



**RANGIORA HIGH SCHOOL
MINUTES OF THE OPEN BOARD MEETING**

Wednesday 15 December 2021 at 6.00pm
in the Strachan Room

PRESENT	Simon Green Presiding Member Karen Stewart Principal Gillian Koster Staff Rep Amber Patterson Student Rep Darryn Ward Board Member Ben Prain Board Member Andrew Hodgkinson Board Member	
IN ATTENDANCE	Paul Donnelly (Associate Principal), David Lowe, (Business Manager - Via Google Meet), Rowena McKinney (Board Secretary) and Katie Paterson (Leader of Learning - English). Andrew Hodgkinson arrived late at 6:22pm	
1.	APOLOGIES	Action Points
	Nil	
2.	CONFLICTS OF INTEREST	
	Nil	
3.	SPEAKING RIGHTS	
	<i>"That speaking rights be granted to Paul Donnelly, (Associate Principal), and David Lowe, (Business Manager)".</i> Moved: Presiding Member Carried	
4.	PRESENTATIONS	
	<u>English Department</u> Katie Paterson (Leader of Learning) spoke to the review. 1. The English faculty is the largest staffed faculty within the school. 2. Positives a. Faculty was collegiate and student oriented with a focus on student needs and responsiveness.	

	<ul style="list-style-type: none"> b. Junior Writing data - 70% came in at the beginning of Year 9 at Level 4B and 76% left at the end of Year 10 at a 5B or higher. Positive shift in terms of students at or above curriculum level. c. Large amount of work on Ako and tightening of systems with staff now feeling more confident regarding the faculty direction. d. 85% of Level 3 External students are expected to obtain UE <p>3. Identified:</p> <ul style="list-style-type: none"> a. Staff workload/wellbeing, curriculum coverage and lack of confidence at Level 1. <p>4. Recommendations</p> <ul style="list-style-type: none"> a. To improve Maori student achievement - how to upskill and track their achievement. Cross faculty work has been identified as a future process. b. Focus on improvement of endorsement success c. Staff commitment to growth as individuals and as a team. Either informally and formally such as PCT, buddying system, capitalising on strengths and experience of staff and fresh ideas of younger staff. <p>5. Challenges:</p> <ul style="list-style-type: none"> a. Shift strategic focus towards unleashing akonga potential, excellence and identifying and overcoming barriers to high achievement and challenging low expectations. <p>The Maungatere review is to be carried over into 2022.</p>	CFD 2022
5.	STRATEGIC DISCUSSIONS AND DECISIONS	
5.1	<p><u>DRAFT 2022 ANALYSIS OF VARIANCE</u></p> <p>To be carried forward to the 23 February 2022 meeting</p>	cfd Feb 2022
5.2	<p><u>DRAFT ANNUAL PLAN/CHARTER/STRATEGIC PLAN</u></p> <p>To be carried forward to the 23 February 2022 meeting</p>	cfd Feb 2022
5.3	<p><u>2022 DRAFT BUDGET</u></p> <p>The Budget will not be finalised until March 2022 after the 1 March roll return. A query was raised regarding the listed \$140k operating deficit noting a CAPEX budget of \$630k and whether that would result in a cash deficit. The Business Manager responded that of the \$630k CAPEX budget, some \$50k was funded from the 5YA and \$170k from a finance lease, leaving the Board to fund the balance of \$410k . The operating deficit of \$140k is after allowing for \$670k Depreciation and Cyclical Maintenance Provision, leaving a budget cash surplus of \$530k to fund the CAPEX. It was noted that some of this spending is contingent on the master plan process. Therefore, the budget operating deficit of \$140k and the CAPEX budget of \$410k will result in a net positive cash situation.</p> <p><i>The report was taken as read.</i></p>	

	<p>RESOLUTION 2021/OP/023</p> <p><i>That the Board approves the current draft budget for the purposes of allowing staff delegations to be exercised and noting that this is to be reviewed and amended and a final budget for the 2022 year will be presented for approval in March 2022.</i></p> <p>Moved: Presiding Member Seconded: Wayne Bonnett CARRIED</p>	
6.	ADMINISTRATION	
6.1	<p><u>CONFIRMATION OF PREVIOUS MINUTES</u></p> <p><i>That the minutes of the meeting dated 10 November 2021 be accepted as a true and accurate record.</i></p> <p>MOVED: Presiding Member SECONDED: Gillian Koster CARRIED</p>	
6.2	<p><u>MATTERS ARISING</u></p> <p>Lighthouse Ballot Update - Noted.</p>	
	<p><u>GENERAL BUSINESS</u></p> <p>2022 Board meeting dates.</p> <p>RESOLUTION 2021/OP/024</p> <p><i>That the Board approves in principle, the meeting dates for 2022 as shown in the attached schedule and delegates to the Board Presiding Member and Principal, authority to make any amendments that may be required to give effect to this or that may result from operational circumstances in 2022 in consultation with Board and committee members</i></p> <p>MOVED: Wayne Bonnett SECONDED: Darryn Ward CARRIED</p>	
6.3	<p>Funding applications</p> <p>1. <u>RHS Volleyball Team Application to Pub Charity</u></p> <p>RESOLUTION 2021/OP/025</p> <p><i>It was agreed by the Rangiora High School Board on 15 December 2021, that the Board supports in principle, the application to Pub Charity for funding to cover the cost of up to \$9,618.38 excl GST for the Rangiora High School Senior A Girls Volleyball team's accommodation, flights and transport, in order that they may participate in the NZ Secondary Schools Nationals from 27 March - 2 April 2022 held in Palmerston North</i></p> <p>MOVED: Darryn Ward SECONDED: Ben Prain CARRIED</p> <p>2. <u>RHS Rugby Club Application to Lions Foundation</u></p> <p>RESOLUTION 2021/OP/026</p>	

	<p>MOVED: Karen Stewart SECOND: Presiding Member CARRIED</p>	
7.2	<p><u>FINANCE REPORTS - NOVEMBER 2021</u></p> <p>It was noted that the farm has produced a modest profit for the year to date, mainly attributable to the donation of breeding Lowline Angus stock.</p> <p><i>The report was received.</i></p> <p>MOVED: Wayne Bonnett SECOND: Ben Prain CARRIED</p>	
7.3	<p><u>FINANCE & COMMITTEE MEETING</u></p> <p>It was noted that with OAG approval, auditor fees have increased.</p> <p>MOVED: Wayne Bonnett SECOND: Ben Prain CARRIED</p>	
7.4	<p><u>ARTE MEETING</u></p> <p><i>The report was read and received</i></p>	
8.	POLICIES	
	<p>Approval was sought for the adoption of the International Student policies, Assessment policy and Personnel Policy, as no feedback was received from the community and staff consultation process. Approval was sought for the adoption of the Harassment & Bullying policy based on recommendations made by the PB4L committee.</p> <p>International Policies:</p> <p><i>RESOLUTION 2021/OP/028</i></p> <p><i>The following International Policies be adopted:</i></p> <p>Refund of International Student Fees - Group Study Tours Managing Supervised Groups Managing Contracted Recruitment Agencies Accommodation Policy Fee Protection Policy Procedural Policy Staff Travel Policy International Student Grievance Policy Refunds & Cancellations Policy</p> <p>MOVED: Presiding Member SECONDED: All CARRIED</p> <p>Assessment Policy:</p> <p><i>RESOLUTION 2021/OP/029</i></p> <p><i>That the Assessment Policy be adopted, once the recommended amendments are made.</i></p>	

11.	CORRESPONDENCE	
	Noted	
12.	UPDATE ON ACTION ITEMS	
	AP254 - Working with Lynne from Tuahiwi on this	
13.	IN- COMMITTEE MEETING	
	<p>Resolution</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 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.” Time 7:27pm</i></p> <p>Moved: Presiding Member Carried</p> <p>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 8:13pm.</p>	
Meeting Closure 8.13pm		
Date of Next Meeting - 23 February 2022 at 6pm		
Confirmed as a True and Correct record:		
_____	_____	
Simon Green		
Presiding Member	Date	

ACTION TABLE:

Meeting Date	No	ACTION	Responsibility	Date Due
2020				
	AP248	Bridge Programme Reporting Template to ARTE Cttee	ARTE	DONE REMOVE
2021				
3 March	AP254	Replacement BOT member co-option	SG	Ongoing

10 Nov	AP286	Update the Vision Strategies document to ensure its relevance as a Charter and Plan	STK	DONE REMOVE
10 Nov	AP288	Kahui Ako pilot info re: stand downs /suspensions	STK	WIP
10 Nov	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
15 Dec	AP290	Changes to Alcohol policy - Include changes relating to consumption of alcohol at venues that are off school site, EOTC and staff drinks and Forward to Principal and Board members prior to adding to agenda	DNP	WIP