for nil consideration.
 - Carried.*

NOTE: A copy of the Asset Schedule to be attached to the Minutes of the 23 May 2012 Board of Trustees Meeting.

Moved P Burrows / seconded J Searle: That the Rangiora High School Board of Trustees approves the recording of the addition of the land and buildings asset to the RHS Board of Trustees Financial Statements as at 31 December 2011, as recorded in the Rangiora High School Nursery School Financial Statements as at 30 September 2011.

Carried.

- *RHS Enrolment Zone:* It was:

Moved W Newbury / seconded P Burrows : That the Rangiora High School Board of Trustees confirms the Rangiora High School Home Zone as proposed on 23 May 2012.

Carried.

NOTE: A copy of the new Home Zone wording to be attached to the Minutes of the 23 May 2012 Board of Trustees Meeting.

- *Rangiora High School Farm:* W Newbury updated Board members that he had accompanied the Principal and the Farm Manager for a walk around the school farm.

 *Irrigation Pump:* It was:

Moved J Ashby / seconded J Searle: That the Rangiora High School Board of Trustees approve the installation of a new water meter, to meet Ecan requirements.

Carried.

 *Tractor:* It was:

Moved J Ashby / seconded P Burrows: That the Rangiora High School Board of Trustees approves the purchase of a tractor for the school farm, at a cost of \$25,000.

Carried.

- *ICT Service Delivery:* Discussion took place on the proposal tabled.
- *Publicity & Promotions Group / Business Development Portfolio Report:* C Whittaker's 10 May 2012 report noted. Board members were provided with a copy of the 125th Jubilee Book.
- *ERO Report:* The Board Chair to sign-off Unconfirmed Report. Recommendations for discussion at 28.6.12 BOT Meeting.

Moved P Burrows / seconded M Taite-Pitama: That the Principal's Report be adopted, and the following recommendation be approved:

That the appointments, as listed in the Principal's 23 May 2012 Board Report, be ratified.

Carried.

<i>Principal's Report</i>	23.5.12	<i>Music Department Review:</i> To email findings to BOT members	M Scown
		<i>102 Kippenberger Avenue:</i> - To advise WDC to put on record that the RHS BOT do not wish the school land to be rezoned residential. - To advise Wynn Williams & Co that the file relating to the Proposed Restrictive Covenant now be closed.	P Burrows
		<i>Rangiora High School Nursery School Trust:</i> To advise of BOT resolutions passed.	P Burrows
		<i>Rangiora High School Enrolment Zone:</i> To advise MoE of BOT's approval	P Burrows
		<i>ERO Report:</i> - To sign-off Unconfirmed Report; Recommendations for discussion at 28.6.12 BOT Meeting	W Newbury

7 PORTFOLIO REPORT

- The Human Resources Report prepared by C Quigley was noted.

8 STAFF TRUSTEE'S REPORT

- J Searle gave a verbal update.

9 STUDENT TRUSTEE'S REPORT

- B Fisher's report was taken as read.

10 INWARDS CORRESPONDENCE

- Letter dated 8.5.12 from Chair, West Eyreton School BOT re Proposed Zone
 - Letter of response to be forwarded.
- Letter dated 7.5.12 from James Bingham re Zone Revision
 - Letter of response to be forwarded.
- Email dated 11.5.12 from Tuahiwi School BOT Chair re Zone changes
 - Letter of response to be forwarded.
- Letter dated 6.5.12 from Bruce & Ange Janes / Cam MacKay and Lesley Ottey re Homework volumes for RHS students
 - Letter of response to be forwarded.
- PPTA News: April 2012
- New Zealand Education Gazette: 7 May 2012
- Letter dated 30.4.12 from The Assistant Private Secretary to The Prince of Wales and The Duchess of Cornwall
- Email dated 11.5.12 from MoE seeking Board Chair's signature to the Authority to Act form re the Technology Block [forwarded back on 14.5.12 to MoE]
- NZSTA News: Term 2 2012
- Letter dated 19.5.12 from MainPower Trust
- New Zealand Education Gazette: 21 May 2012

<i>Inwards Correspondence</i>	23.5.12	To forward letters to: <ul style="list-style-type: none">- Chair, West Eyreton School BOT re proposed zone- James Bingham re Zone Revision- Tuahiwi School BOT Chair re Zone changes- Bruce & Ange Janes / Cam MacKay and Lesley Ottey re Homework volumes for RHS students	P Burrows
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11 OUTWARDS CORRESPONDENCE

- Letter dated 10.5.12 to Chair of RHS Nursery School Trust re resolutions approved

12 VIEWING PAPERS

- April Farm Report [.pdf file distributed]
- Minutes of ICT Advisory Group Meeting, 16.5.12 [.pdf file distributed]
- BOT Group Financial Report for the period ending 30 April 2012

13 MINUTES

13.1 BOT Meeting, 2 May 2012

- *Moved M Scown / seconded J Searle:* That the minutes of the Meeting of the Board of Trustees held on 2 May 2012, having been circulated, be approved and adopted as a true and correct record of that meeting.
Carried.

13.2 Matters Arising From Minutes

- *Swimming Pool:* Noted that more work is required on ascertaining site backfill.
- *Uniform:* A meeting has been held with Kukuri; P Burrows / J Searle to bring recommendation back to June BOT Meeting.
- *RHS Nursery School Trust Deed:* P Burrows to work with Q De Hamel to ascertain the MoE's decision.

<i>Matters Arising from Minutes of 2.5.12 BOT Meeting</i>	23.5.12	<i>Uniform:</i> To bring recommendations back to June BOT Meeting	P Burrows / J Searle
		<i>RHS Nursery School Trust Deed:</i> To ascertain MoE's decision	P Burrows Q De Hamel

14 GENERAL BUSINESS

- *Principal's Staff Meeting, 21 May 2012:* The Minutes of this meeting were tabled.

15 THE MEETING THEN MOVED TO THE PUBLIC EXCLUDED SESSION AT 7.43PM

- *Moved Chairperson:* That the public be excluded from the following proceedings of this meeting.
The general subject matter 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 is as follows:

<i>General subject of each matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Sections 48(1) for the passing of this resolution</i>
Staffing matters Student discipline matters	Good reason to withhold exists under Section 7	7 (2) (a) 48 (1) (a)

This resolution is made in reliance on Sections 48 (1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by 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 meetings in public are as follows:

For reasons of legal and professional privilege and to protect the privacy of natural persons.

Carried.

Moved Chairperson: Out of Public Excluded Session at 8.52 pm. *Carried.*

16 NEXT MEETING

- *Thursday, 28 June 2012*

There being no further business, the meeting closed at 9.35pm

SIGNED AS A TRUE AND CORRECT RECORD:

Warren Newbury, Chair

Date