RANGIORA HIGH SCHOOL
MINUTES OF THE OPEN BOARD MEETING
Wednesday 10 June 2026 at 6:00pm

PRESENT

Simon Green	Presiding Member
Carolyn Myall	Parent Rep (online)
Louise Courtney	Parent Rep
Megan McNay	Parent Rep
Lorraine Walker	Parent rep
Gert Hendriks	Parent rep
Harry Parish	Student Rep
Aataahua Rihari Tamati	Māori Student Rep
Emma Don	Staff Rep
Bruce Kearney	Principal
Rowena McKinney	Board Secretary

APOLOGIES	Nil
DECLARATION OF INTEREST	Nil
SPEAKING RIGHTS	Nil

1.	**ADMINISTRATION**	**Action Point**
	The Board welcomed Aataahua back as Māori Student Rep. Nil conflict of interest	
2.	**MONITORING**	
2.1	**Presentation - Tracking** The school is adopting a strategic approach to data collection, ensuring expectations are clearly defined. A tracking dashboard has been developed and shared with staff, providing a comprehensive overview of student progress. A traffic light system has been implemented to identify students requiring attention at each level. Initial projections, based on classroom performance, suggest potential challenges for Year 11 students regarding external examinations.	

	Historically, student tracking has been inconsistent, and while the school has reacted to results, these measures have often been temporary. Future plans include analysing Year 13 data to assess the likelihood of students obtaining University Entrance (UE) credits and integrating attendance records into the tracking model. The Board observed that this data could assist in monitoring teacher performance. It was confirmed that a board-level view of the dashboard could be created to show year-group overviews. Additionally, the tracking could be modified to prioritise reports on attendance and achievement. The system allows for comparing teacher predictions against actual student results, facilitating targeted professional development where significant discrepancies exist. This data will also be instrumental during Term 3 ACE interviews to prioritise parent-teacher discussions. Ultimately, the dashboard is a tool that relies on meaningful engagement between teachers, students, and parents to be effective.	
2.2	<u>**Strategic Targets**</u> ***Discussion:*** **Attendance and Engagement:** Current attendance is approximately 58%, a slight improvement over last year. Initiatives like junior house competitions are showing small gains. The school is two terms into its SAP response, with the PDT investigating the most effective implementation for the kura. Compared to other schools, we are not using automated attendance letters. Positive strategies include research on absenteeism in collaboration with the University of Canterbury. A change in process with the school now requiring 80% attendance for extracurricular participation, moving away from the previous 10% unjustified absence threshold. This is not a blanket rule; cases involving medical issues or school-sanctioned functions (such as production or tournaments) will be reviewed individually. The Board discussed cultural shifts versus statistical gains. While removing students with attendance below 60% would instantly boost percentages, the focus remains on long-term cultural change. Parents are encouraged to be transparent about student absences rather than reporting work-related absences as medical. This shift aims to reduce the burden on teachers who must help students catch up on missed learning. **Resource Allocation and Staffing:** A review of Kaiāwhina utilisation is being undertaken, referencing a recent ERO report, suggesting that Kaiāwhinas may not be the most effective use of resources compared to small-group teacher intervention. It was noted that the cost of current Kaiāwhinas could alternatively fund six teachers, potentially supporting a bilingual unit. This is a sensitive area for leadership as it involves personnel roles and shifting traditional support models. **Curriculum and Extra-Curricular Conflicts:** Concerns were raised regarding internal conflicts where subjects like Biology or Outdoor Education take students out of other classes for multiple days, contradicting the 80% attendance goal. The Board debated whether students failing their core subjects should be permitted to attend tournaments, emphasising a gradual shift in school culture. ***Outcome: Noted***	
2.3	<u>**Board KPI's**</u> ***Discussion:*** *Report* ***Outcome:*** *Taken as read*	

2.4	<u>**Finance & Property**</u> ***Discussion:*** *4 June Minutes* **Financial Report** Staff illness has led to an increase in relief teacher costs, necessitating careful monitoring for upcoming budget cycles. The 2026 audit resulted in a qualified report due to a disagreement regarding internal painting provisions, rather than any mismanagement. Although the Business Manager indicated no immediate need for internal painting, auditors required a documented plan. The late arrival of the report on 2 June left no time for resolution before the deadline. The Board emphasised the necessity of a formal maintenance plan for future accountability. The audit management report recommended that end-of-year journals be correctly dated in the future. Additionally, the Business Manager will implement a verification check on Ministry of Education activity reports to ensure payroll accuracy. ***Outcome:*** *The Board agreed that the Business Manager will organise a maintenance plan now and not in 10 months time.* **International Students** The International Department has requested an increase to their fees in 2028 approximating $200. ***Outcome: Resolution 2026/OP/016*** *'That the Board approves the International Department fees 20283, as recommended by the Finance & Property Committee'.* ***Moved:*** *Carolyn Myall* ***Seconded:*** *Harry Parish*	*Carried*
2.5	<u>**Health, Safety and Wellbeing**</u> **Nil**	
2.6	<u>**International**</u> ***Discussion:*** *Directors report* *The Principal noted the actual figures stand at 48 FTTE with approximately 111 students who have enrolled within the International Program for 2026. There is a desire to shift the perspective from short-term fixes to long-term strategies, as the presence of these 111 students significantly impacts both the school environment and individual classes.* ***Outcome:*** *The Board would like to see the report reflect FTE for the full year.*	
2.7	<u>**Creative Arts**</u> ***Discussion: WDC Community Development meeting regarding the Arts Strategy implementation*** *A meeting was held with the Waimakariri District Council (WDC) arts team. During discussions with the Principal and the Head of Creative Arts & Languages, the team inquired about the school's current student initiatives. It was noted that the WDC team currently lacks information regarding our student membership of the youth council. Furthermore, they indicated that they are not providing support for our Performing Arts Centre (PAC) at this time.* ***Outcome:*** *Taken as read*	

2.8	**<u>Sports</u>** ***Outcome:*** *Taken as read*	
3.	**STRATEGIC DECISIONS**	
	Discussion: Policies ***Outcome:*** *Carry over until next meeting for the Associate Principal to review the EOTC policies*	*Carry over*
4.	**STRATEGIC DISCUSSIONS**	
4.1	**<u>Principal's report</u>** ***Discussion:*** **Ministry and External Relations:** The Principal is following up with the Ministry regarding the caretakers house and self-funding school matters. Information from Vanessa Goodwin is expected by Wednesday. Regarding ERO, the Board discussed the relevance and perception of ERO reports, noting that many parents may not actively read them. **School Camps:** Camps will likely proceed next year but are doubtful for the following year due to staff workload. Moving camps to the end of the term has created conflicts with internal assessments and exams. The Principal noted that staff are reaching their limit with organising and attending these events. A proposal was mentioned to potentially reallocate camp funding—up to $10,000 per house—if traditional camps are discontinued. **Staff Support:** The Board considered ways to support staff during this high-pressure period, specifically mentioning leaders of learning like Katie Patterson who are managing new curriculum implementations. A suggestion was made for the Board to provide morning tea to these faculties as a gesture of support. **Alternative Education and High-Risk Enrolments:** The Board discussed a student being directed to the school by the Ministry. Following the Presiding Member's meeting with the Director of Education, it was agreed the student must submit a clean drug test before enrolment. There are currently four high-risk students, including one whose parents declined other Ministry options, preparing to enrol or re-enrol at the school. The Principal is considering a policy where students removed from alternative education must appear before the Board upon returning to school. ***Outcome:*** *The Principals report was received*	
5.	**ADMINISTRATION**	
5.1	**<u>CONFIRMATION OF PREVIOUS MINUTES</u>** *That the minutes of the meeting dated 11 & 13 May 2026 be accepted as a true and accurate record.* ***Moved****:* *Simon Green* ***Seconded:*** *Louise Courtney*	*Carried*
5.2	**<u>Matters Arising</u>** ***Nil***	
5.3	**<u>General Business</u>**	

	Discussion: Auditors report ***Outcome: Resolution 2026/OP/017*** 1. *"That the Annual Report for 2025 be adopted and made public at the counter and on the School's website)* 2. *"That the Auditors report for the year 31 December 2025 be adopted"* ***Moved:*** *Bruce Kearney* ***Seconded****: Simon Green* ***Discussion:*** Auditors report ***Outcome: Resolution 2026/OP/018*** *"That the Rangiora High School Board supports, in principle, the application for funding by the school to the Aotearoa Gaming Trust and authorises Val Andersen (Executive Officer) and Kirstie Pritchard (Sports Coordinator) to make an application for $7,619.00 excluding GST.* ***Moved:*** *Gert Hendriks* ***Seconded:*** *Simon Green*	***Carried*** ***Carried***
5.4	**Board Process** Nil	
5.5	**For Information** 1. Mid term elections - the Board will make a decision on the returning officer at the Term 4 Week 4 meeting. 2. Health Curriculum Consultation update - A letter will be sent to all Year 9 and 10 families (KAMAR Resident A & B) next week detailing student withdrawal options. While no in-person sessions are planned, formal consultation is scheduled for next term, at which time the Leader of Learning, HaPE will provide a presentation. 3. Student election - ***Resolution 2026/OP/019*** *"That the Board appoints Val Andersen, Executive Officer, as the returning officer for the 2026 Board Student Representative Elections:* ***Moved****: Presiding Member* 4. End of term school articles - Gert Hendriks (Term 2), Louise Courtney (Term 3) and Simon Green (Term 4) 5. Funding Proposal for Performing Arts Centre (PAC) - The Presiding Member and Business Manager met with a specialist regarding funding for the PAC. The individual represents a large firm with extensive experience in securing multi-million dollar funding and has strong connections with major grant bodies, including Lottery Grants and Rata Foundation. He currently serves on the board of Big Brothers Big Sisters and has a proven track record in high-level fundraising. The Board noted that while the gym remains the immediate financial priority, the PAC project has stalled due to lack of self-funding options. The proposed consultant is locally based and well-connected within the arts community. His fee structure is $60 per hour plus GST, with an initial commitment of approximately 20 hours per week. A preliminary feasibility study, which is required by the Council for future Long-Term Plan funding cycles, would cost approximately $5,000. The Board discussed the necessity of the feasibility study to align with Council expectations for future annual plan cycles starting next year. The Business Manager indicated a preference for a "go to market" approach to compare service	***Carried***

	providers and ensure due process. The Board acknowledged that although the Council has not yet committed funds, having a dedicated professional manage the substantial administrative workload would be a significant relief given current staff workloads. ***Outcome:*** *The Board agreed to proceed with a competitive process. Names of alternative companies will be sent to the Business Manager.*	
5.6	**PD** ***Outcome***: *Noted*	
5.7	**Correspondence** Nil	
5.8	**Action Items Update** Nil	
6.	**IN- COMMITTEE MEETING**	
	Resolution *"That the public be excluded from this meeting for the consideration of Agenda Items 2-5 of the In-Committee Agenda (Strategic Discussion, Administration, Reports and Information Items). This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and for the reasons contained in the Official Information and Meetings Act 1982 s9(2)(a) ("To protect the privacy of natural persons") and s9(2)(j) ("Carry on commercial and industrial negotiations") and that the meeting move In-Committee."* **Moved:** Presiding Member Following the conclusion of the In-Committee section of the meeting the public were readmitted at 8:06 pm.	*Carried*
Meeting Closure 8: 17pm		
Confirmed as a True and Correct record: 2026-06-22 Simon Green — Date **Presiding Member**		

ACTION TABLE:

Meeting Date	ACTION	Who	Date Due
2025			
3 September	Principal to follow up with EOTC coordinator to include missing persons procedure in EOTC policy	EMR	WIP
2026			

Audit trail

Details

FILE NAME	10 June 2026 Board Open Minutes - 22/06/2026, 09:49
STATUS	Signed
STATUS TIMESTAMP	2026/06/21 21:53:02 UTC

Activity

SENT	mkr@rangiorahigh.school.nz **sent** a signature request to: • Simon Green (simon.green@rangiorahigh.school.nz)	2026/06/21 21:49:27 UTC
SIGNED	**Signed** by Simon Green (simon.green@rangiorahigh.school.nz)	2026/06/21 21:53:02 UTC
COMPLETED	This document has been signed by all signers and is **complete**	2026/06/21 21:53:02 UTC

The email address indicated above for each signer may be associated with a Google account, and may either be the primary email address or secondary email address associated with that account.