



RANGIORA HIGH SCHOOL
MINUTES OF THE OPEN BOARD MEETING
 Wednesday 11 December 2024 at 6.00pm

PRESENT	<table border="1"> <tr><td>Simon Green</td><td>Presiding Member</td></tr> <tr><td>Gert Hendriks</td><td>Parent Rep</td></tr> <tr><td>Carolyn Myall</td><td>Parent Rep</td></tr> <tr><td>Louise Courtney</td><td>Parent Rep</td></tr> <tr><td>Megan McNay</td><td>Parent Rep</td></tr> <tr><td>Michael Sage</td><td>Parent Rep</td></tr> <tr><td>Gillian Koster</td><td>Staff Rep</td></tr> <tr><td>Alyssa Garrett</td><td>Student Rep</td></tr> <tr><td>Bruce Kearney</td><td>Principal</td></tr> <tr><td>Remihana Emery</td><td>Associate Principal</td></tr> <tr><td>David Lowe</td><td>Business Manager</td></tr> <tr><td>Rowena McKinney</td><td>Board Secretary</td></tr> </table>		Simon Green	Presiding Member	Gert Hendriks	Parent Rep	Carolyn Myall	Parent Rep	Louise Courtney	Parent Rep	Megan McNay	Parent Rep	Michael Sage	Parent Rep	Gillian Koster	Staff Rep	Alyssa Garrett	Student Rep	Bruce Kearney	Principal	Remihana Emery	Associate Principal	David Lowe	Business Manager	Rowena McKinney	Board Secretary
Simon Green	Presiding Member																									
Gert Hendriks	Parent Rep																									
Carolyn Myall	Parent Rep																									
Louise Courtney	Parent Rep																									
Megan McNay	Parent Rep																									
Michael Sage	Parent Rep																									
Gillian Koster	Staff Rep																									
Alyssa Garrett	Student Rep																									
Bruce Kearney	Principal																									
Remihana Emery	Associate Principal																									
David Lowe	Business Manager																									
Rowena McKinney	Board Secretary																									
APOLOGIES																										
DECLARATION OF INTEREST	Nil																									
SPEAKING RIGHTS	<p><i>“That speaking rights be granted to David Lowe, (Business Manager)”.</i></p> <p>Moved: Presiding Member Carried</p>																									
1.	ADMINISTRATION																									
	The Board welcomed David Newsham-West and Tony Jones. No conflicts of interest were noted																									
2.	MONITORING	Action																								
2.1	Staff Focus Whenua Sustainability Coordinator (<i>David Newsham-West</i>) discussed the 2024 achievements including <ol style="list-style-type: none"> 1. shifting from 1 learning area to 14 learning areas utilising the whenua either directly or indirectly. 																									

	<p>2. Hosted a paddock to plate evening which was well received by the community.</p> <p>3. A zone for flax planting has been allocated within the biodiversity vision.</p> <p>Head of Guidance (<i>Tony Jones</i>) put forward a proposal for the school to introduce a wellbeing dog and its ability to connect with students in a positive wellbeing style.</p> <p>The Board supports the proposal and agreed that any costs incurred with this proposal by the Head of Guidance, would be reimbursed by the school.</p> <p>The Board were informed that due to programme delivery issues, Guidance have severed their 2025 Equine Connect program with ComCol and have instead partnered with Ms Barrington to run their Equine-Assisted programme which will run from RHS Paddock 4. <i>David Newsham-West/Tony Jones</i> left at 6:40pm</p> <p>ACTION POINT: KRB/EMR to talk to ComCol re: current issues.</p>	<p><i>AP</i></p>
<p>2.2</p>	<p><u>Strategic Targets</u> Refer to Principals Report</p>	
<p>2.3</p>	<p><u>Board KPI's</u> Key points</p> <ul style="list-style-type: none"> ● Literacy/Numeracy initial data show these results are low however a 6th subject at Level 1 has been created in 2025 to allow students to obtain this. Further discussions to occur in 2025 when final data is available. ● Attendance - it has been identified from a nationally published ERO report that the recommendations for student absence are currently not being followed. Therefore the 2025 focus is <ul style="list-style-type: none"> ○ chronic absence follow up is a focal point for Kaitiaki ○ Yr 13 attendance and ○ Sports teams attendance 	
<p>2.4</p>	<p><u>Finance & Property</u> <i>The 3 December 2024 F&P minutes were taken as read and received.</i></p> <p><i>Resolution 2024/OP/032</i> <i>That the Board approves the draft operational and capex budget for 2025 in principle and that delegations be exercised in accordance with the budget figures currently shown.</i> <i>Moved: Megan McNay Carried: All</i></p> <p>RHS Gym Renovation The Board discussed the quote which was based on their report to the school. The Board considered how much funding was to be spent on the renovations as they are not covered by 5YA. (It was noted that previous work was covered under 5YA due to H&S implications).</p> <p>The Board agreed that work should be completed over a 5 year period and that order of work should commence inside the gym.</p> <p>ACTION POINT: Business Manager to follow up with the contracted builder to determine an order of work and products.</p>	<p><i>2024/OP/032</i></p> <p><i>AP</i></p>
<p>2.5</p>	<p><u>Health & Safety</u> Key discussions:</p>	

	<ul style="list-style-type: none"> ● Harrison Tew audit <ul style="list-style-type: none"> ○ Focused on 3 high risk areas of the school - farm, technology and science. Biggest cost appears to be the redesign of the ventilation system in the technology space. Quotes to be obtained. ○ Recommendations to be implemented. ● Wellbeing aspect of the relief budget overspent. ● School currently has an outdated evacuation plan. Discussions occurring with Harrison Tew to implement. <p>The Board agreed to reverse their earlier decision regarding employing a H&S officer, instead it was agreed that funding shall be used to cover the costs of an external agent to review the schools' Health and Safety.</p>	
2.6	<u>Uniform and Branding</u> Nil	
2.7	<u>International</u> <ul style="list-style-type: none"> ● Term 4 report - noted ● Marketing plan - grew from the SIEBA International review. ● Trip analysis report - to investigate potential for short term programs as a separate venture. 	
2.8	<u>Whenua</u> Refer to s2.1	
2.9	<u>Creative Arts</u> <i>Report was taken as read and received</i>	
3.0	<u>Sports</u> <i>Report was taken as read and received</i>	
3.	STRATEGIC DECISIONS	
	Nil	
4.	STRATEGIC DISCUSSIONS	
4.1	<u>Principals report</u> Principals Report <ul style="list-style-type: none"> ● <i>Taken as read and received</i> Strategic Target report <ul style="list-style-type: none"> ● Looking at a new beginning of creating lateral accountability of Leaders of Learning to empower their staff and to lead their staff. ● Looking at the art of engagement which is a quite dramatic change in the way of thinking. ● No change to the strategic plan for 2025. will continue to report on attendance and achievement to determine other areas of reporting. No change to the Board strategic plan for the next 3 years. Principals Wellbeing report <ul style="list-style-type: none"> ● <i>Taken as read and received</i> 	

	<p><i>Resolution 2024/OP/033</i></p> <p><i>That the Board move to go outside the RHS travel policy to allow the Principal to travel business class to Fukuoka for the Graduation Ceremony.</i></p> <p><i>Moved: Simon Green Carried: All</i></p>	<i>2024/OP/033</i>
5.	NEXT AGENDA	
	Noted	
6.	ADMINISTRATION	
6.1	<p><u>Confirmation of Minutes</u></p> <p><i>That the minutes of the meeting dated 16 October 2024 be accepted as a true and accurate record.</i></p> <p><i>Moved: Louise Courtney Carried: All</i></p>	<i>Carried</i>
6.2	<p><u>Matters Arising</u></p> <p>1. NCSRT - As required under the NCSRT constitution, the Board agreed to delegate Mrs Emma Don to replace the Principal on the NCSRT Board. It was acknowledged that Mrs Don is currently a member of the NCSRT committee and that her approval was required before this movement would occur. The presiding member will speak to Mrs Don.</p> <p><i>Resolution 2024/OP/034</i></p> <p><i>“That the Board nominates Mrs Emma Don to replace Mr Bruce Kearney on the NCSRT Board”.</i></p> <p><i>Moved: Bruce Kearney Carried: All</i></p> <p>2. SIEBA review of International Department- The Board noted that the recommendations of this review align closely with the job description of the International Director. Further, there was to be no movement in increasing international staff FTE until an approved strategic plan was received.</p> <p>3. Attendance officer - The Board agreed to continue funding the Attendance Officer position in 2025.</p>	<i>2024/OP/034</i>
6.3	<p><u>General Business</u></p> <p>1. Credit card increase</p> <p><i>Resolution 2024/OP/035</i></p> <p><i>“The Board approves a credit card increase for the positions of Principal \$5000 to \$10000</i></p> <p><i>EA to the Principal \$3000 to \$5000</i></p> <p><i>International Manager \$1000 to \$3000</i></p> <p><i>Moved: Presiding Member Carried: All</i></p> <p>2. 2025 Camp Funding Application</p> <p><i>Resolution 2024/OP/036</i></p> <p><i>“That the Board agrees to support in principle, the application to Aotearoa Gaming Trust for a grant of \$19,000.00 (GST exclusive) towards the cost of catering for the 2025 Year 9 camp and authorises Val Andersen (Executive Officer) and John McDonald (Sports Director) to apply on behalf of Rangiora High School.</i></p> <p><i>Moved: Presiding Member Carried: All</i></p>	<p><i>2024/OP/035</i></p> <p><i>2024/OP/036</i></p>

6.4	<u>Board Process</u> Noted	
6.5	<u>For Information</u> Noted	
6.6	<u>PD</u> Noted	
6.7	<u>Correspondence</u> Noted	
6.8	<u>Action Items Update</u> Nil	
7.	IN- COMMITTEE MEETING	
	<p>Resolution</p> <p><i>“That the public be excluded from this meeting for the consideration of Agenda Items 2-6 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.”</i></p> <p>Moved: Presiding Member</p> <p>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 8:43pm.</p>	Carried
Meeting Closure 8:43pm		
Confirmed as a True and Correct record:		
_____		_____
Simon Green		Date
Presiding Member		

ACTION TABLE:

Meeting Date	ACTION	Who	Date Due
2024			
27 March	Rakahuri open evening for parents - Academic Awards night to be considered	KRB	WIP
26 June	KRB to organise a report from the Truancy Officer re: has 2024 attendance improved	KRB	COMPLETE REMOVE
18 September	Maori student rep co option for 2025	EMR	WIP
11 December	KRB/EMR to talk to ComCol re: issues such as Equine and International programs	KRB/EMR	WIP

11 December	RHS Gym Renovation - Business Manager to follow up with the contracted builder to determine an order of work and products.	LWD	WIP