



**RANGIORA HIGH SCHOOL**  
**MINUTES OF THE OPEN BOARD MEETING**  
 Wednesday 10 November 2021 at 5.55pm  
 in the Strachan Room

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                      |
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| <b>Present</b>       | Simon Green                      Presiding Member<br>Karen Stewart                    Principal<br>Gillian Koster                    Staff Rep<br>Amber Patterson                Student Rep<br>Darryn Ward                      Board Member<br>Ben Prain                          Board Member<br>Andrew Hodgkinson            Board Member<br>Wayne Bonnett                  Board Member                                                                                                                                                                                                                                                                                |                      |
| <b>In Attendance</b> | Paul Donnelly (Associate Principal), David Lowe, (Business Manager), Rowena McKinney (Board Secretary) and Hannah Lord (outgoing Student Rep)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                      |
| <b>1.</b>            | <b>Apologies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Action Points</b> |
|                      | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |
| <b>2.</b>            | <b>Conflicts of Interest</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |
|                      | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |
| <b>3.</b>            | <b>Speaking Rights</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                      |
|                      | <i>"That speaking rights be granted to Paul Donnelly, (Associate Principal), and David Lowe, (Business Manager)".</i> <b>Moved:</b> Presiding Member; <b>Carried</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                      |
| <b>4.</b>            | <b>Briefings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |
|                      | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |
| <b>5.</b>            | <b>Strategic Discussions and Decisions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                      |
| 5.1                  | <p><u>MĀORI ARTE REPORT - Update</u></p> <p>An analysis on the use of Rongohia te Hau illustrates there has been a positive shift in data between 2020 and 2021, indicating staff are improving their use of culturally responsive pedagogies. A survey of ākongā, whānau and kaiako point to a number of recurring themes including bullying, inconsistent experiences for parents regarding teachers and their communication and that non Māori students and parents were challenged by the increase in use of te reo Māori and tikanga.</p> <p>The school is exploring options focusing on multilevel Māori wānanga classes to better meet the needs of Māori Ākongā</p> |                      |



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| 6.3 | <p><u>GENERAL BUSINESS</u></p> <ol style="list-style-type: none"> <li>1. <b>2022 Draft Board Calendar</b> - Noted</li> <li>2. <b>2022 Board Annual Agenda</b> - This is to be carried forward to the first meeting in 2022.</li> <li>3. <b>PTA Agenda &amp; Minutes</b> - Taken as read.</li> <li>4. <b>New Student Rep</b> - Simon Green thanked Hannah Lord for her work as the Student Rep in 2021 and welcomed Amber Patterson as the incoming Student Rep for 2022 Amber to be added as a member of the ARTE committee and the Uniform and Branding Sub-Committee.</li> </ol> <p><b>RESOLUTION 2021/OP/12</b></p> <p><i>“That Amber Patterson be appointed a member of the ARTE committee and the Uniform and Branding sub-committee”</i></p> <p><b>MOVED:</b> Darryn Ward    <b>SECONDED:</b> Andrew Hodgkinson                      <b>CARRIED</b></p> <ol style="list-style-type: none"> <li>5. <b>Co-option of second Student Rep</b> - The Board agreed that the runner up in the student elections, Khan Charles, be co opted to the uniform and branding committee.</li> </ol> <p><b>RESOLUTION 2021/OP/13</b></p> <p><i>“That the Board co-opt Kahn Charles as a second student rep and that he be appointed a member of the Uniform and Branding sub-committee, for as long as this committee exists”</i></p> <p><b>MOVED:</b> Presiding Member    <b>SECONDED:</b> Gillian Koster                      <b>CARRIED</b></p> <ol style="list-style-type: none"> <li>6. <b>School Board Elections 2022</b> - The board noted the change in dates from May to September 2022.</li> <li>7. <b>Covid Public Health Response Order</b> - The Principal has written to all RHS staff and students regarding the Vaccination Mandate Order. The school's volunteers and suppliers vaccination register is currently being compiled. The Principal provided information to the board members regarding their options in relation to vaccination. If they were attending a meeting where a student was in attendance or were regularly on-site during school hours they would need to provide evidence of their first vaccination by the 15 November and both vaccinations by the 1 January 2022.</li> <li>8. <b>RHS Rugby Club funding application</b></li> </ol> <p>The Board agreed to the RHS Rugby Clubs request to apply for funding from Kiwi Gaming Foundation Ltd to help with their summer Fitness &amp; Health program.</p> <p><b>RESOLUTION 2021/OP/14</b></p> <p><i>“That the Board supports in principle, the application by the RHS Rugby Club, to seek funding from Kiwi Gaming Foundation Ltd, to the requested amount of \$4100 excl GST”</i></p> <p><b>MOVED:</b> Karen Stewart    <b>SECONDED:</b> Simon Green                      <b>CARRIED</b></p> |               |
| 6.4 | <p><u>DELEGATION REVIEW</u></p> <p>This is to be carried forward to the first meeting in 2023.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Carry forward |
| 6.5 | <p><u>ERO VISIT</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |

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|           | ERO have agreed that the review will occur in Term 2 2022, to allow the process of appointing a new Principal to occur.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |
| 6.6       | <p><u>DRAFT ALCOHOL FRAMEWORK</u></p> <p>The Board agreed that the framework will now form part of the RHS policies and procedures and agreed that once formatting and amendments have been finalised, it will now be open to staff and community consultation.</p> <p><b>Action: DNP to finalise the Policy prior to staff and community consultation</b></p> <p><b>RESOLUTION 2021/OP/15</b></p> <p><i>“The Board approves the Alcohol Policy for staff and community consultation after relevant amendments/formatting have been made”.</i></p> <p><b>MOVED:</b> Presiding Member                      <b>CARRIED</b></p>                                                                                                                                                                                                       | AP 287 |
| <b>7.</b> | <b>Monitoring</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |
| 7.1       | <p><u>PRINCIPALS REPORT T4 Wk4</u></p> <p>With respect to the report, the Principal clarified that the RHS Youth trust consisted of representatives from local churches.</p> <p>In relation to the vaping report, the Principal noted that this issue is endemic in schools across the country. Processes for dealing with vaping incidents are documented in the Major Behaviours document.</p> <p><i>The report was taken as read and received.</i></p> <p><b>MOVED:</b> Karen Stewart    <b>SECOND:</b> Darryn Ward                                              <b>CARRIED</b></p> <p>The Principal noted that RHS is part of a Kahui Ako pilot with MoE which was focusing on reducing stand downs and suspensions. .</p> <p><b>Action: STK to follow up on the information and provide further feedback to the Board</b></p> | AP288  |
| 7.2       | <p><u>FINANCE REPORTS - OCTOBER 2021</u></p> <p>The school was still on track to make a \$250 000 deficit by the end of the year. The history of staff spending at the end of the year has been curtailed with any risk to the budget coming from unexpected costs.</p> <p><i>It was agreed that these reports be received.</i></p> <p><b>MOVED:</b> Presiding Member                                                                                              <b>CARRIED - ALL</b></p>                                                                                                                                                                                                                                                                                                                                        |        |
| 7.3       | <p><u>FINANCE &amp; COMMITTEE MEETING</u></p> <p><i>The report was noted and received.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |
| 7.4       | <p><u>REVIEW MEETING</u></p> <p><i>The report was noted and received.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |

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| 7.5       | <p><u>SELF REVIEW RESULTS</u></p> <p>The Board noted the positive results from the <i>Presiding Members review</i>. It was agreed that the Principal and Business Manager would analyse the results of the <i>Board Effective Governance review</i> to identify areas of upskilling through PD and priorities for the board to be worked into future agendas.</p> <p><b>Action: LWD/STK - to analyse results and provide feedback to board re: upskilling and areas of priority for the board to focus on</b></p>                                                                                                                                                     | AP289 |
| 7.6       | <p><u>HR SELF-AUDIT RESULT</u></p> <p>The Principal acknowledged the work of her PA, Faye Wallcroft, in completing the bulk of work within the self-audit. The audit was a useful exercise to be completed triennially to ensure that employment/HR practices were in place.</p> <p><i>Andrew Hodgkinson left the meeting at 7:21pm</i></p>                                                                                                                                                                                                                                                                                                                           |       |
| 7.7       | <p><u>TERMS OF REFERENCE AMENDMENTS</u></p> <p>The Board agreed to the amendments within each TOR which were now in line with the updated NZSTA Governance Framework.</p> <p><b>RESOLUTION 2021/OP/16</b></p> <p><i>“The Board approves the amendments and updated Terms of Reference for the Suspension Committee, Review Committee and Finance &amp; Property Committee”.</i></p> <p><b>MOVED:</b> Presiding Member                      <b>CARRIED</b></p>                                                                                                                                                                                                         |       |
| 7.8       | <p><u>PERSONNEL AUDIT</u></p> <p>See Agenda 7.6</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |
| <b>8.</b> | <b>Policies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |
|           | <p><u>READY FOR CONSULTATION</u></p> <p><b>RESOLUTION 2021/OP/17</b></p> <p><i>“ The International Policies are approved for consultation”</i></p> <p><b>MOVED:</b> Presiding Member                      <b>CARRIED</b></p> <p><b>RESOLUTION 2021/OP/18</b></p> <p><i>“ The Board approves the amendments to the Assessment Policy and for consultation”</i></p> <p><b>MOVED:</b> Presiding Member                      <b>CARRIED</b></p> <p><u>FOR AMENDMENT</u></p> <p>The Board agreed to adding the position of Head of Learner Support - as a Designated Person for Child Protection - to the Child Protection Policy.</p> <p><b>RESOLUTION 2021/OP/19</b></p> | DONE  |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |
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|            | <p><i>“ The Board approves the addition for Head of Learner Support to be included as a Designated Person for Child Protection, to the Child Protection Policy”</i></p> <p><b>MOVED:</b> Presiding Member                      <b>CARRIED</b></p> <p><u>DRAFT POLICIES FOR CONSIDERATION</u></p> <p>The Board agreed that the Code of Conduct, Student Representative Policy and Conflict of Interest Policy be incorporated into the RHS Policy Framework.</p> <p><b>RESOLUTION 2021/OP/20</b></p> <p><i>That the Board Code of Conduct Policy, Student Representative Policy and the Board Conflict of Interest Policy be incorporated into the RHS Policy Framework</i></p> <p><b>MOVED:</b> Gillian Koster    <b>SECONDED:</b> Ben Prain                      <b>CARRIED</b></p> <p><i>Andrew Hodgkinson returned to the meeting at 7:35pm</i></p> |       |
| <b>9.</b>  | <b>BOT PLD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |
|            | <p>IET SURVEY</p> <p>The Board agreed to completing one survey annually.</p> <p><b>Action: STK and LWD to correlate the self-review and IET surveys and present their findings back to the Board</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | AP289 |
| <b>10.</b> | <b>For Information Items</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |
|            | <u>CHANGES TO SCHOOL PRIZE GIVINGS</u> - Noted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |
| <b>11.</b> | <b>Correspondence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |
|            | <p>The Board adopted the following email resolution:</p> <p><b>1. Sports Funding Email Resolution</b></p> <p><b>RESOLUTION 2021/OP/21</b></p> <p><i>“That the Board supports in principle, the application to Pub Charity for funding up to \$8,604.35 excl GST for the Rangiora High School Touch team’s accommodation, flights and transport, in order that they may participate in the NZ Secondary Schools Touch Rugby Nationals in December 2021.</i></p> <p><b>MOVED:</b> Presiding Member                      <b>CARRIED</b></p> <p><b>2. Letter From Parents re: Covid Mandate and School Children</b> - The Board noted that the Associate Principal has responded to the letter in question.</p>                                                                                                                                            |       |
| <b>12.</b> | <b>Action Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |
|            | Noted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |
| <b>13.</b> | <b>In- Committee Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |

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|                                                                                                         | <p><b>Resolution</b></p> <p><i>“That the public be excluded from this meeting for the consideration of Agenda Items 2, 4, 5, 6, 7, 8, 9 and 10 of the In-Committee Agenda (Strategic Discussion, Administration, Reports and Information Items). This resolution is made in reliance on <a href="#">section 48(1)(a)</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.”</i></p> <p><b>Moved:</b> Presiding Member <b>Carried</b></p> <p>The meeting moved into “In Committee” at 7:53pm and returned to the open meeting at 9:35pm.</p> |                           |
| <p><b>Meeting Closure 9.35pm</b></p> <p><b>Date of Next Meeting - 15 December 2021 at 6pm</b></p>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                           |
| <p><b>Confirmed as a True and Correct record:</b></p> <p>_____</p> <p>Simon Green, Presiding Member</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>_____</p> <p>Date:</p> |

**ACTION TABLE:**

| Meeting Date | No    | ACTION                                                                                                | Responsibility | Date Due                   |
|--------------|-------|-------------------------------------------------------------------------------------------------------|----------------|----------------------------|
| <b>2020</b>  |       |                                                                                                       |                |                            |
| 20 May       | AP225 | Business case to BOT on app for student self-monitoring                                               | SLT            | TBC 2021                   |
|              | AP248 | Bridge Programme Reporting Template to ARTE Cttee                                                     | ARTE           | Add to ARTE Agenda (1 Dec) |
| <b>2021</b>  |       |                                                                                                       |                |                            |
| 3 March      | AP254 | Replacement BOT member co-option                                                                      | SG             | Ongoing                    |
| 30 June      | AP283 | Harassment & Bullying Policy - follow up with PB4L/MDP/HDT                                            | STK            | WIP                        |
| 30 June      | AP284 | Formulate a draft alcohol framework                                                                   | DNP            | DONE REMOVE                |
| 10 November  | AP286 | Update the Charter documentation to align with the Vision, Priorities and goals and add baseline data | STK            | WIP                        |
|              | AP287 | Alcohol policy to be amended / formatted for consultation                                             | DNP            | WIP                        |

|  |       |                                                                                                                                                 |         |     |
|--|-------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|
|  | AP288 | Kahui Ako pilot info re: stand downs/suspensions - feedback to Board                                                                            | STK     | WIP |
|  | AP289 | To correlate results of the surveys - IET and Board Effective Governance Review - and provide feedback to board re: upskilling/Board priorities | LWD/STK | WIP |
|  |       |                                                                                                                                                 |         |     |