RANGIORA HIGH SCHOOL
MINUTES OF THE OPEN BOARD MEETING
Wednesday 16 September 2026 at 6:00pm

PRESENT

Simon Green	Presiding Member
Carolyn Myall	Parent Rep
Louise Courtney	Parent Rep
Megan McNay	Parent Rep
Lorraine Walker	Parent rep
Harry Parish	Student Rep (outgoing)
Ben Howson	Student Rep (incoming)
Karaitiana Smith-Collings	Māori Student Rep (incoming)
Emma Don	Staff Rep
Bruce Kearney	Tumuaki
Rowena McKinney	Board Secretary
Paula McDonald	Deputy Principal

APOLOGIES	Aataahua Rihari Tamati, David Lowe, Remihana Emery and Gert Hendriks
DECLARATION OF INTEREST	Bruce Kearney - on the Board for Schooled. Will abstain from any decisions involving them.
SPEAKING RIGHTS	N/A

1.	**ADMINISTRATION**	**Action Point**
	Welcomed new student representatives and members of the public. Apologies were received and accepted.	
2.	**MONITORING**	
2.1	**1. Learning Support (Kaiāwhina) Review** An update was provided on the review discussed at the previous meeting. The current proposal is to reduce Kaiāwhina staffing from 12.0 to 9.0 FTE. **Context & Background:**	

	• Unlike other kura, the tagged funding outside of the Lighthouse Programme was equivalent to only 1 Kaiāwhina, but the Board has been funding 11 Kaiāwhina to date. • This currently costs the Board $450,000 annually, as Kaiāwhina were previously hired without completing a formal review. The issue was highlighted following government support staff wage negotiations and subsequent pay increases. • The previous increase in Kaiāwhina numbers was intended to manage student behaviour during the open-plan ("no walls") layout. The proposal pulls staffing levels back to original baselines rather than cutting services entirely. **Proposed Model & Operational Changes:** • Leans into existing programme strengths (e.g., 1:1 reading) but shifts from 1:1 assistance to small-group models for financial sustainability. • Transitions Kaiāwhina into specialised subject-based roles (targeted intervention Kaiāwhina for English, Maths, and Science to address compulsory curriculum changes) and junior programmes. Better aligns with individual staff skill sets. • Includes a pivot toward assistive technology to operate more efficiently. **Financial Implications:** • Expected net annual savings of $110,000. • No net financial gain will occur next year due to required redundancy payouts; cost savings will be realised in subsequent years. Redundancy clauses cannot be avoided. **Next Steps :** • Legal counsel has been engaged regarding the restructure. The restructure process commences immediately, subject to Board approval. • Clear messaging to staff is essential, as review of s10 SSCA terms may lead some staff to opt for redundancy benefits. ***Outcome*:** ***Resolution 2026/OP/021*** *That the Board approves the proposed restructure and changes, the details of which were shared at the last meeting.* ***Moved**: Louise Courtney* ***Seconded**: Lorraine Walker* **2. Outdoor Education (OED) Review** • **Cost Reductions:** Net cost per student decreased from $344 in 2023 to $206 in 2026. The Temple Basin trip was replaced with a one-day trip, saving $22,000. • **Student & NCEA Feedback:** 78 student responses indicated little to no stress coming out of school for trips. Initial concern was low NCEA results (44% getting 14+ credits), though current August success rates are high; students are prioritising University Entrance (UE) subjects over optional trips. • **Donations & Co-payments:** Voluntary donations dropped significantly (from $8,565 in 2023 to $1,516 in June). 75% of responding whānau indicated willingness to make a voluntary co-payment to maintain trips. **Curriculum Reform (2029):** Outdoor Education will become a Ministry of Education organised subject from 2029 (Phase 5 rollout). This shift may introduce more theory-based content and reduce reliance on third-party providers (e.g., Adventure Specialties Trust, Horizons Unlimited). ***Outcome***: Noted *Paula McDonald left at 6:40pm*	Carried

2.2	**<u>SLT Strategic Targets</u>** **Discussion**: **Guide Me (Curriculum & Staffing):** ● Recent government curriculum rollouts present challenges, as key components of certain subjects have been omitted. ● The refreshed curriculum is being implemented across primary and secondary schools according to different timelines. Years 9–10 are required to implement all learning areas from 2027, while Years 0–8 have a phased implementation schedule extending through to 2030. This creates potential challenges for curriculum continuity and transition between primary and secondary schooling. ● Updates to the Leavers Profile are currently underway and remain a critical focus. ● Curriculum shifts are phasing out certain subject areas, which will impact teacher placement, lead to staff attrition, and potentially trigger CAPNA procedures based on subject delivery capabilities rather than overall roll numbers (possibly within the next 12 to 24 months). **Know Me (Pastoral Care & Student Support):** ● Implementation of the Compass programme for students needing alternative classroom placement has proven challenging; while effective during out-of-class intervention, long-term behaviour modification remains difficult as students return to regular classes. The school remains committed to a full one-year trial, reviewing progress each term. ● Following a review of pastoral systems across five secondary schools, investigation processes for stand-downs and suspensions were streamlined. Investigations and parent notifications now target a 24-hour turnaround (most occurring same-day) to minimise student time out of school and shift interactions toward constructive next steps rather than delayed discipline. The Board supported this approach as a way to let involved parties decompress and establish a path forward. **PDT & Attendance Initiatives:** ● The PDT role finishes at the end of the year, with a stepped attendance plan fully implemented. ● Ongoing concerns remain regarding the external truancy service (Tuahiwi Education Ltd), which has failed to respond to enquiries regarding chronic absence referrals. The school has now appointed an internal attendance officer to manage these cases. **Strategic Targets Progress:** Current targets remain on track. The upcoming Strategic Plan will incorporate three primary targets: Attendance, Achievement, and Sense of Belonging. Final year-end details will be presented by the Principal. ***Outcome**: Noted*	
2.3	**<u>KPI</u>** **Discussion: Attendance & Achievement Report** ● Attendance rates improved from 35% last year to 51%. ● The government target is to increase this to 80%. An upward trend is visible across all year levels, with the exception of Year 12. ***Outcome**: Noted*	
2.4	**<u>Finance & Property</u>** ***Discussion:*** **Discussion: Finance & Property** **Relief Staffing Budget:**	

	• Relief costs have increased. Consideration was given to expanding this budget line; however, doing so will require a corresponding reduction in funding for other areas. **International Revenue & Deficit Management:** • International revenue has declined, resulting in school/board funds being utilised to cover project costs. • Discussion was held on the long-term impacts of surplus vs. deficit positions. It was noted that historical deficits have primarily been post-depreciation deficits. • While cash flow remains largely positive, there is a need to exercise caution regarding capital expenditure and board-funded replacements to protect cash flow reserves. **Trips & Camps Funding Structure:** • Clarification was provided regarding funding classifications: overnight trips are designated as camps, permitting the school to request voluntary donations. ***Outcome:*** *Report received.*	
2.5	**Health, Safety and Wellbeing** **Nil**	
2.6	**International** **Discussion:** The submitted report lacks detail, particularly regarding student enrolment numbers and metrics. A follow-up discussion will be held with the International Director. Current marketing efforts require additional direction and clarity, particularly concerning financial targets - establishing the number of students required to offset a $40k marketing cost. By comparison, Cashmere High School currently has 123 international students. Opportunities exist to attract long-term students, but the programme requires clearer strategic direction. The potential for external mentorship was discussed; a previous arrangement fell through due to staffing changes. ***Outcome*:** ***Resolution 2026/OP/022*** *The Board approved the 2028 proposed fee adjustments* ***Moved from the Chair**: Presiding Member* ***Carried***	**Carried**
2.7	**Creative Arts** **Discussion:** • **Uniform Necessity & Frequency:** Questions were raised regarding why a new uniform is needed for Polyfest (i.e. to maintain competitiveness) and whether it changes every year. • **Storage & Funding:** Uniforms from previous years are kept in storage. It was noted that schools, rather than whānau, cover these costs. **Standardisation & Expanding Requests:** A suggestion was made to establish a single, consistent Polyfest uniform for clear student identification. Additionally, other arts groups (e.g. Jazzfest) are now requesting dedicated uniforms as well. ***Outcome:*** *Noted*	
2.8	**Sports** **Discussion:** • **Uniform Contracts & Tenders:** Discussions were held with Kukri regarding the sports and uniform contracts currently up for tender.	

	• **Standardisation across Codes:** The Board discussed the rationale behind sports teams utilising multiple different uniforms, noting that it makes the school difficult to identify. The objective is to establish a single, unified sports uniform that clearly identifies the school across all sports codes. • **Next Steps:** Proceed to market to select and finalise the unified uniform design. ***Outcome:*** *Taken as read*	
3.	**STRATEGIC DECISIONS**	
	Discussion: Policies **Policy Reviews & Updates** • **Drug Policy & Procedures:** Reviewed drug testing considerations for building/construction students in relation to workplace health and safety. Agreed to update the drug policy and procedure based on feedback received, and to contact the health nurse regarding these revisions. • **Complaints & Concerns Policy:** Agreed to modify policy and procedural wording regarding response timelines, updating terms (e.g., changing "timely" to specified times). ***Outcome:*** Approved changes as requested by feedback. ***Resolution 2026/OP/023*** *That the Board* • *Receives and accepts the Principal's Term 3 Board Assurances Report.* • *Adopts the statutory policy updates enacted under the Education and Training (System Reform) Amendment Act 2026 regarding national curriculum statements and the Health Curriculum policy.* • *Adopts the Term 3 reviewed policies (School Community Engagement Policy, Inclusive School Culture, Student Attendance, Enrolment Scheme, and Student Uniform / Student Dress Expectations).* • *Approves the amendments requested to the Drugs & Alcohol Policy and Procedure and to the Complaints and Concerns Policy* ***Moved****: Lorraine Walker* ***Seconded****: Simon Green.*	***Carried***
4.	**STRATEGIC DISCUSSIONS**	
4.1	**<u>Principal's report</u>** ***Discussion:*** **Student Pastoral Care & Discipline** Discussions were held regarding student behaviour. The Principal noted conversations with the pastoral team addressing complaints about a small group of around 10 students presenting significant behavioural challenges. While these few students create challenges, it was emphasised that the vast majority of the student body (approximately 1,650 students) are performing well. **Sports & Teacher Contributions** Concerns were raised regarding community and parent complaints about sports costs. It was highlighted that teachers volunteer their time for extra-curricular sports without additional pay, which helps keep overall costs down despite operating on tight budgets.	

	Curriculum, Staffing & Financial Considerations Teaching and learning continue to progress. The Board was informed about the proposed curriculum implementation trips to Melbourne and ongoing commitments to Te Tiriti. Staffing allocations and budget overruns were discussed. Overstaffing costs (approximately 1.5 FTE or $75,000) remain a pressure point, partly due to non-teacher counsellor roles. Potential future CAPNA processes were noted as a mechanism to address subject imbalances and roll changes over the next 1-2 years, with retraining options available for affected staff. **Roll Numbers, Capital Projects & Management Units** Year 9 enrolment is projected at approximately 330 (down from the typical 380), impacting funding and staffing allocations. In addition, management unit allocations were reviewed to align with regulations. Regarding major projects, the Board discussed the proposed Performing Arts Centre ($50,000 commitment) alongside upcoming joint costs for gym roof maintenance. The consensus was to pause major commitments on the Performing Arts Centre and keep the proposal on hold until clearer cost estimates and community/council feedback are received. ***Outcome:*** *The Principal's report was received*	
5.	**ADMINISTRATION**	
5.1	**CONFIRMATION OF PREVIOUS MINUTES** *That the minutes of the meeting dated 19 August 2026 be accepted as a true and accurate record*. ***Moved from the chair****:* *Simon Green* ***Seconded:***	*Carried*
5.2	**Matters Arising** Nil	
5.3	**General Business** Privacy report - noted	
5.4	**Board Process** Nil	
5.5	**For Information** **Discussion -** Board Returning Officer The Board agreed to continue with SchoolEd who they have used in previous elections. **Outcome:** ***Resolution 2026/OP/024*** *The Board approved the appointment of SchoolEd as the 2027 mid-term elections returning officer* ***Moved****: Lorraine Walker* ***Seconded****: Louise Courtney* Note: The Principal abstained from this resolution due to a conflict of interest as a SchoolEd Board member.	*Carried*

5.6	**PD** ***Outcome**: Noted*	
5.7	**Correspondence** Nil	
5.8	**Action Items Update** No update as EMR not present at this meeting.	
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 from the Chair:** Presiding Member Following the conclusion of the In-Committee section of the meeting the public were readmitted at 8:22pm.	*Carried*
Meeting Closure 8:23pm		
Confirmed as a True and Correct record:  2026-10-19 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			
10 June	EOTC policies to be reviewed	EMR	WIP

Audit trail

Details

FILE NAME	16 September 2026 Board Open Minutes - 19/10/2026, 11:41
STATUS	Signed
STATUS TIMESTAMP	2026/10/18 22:52:41 UTC

Activity

SENT	mkr@rangiorahigh.school.nz **sent** a signature request to: • Simon Green (simon.green@rangiorahigh.school.nz)	2026/10/18 22:41:38 UTC
SIGNED	**Signed** by Simon Green (simon.green@rangiorahigh.school.nz)	2026/10/18 22:52:41 UTC
COMPLETED	This document has been signed by all signers and is **complete**	2026/10/18 22:52:41 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.