



RANGIORA HIGH SCHOOL MINUTES OF THE OPEN BOARD MEETING

Wednesday 17 May 2023 at 6.30pm

PRESENT	<table border="1" style="width: 100%;"> <tr><td>Simon Green</td><td>Presiding member</td></tr> <tr><td>Bruce Kearney</td><td>Principal</td></tr> <tr><td>Ben Prain</td><td>Parent Rep</td></tr> <tr><td>Amber Patterson</td><td>Student Rep</td></tr> <tr><td>Andrew Hodgkinson</td><td>Parent Rep</td></tr> <tr><td>Megan McNay</td><td>Parent Rep</td></tr> <tr><td>Louise Courtney</td><td>Parent Rep (via Google meet)</td></tr> <tr><td>Darryn Ward</td><td>Parent Rep</td></tr> <tr><td>Paul Donnelly</td><td>Associate Principal</td></tr> <tr><td>Rowena McKinney</td><td>Board Secretary</td></tr> </table>	Simon Green	Presiding member	Bruce Kearney	Principal	Ben Prain	Parent Rep	Amber Patterson	Student Rep	Andrew Hodgkinson	Parent Rep	Megan McNay	Parent Rep	Louise Courtney	Parent Rep (via Google meet)	Darryn Ward	Parent Rep	Paul Donnelly	Associate Principal	Rowena McKinney	Board Secretary
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Rowena McKinney	Board Secretary																				
APOLOGIES	Gillian Koster																				
DECLARATION OF INTEREST	Nil																				
SPEAKING RIGHTS	<p><i>That speaking rights be granted to the following:</i></p> <p>Paul Donnelly Moved: Presiding Member Carried</p>																				
1.	ADMINISTRATION																				
2.	MONITORING																				
2.1	<p><u>Meet & Greet</u></p> <p>The Board met with David Newsham - West in relation to the progress of his vision for the school farm. The following points of interest were raised</p> <ul style="list-style-type: none"> ● How the farm can support educational pathways is now being directed into the learning areas for ideas on the concept of what the farm will be. ● 3 main collaborative partners - WDC, MPI & MoE. 																				

	<ul style="list-style-type: none"> • Corporations - combination of interest but dependent on schools budget commitment before corporate investment. • Challenge - Connecting with Tuahiwi, Ngai Tūāhuriri & Ngāi Tahu to have them on board. <p>The Board agreed that Louise Courtney will send David Newsham-West information on the Mahaanui Iwi Management Plan which is a planning document to assist in the management of natural resources and the environment.</p> <p>ACTION POINT: Louise to provide David with relevant information on the Mahaanui IWP</p> <p><i>Mr Newsham-West left the meeting at 6:26pm.</i></p> <p><i>The Board moved In-Committee at 6:27pm.</i></p>	AP007
2.2	Nil	
2.3	Nil	
2.4	<p><u>Finance & Property Report</u></p> <p><i>The report was read and received</i></p>	
3.	STRATEGIC DECISIONS	
	<p>Complaints Policy</p> <p><i>RESOLUTION 2023/OP/012</i></p> <p><i>That the Board approves the amendment to the current Complaints Policy.</i></p> <p><i>Moved: Simon Green Seconded: Megan McNay</i></p>	<i>Carried</i>
4.	STRATEGIC DISCUSSIONS	
4.1	<p><u>Principals report</u></p> <p>The Principals trip to Australia as part of the Canterbury West Coast Principals Group was informative and positive.</p>	
4.2	<p><u>Health and Safety</u></p> <p>The Board noted that during the recent ERO review, the schools EOTC processes review feedback was positive. The current EOTC system will mitigate any H&S risks, but not mitigate human error. The Board noted that checks and balances were in place as EOTC forms are completed electronically. Staff are aware that any deviations to approved EOTC trips required new forms, however it was agreed that this would be revisited with staff.</p>	
5.	NEXT AGENDA	
	Noted	
6.	ADMINISTRATION	
6.1	<u>Confirmation of Minutes</u>	

	<p><i>That the minutes of the meeting dated 5 April 2023 be accepted as a true and accurate record.</i></p> <p>Moved: Simon Green Seconded: All</p>	Carried
6.2	<p><u>Matters Arising</u> Nil</p>	
6.3	<p><u>General Business</u></p> <ol style="list-style-type: none"> 1. Enrolment Zone Scheme - The Board acknowledged receipt of the letter and documents from the MoE. 2. Suspension <u>meeting</u> - The Board will continue to show flexibility in meeting times. 	
6.4	<p><u>Board Process requirements</u> Carried forward to T2 Wk9 meeting</p>	
6.5	<p><u>For Information</u></p> <ol style="list-style-type: none"> 1. Departmental Review - The Board noted that these will now be conducted by the SLT with feedback to be provided to the Board by the Principal. The Board expressed their interest in meeting with the Leaders of Learning once the current industrial action has been resolved. 2. May Roll Return - Noted 3. Task Checklist - Noted 4. CES Secretarial Services - The Board agreed to the letter of engagement with CES regarding the provision of secretarial services at Board meetings. It was noted that this agreement is in place for the remainder of 2023 only. 5. Mid Term Elections (Board members) - The Board noted these were expected to occur in November 2023 and agreed that CES would not be engaged as this years returning officer. 	
6.6	<p>PD - Noted</p>	
6.6	<p>Correspondence - The Board agreed that as a number of responses have been provided to Ms Abraham with no resolution, Simon Green and Louise Courtney would connect and follow up.</p> <p>ACTION POINT - Simon and Louise to follow up on Ms Abrahams letters.</p> <p>The Board noted the school has current guidelines in place (located on the RHS Staff Handbook) on the use of cellphones and a current Social Media policy which will be shared with the staff members.</p> <p>ACTION POINT - Simon to send relevant information to the staff concerned</p>	<p>AP008</p> <p>AP009</p>
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>	Carried

Following the conclusion of the In-Committee section of the meeting the public were readmitted at 8.20pm.	
Meeting Closure 8.20pm	
Confirmed as a True and Correct record:	
_____	_____
Simon Green RHS Board presiding member	Date

ACTION TABLE:

Meeting Date	No	ACTION	Responsibility	Date Due
2022				
14 Dec	cfD	Board effectiveness review	BOARD	Ongoing
14 Dec	cfD	Suspension Process review to be conducted with TOR Suspension Committee in T1W4 2023	BOARD	Meeting set with Nicole from Ngāi Tūāhuriri
14 Dec	AP021	KRB to follow up on leavers data stats primarily the unknowns.	KRB	Refer to AP006/23 REMOVE
2023				
22 February	AP001	Follow up with the MoE in ascertaining the final position on the school enrolment zone.	KRB	AGENDA 6.3.1 REMOVE
22 February	AP002	Send invite to Board members re: suspension process	MKR	WIP (after 14/12/22 actioned)
5 April	AP003	Follow up on CoC for external coaching staff	KRB	WIP
5 April	AP004	Increase of visibility for RHS events calendar for Community/Board Members	MKR	WIP
5 April	cfD	Te Mātaiaho		T3 Wk4
5 April	cfD	Board Process Requirements (Board policies)		T2 Wk9
5 April	AP006	KRB to look into hiring staff to call ex-students.	KRB	WIP
17 May	AP007	Lousie to provide NWD with Mahaanui IWP	LC	
17 May	AP008	Simon and Louise to follow up on Ms Abraham's letters to the Board	SG/LC	
17 May	AP009	Simon to refer the staff to the section of the RHS Staff Handbook relating to mobile phone guidelines	SG	