



**MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD IN THE BOARD MEETING ROOM
TUESDAY 1 AUGUST 2023, 6.00PM**

1. WELCOME AND MEETING PROTOCOL

1.1 Present: D Kidd (Presiding Member), G Dick (Principal), P Hammond, T Adendorff, R Crean (Parent Reps), A Beggs (Staff Rep), R Anderson (Student Rep)

Attending: R McDonald (Minutes)

1.2 Apologies: Mark Bryan, B Wallace (Deputy Principal), Alicia Harrison (Assistant Principal)

1.3 Department report - Science - Jenna Halder

- 2022 highlights were probably the extracurricular activities such as trips and extend science opportunities outside of the classroom. Very important to foster those connections and create great opportunities with local businesses and also Dunedin University.
- In particular, working with SIT around microinvestgators and Limehills school nvestigating waterways. Is good to be involved with other parties but sometimes a challenge to coordinate a large number of students.
- A great department to work in, very collaborative and always trying to push creative boundaries, especially in building new Yr9 and 10 course options.
- A challenge is the health and safety risk assess programme around the use of chemicals. Leah created her own database and coordinates it which is great but it really needs to be staff led and finding own risk assessment files.
- Another challenge is available time to teach content. This is an ongoing concern, particularly in senior classes which students who are chasing externals and tertiary studies.
- We keep getting feedback and adjusting programmes. The new designs have been challenging in addition to ongoing workload.
- Concern that some Yr 11s won't turn up for externals, that is why 101 Science had been included because it's internals only.
- Resources - The department are looking to resource new courses and will require some new/duplicate requests.
- Concerns - A big concern is senior students opting out of externals but also recognising that it's not all about the results. Wants to keep the door open and welcome anyone who wants to learn a bit more about science.
- Proud that science students are achieving or above on National Standard achievement statistics.
- Couple of students are interested in scholarships. Always thinking about what options are there to extend students. Lots of ownership on the students for these options.
- Department members are refocusing on the school-wide Literacy Policy and are confident they can deliver it. Once they broke it down, they realised that they are already covering it and incorporating the literacy and numeracy aspects.
- Curriculum changes - Department staff members are quite confident about the changes. The new courses have been designed to reflect and incorporate local natural resources and lots of practicals. They have rejuvenated and taken the best bits from the current curriculum. They want to keep progressing, pushing boundaries and using local resources. They will have time to reflect and develop at the end of the year.
- Department will review Maori lense and seek PLD to ensure it's meaningful and relevant to the context.
- Staff are a little tired but optimistic about next year.

1.4 Rachel Jackson presented a concern to the Board around the Relationship and Sexuality Education Programme at school, specifically the topics of Gender Diversity and Sexually Orientation. (Retrospective speaking rights were granted at the special Board Meeting on 30 August - Moved Donald Kidd, Seconded Pete Hammond, Carried)

2. IN-COMMITTEE BUSINESS

- 2.1 In-committee minutes dated 27 June 2023 which were previously circulated, to be signed as a true and correct record.

Moved: G Dick

Seconded: D Kidd

Carried

- 2.2 Was moved that the public be excluded from the following part of the proceedings of this meeting.

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 1983, 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; Student & Staff Personnel matters were discussed.

Moved D Kidd

Seconded: P Hammond

Carried

The meeting moved in-committee at 7.50pm.

The meeting moved out of in-committee at 8.35pm

3. STRATEGIC DISCUSSION

- 3.1 **Mid-year operational plan review** - Progress so far was reported. Jackie Barron, a Leadership Advisor and Principal is coming to talk to staff about longer learning times.
- 3.2 Student Rep Election - election day 14 September. Board moved to appoint Jay Shaw as the Returning Officer.
Moved: D Kidd **Seconded G Dick** **Carried**
- 3.3 Management Procedure - This online document is available for all staff and is currently being reviewed.
- 3.4 IT provision - postponed until the next meeting.
- 3.5 Building Certificate of Fitness - will be reviewed at the next meeting.
- 3.6 International student achievement review presented.

4. MONITORING

- 4.1 **Action List from the last meeting** - As previously circulated.
- 4.2 **Financial report**
- Campbell Waugh, the school accountant met with the Finance Committee on 19 July 2023 at school. Financial report was presented.
Moved: D Kidd **Seconded: P Hammond** **Carried**
- 4.3 **Principal's Report**
- Carpet tiles for the Hall and Gym quotation was discussed. Board approved and Grant is to explore refund from furniture refund for 5YA.
Moved: D Kidd **Seconded: R Crean** **Carried**
 - Rebecca Smith application for 7 days leave in September. Approved.
Moved: P Hammond **Seconded: R Crean** **Carried**

4.4 Staff Representative's report

- Thailand trip has 35 students signed up. Teachers will be submitting their interest.

4.5 Student Representative's report

- The student council are to present a request to Brendon about purchasing more chrome books to ensure there are sufficient for demand.

4.6 Alternative Education report - As previously circulated.

4.7 Property & Health and Safety Report/Minutes - As previously circulated.

4.8 EOTC - Risk analysis Forms - As previously circulated

- United Nations
- Under 15 Rugby
- PE - Nevis Challenge
- South Island Girls Netball

Moved: P Hammond

Seconded: R Crean

Carried

4.8 Policy reviews: Refer to SchoolDocs

- Literacy Procedure has been reviewed and presented to staff with the view that all teachers are on a pathway to having a consistent approach and teaching explicit literacy skills.

Moved: T Adendorff

Seconded: R Crean

Carried

5. MEETING ADMINISTRATION

- 5.1 Minutes dated 27 June 2023, which were previously circulated, to be signed as a true and correct record.

Moved: G Dick

Seconded: T Adendorff

Carried

- 5.2 Matters Arising - None

- 5.3 Correspondence previously circulated and taken as read.

Moved: G Dick

Seconded: R Crean

Carried

6. NEXT MEETING

- Confirmation of the Strategic Planning Day on Friday 18 August with Chris Jansen.
- Board agreed to acknowledging staff by hosting a Morning Tea.
- Agreement that the meeting agenda would include in-committee aspects at the start of the meeting going forward.

Meeting closed 9.04 pm

Signed as a true and correct record.



..... Presiding Member

