



RANGIORA HIGH SCHOOL
MINUTES OF THE OPEN BOARD MEETING
 Wednesday 14 February 2024 at 6.00pm

PRESENT	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Simon Green</td><td style="width: 50%;">Presiding Member</td></tr> <tr><td>Bruce Kearney</td><td>Principal</td></tr> <tr><td>Remihana Emery</td><td>Associate Principal</td></tr> <tr><td>Gert Hendriks</td><td>Parent Rep</td></tr> <tr><td>Megan McNay</td><td>Parent Rep</td></tr> <tr><td>Louise Courtney</td><td>Parent Rep</td></tr> <tr><td>Darryn Ward</td><td>Parent Rep</td></tr> <tr><td>Michael Sage</td><td>Parent Rep</td></tr> <tr><td>Carolyn Myall</td><td>Parent Rep</td></tr> <tr><td>Gillian Koster</td><td>Staff Rep (online)</td></tr> <tr><td>Tynisa Leyendecker</td><td>Student Rep</td></tr> <tr><td>Rowena McKinney</td><td>Board Secretary</td></tr> <tr><td>David Lowe</td><td>Business Manager</td></tr> </table>		Simon Green	Presiding Member	Bruce Kearney	Principal	Remihana Emery	Associate Principal	Gert Hendriks	Parent Rep	Megan McNay	Parent Rep	Louise Courtney	Parent Rep	Darryn Ward	Parent Rep	Michael Sage	Parent Rep	Carolyn Myall	Parent Rep	Gillian Koster	Staff Rep (online)	Tynisa Leyendecker	Student Rep	Rowena McKinney	Board Secretary	David Lowe	Business Manager
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APOLOGIES	Nil																											
DECLARATION OF INTEREST	Nil																											
SPEAKING RIGHTS	<p><i>“That speaking rights be granted to Remihana Emery, (Associate Principal), and David Lowe, (Business Manager)”.</i></p> <p>Moved: Presiding Member Carried</p>																											
1.	ADMINISTRATION																											
	<p>1. Presiding Member nomination</p> <p>The Principal took the Chair. Nominations for the presiding member position were called for. Simon Green was nominated by Bruce Kearney and seconded by Megan McNay. As there were no further nominations, members voted unanimously that Simon Green be appointed as Presiding Member.</p>	Carried																										

	<p>2. Deputy Presiding Member nomination</p> <p>Nominations were called for the Deputy Presiding Member position. Megan McNay was nominated by Simon Green and seconded by Louise Courtney. As there were no further nominations, all members voted unanimously that Megan McNay shall be appointed as the Deputy Presiding Member.</p> <p><i>RESOLUTION 2024/OP/002</i></p> <p><i>1. That Simon Green be appointed as Presiding Member of the RHS Board for 2024</i></p> <p><i>2. That Megan McNay be appointed as Deputy Presiding Member for the RHS Board for 2024 until the first full meeting in 2025.</i></p>	
2.	MONITORING	Action
2.1	<p><u>Staff Focus</u></p> <p>The Committee shall meet the 2024 Head students at its next meeting to discuss their interests and student portfolio.</p>	
2.2	<p><u>Strategic Targets</u></p> <p>Refer to Principals report</p>	
2.3	<p><u>KPIs</u></p> <p>The 2024 KPI's will be decided once the draft 2024 Strategic and Annual Plan has been resolved by the Board.</p>	
2.4	<p><u>Finance & Property Report</u></p> <p>1. <u>Banked Staffing</u></p> <p><i>RESOLUTION 2024/OP/003</i></p> <p><i>“For the 2024 Rangiora High School school year, all relievers will be coded “TS” (Teachers’ Salaries). Any consequential overuse will be charged to the cheapest salary (but not a Beginning Teacher receiving the BT allowance) and funded from the reliever budget/s and/or managed during Pay Periods 23-26 of the school year”</i></p> <p><i>Moved: Megan McNay Seconded: All</i></p> <p>2. <u>Finance Report</u></p> <p>a. Currently reporting surplus</p> <p>b. Rakahuri light labs to be redesigned. Additional cost which was not included in the contingency budget however is covered by the Board or 5YA. Business Manager to report back with final estimate for Board approval.</p>	<i>Carried</i>
2.5	<p><u>H&S Report</u></p> <p>No report available</p>	
2.6	<p><u>Uniform and Branding Committee</u></p> <p>The Committee discussed the issue of student footwear at its last meeting in 2023. Upon further information received by the SLT, the Board has agreed to support the SLT decision to allow sandals without a backstrap as part of school uniform.</p> <p><i>RESOLUTION 2024/OP/004</i></p>	<i>Carried</i>

	<p><i>That the Board agrees to incorporate sandals into the school uniform guidelines under the proviso that the sandals are leather and either black or brown in colour</i></p> <p>Moved: Presiding Member</p>	
2.7	<p><u>Cultural Report</u></p> <p>Nil</p>	
2.8	<p><u>Sports Report</u></p> <p>Nil</p>	
2.9	<p><u>International Department</u></p> <p>Nil</p>	
3.	STRATEGIC DECISIONS	
	Nil	
4.	STRATEGIC DISCUSSIONS	
	<p><u>Principals report</u></p> <ol style="list-style-type: none"> 1. Strategic, Annual Plan and Analysis of Variance <ol style="list-style-type: none"> a. New concept of all documents included into the one report b. Recommendations made however the Board may have other ideas. This is a draft document for the board to analyse and provide feedback on reporting. c. Too many targets reduces the effectiveness of school to achieve KPI's. d. Data showed that the school had one of the best attendance rates in 2023 across the nation. e. 2023 results fed back in report. Low attendance rates can be linked to students' inability to obtain credits. f. The 2023 pass rates were poor however changes implemented this year will show improvement in 2024. 2023 results was a flow on from previous year g. Tracking - an outcome of tracking is reporting which is now fed back to parents on a fortnightly basis. h. Māori attendance - not performing well as it is lower than everyone else at RHS. i. Report is for the board to decide on what they want to see so that tracking can be focused . j. Leavers data - most important piece in 2023 results however this data will come through midway in 2024. k. Recommendations of the DP's are based on 2023 data. l. Without the TOP programme, there was a good chance results would be closer to the national average of 60%. m. Wellbeing - 2024 pastoral review to occur. The review will also involve student voice. From this review, the school will unpack key indicators to report on. n. 'Know me Guide me' - is a simplified direction for teachers o. 2024 Annual goals & targets <ol style="list-style-type: none"> i. Less review and evaluate as a number of targets were achieved in 2023 	

	<ul style="list-style-type: none"> ii. Pastoral system iii. Review change to Wānanga iv. Semesters change - 3-5 years before review <p>The Board discussed the merits of including the farm as an annual target or goal as this is an area where Board resources are being invested. The Principal agreed to look into obtaining educational values from the farm to include into a nominated priority however preferred to leave the targets at 4. This will be reported back at the next meeting</p> <p>Action Point: KRB to look at whether the farm can be included into the Priorities. Final Strategic, Annual plan and AoV to be presented at next Board meeting.</p>	<p><i>AP001</i></p> <p><i>KRB</i></p>
5.	NEXT AGENDA	
	Noted	
6.	ADMINISTRATION	
6.1	<p><u>Confirmation of Minutes</u></p> <p><i>That the minutes of the meeting dated 29 November 2023 be accepted as a true and accurate record.</i></p> <p>Moved: Bruce Kearney Seconded: Darryn Ward</p>	<i>Carried</i>
6.2	<p><u>Matters Arising</u></p> <p>The Board discussed the recent closure of the school due to rising numbers of staff sick from COVID. It was agreed that the school needed to close the loop in communication with the Board.</p>	
6.3	<p><u>General Business</u></p> <p>2024 Committee membership</p> <p><i>RESOLUTION 2024/OP/005</i></p> <p><i>The Board agrees that with the resignation of Ben Prain from the Board, that Megan McNay be elected Finance & Property Chair and further that Gert Hendriks, Carolyn Myall, Louise Courtney and Darryn Ward constitute the F&P Committee members for 2024.</i></p> <p>Moved: Presiding Member Seconded: Michael Sage</p> <p><i>RESOLUTION 2024/OP/006</i></p> <p><i>That the Board agrees that the 2024 Health, Safety and Wellbeing Committee be composed of Michael Sage, Louise Courtney, Simon Green and the Business Manager (David Lowe) and further that Michael Sage be elected the HSW Chair.</i></p> <p>Moved: Louise Courtney Seconded: Simon Green</p> <p><i>RESOLUTION 2024/OP/007</i></p> <p><i>That the Board agrees that the 2024 Uniform Committee be composed of Simon Green, Louise Courtney, Gillian Koster and Tynisa Leyendecker and further that Louise Courtney be elected the Uniform Committee Chair.</i></p> <p>Moved: Megan McNay Seconded: Simon Green</p>	

6.4	<u>Board Process</u> Nil	
6.5	<u>For Information</u> Board PD will be postponed due to the unavailability of the instructors. The Presiding Member will follow up and report back to the Board	
6.6	<u>PD</u> Noted	
6.7	<u>Correspondence</u> Email regarding draft cellphone policy. The Principal will follow up with the author. cellphone. The school is currently sending the message to all students that whilst the policy is being developed and is in draft, it is cellphones away for Term 1. The school has purchased a number of locking pouches to hold student phones which are confiscated. These pouches can only be unlocked via the unlocking station which will be kept in the administration office. The Board agreed that the draft Cellphone policy be sent out for community consultation.	
6.8	<u>Action Items Update</u> Noted	
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 8:49pm.</p>	Carried
Meeting Closure 8:50pm		
Confirmed as a True and Correct record:		
<p>_____</p> <p>Simon Green</p> <p>Presiding Member</p>		<p>_____</p> <p>Date</p>

ACTION TABLE:

Meeting Date	ACTION	Who	Date Due
2023			
29 November	Board review. Further discussion in Term 1 2023	Board	cfd

2024			
14 February	Look at whether the farm can be included into the Priorities. Final Strategic, Annual plan and AoV to be presented at next Board meeting.	KRB	27 March meeting