



RANGIORA HIGH SCHOOL
MINUTES OF THE OPEN BOARD MEETING
 Wednesday 18 February 2026 at 6:00pm

PRESENT	<table border="1"> <tr><td>Simon Green</td><td>Presiding Member</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>Lorraine Walker</td><td>Parent Rep</td></tr> <tr><td>Harry Parish</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>Rowena McKinney</td><td>Board Secretary</td></tr> </table>	Simon Green	Presiding Member	Carolyn Myall	Parent Rep	Louise Courtney	Parent Rep	Megan McNay	Parent Rep	Lorraine Walker	Parent Rep	Harry Parish	Student Rep	Bruce Kearney	Principal	Remihana Emery	Associate Principal	Rowena McKinney	Board Secretary
Simon Green	Presiding Member																		
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Harry Parish	Student Rep																		
Bruce Kearney	Principal																		
Remihana Emery	Associate Principal																		
Rowena McKinney	Board Secretary																		
APOLOGIES	Emma Don, Gert Hendriks and David Lowe																		
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	Action Point																	
	<p>1. Appointment of Presiding Member and Deputy Presiding Member</p> <ul style="list-style-type: none"> ● The Principal took the Chair. Nominations for the presiding member position were called for. Simon Green was nominated by Megan McNay and seconded by Carolyn Myall. As there were no further nominations, members voted unanimously that Simon Green be appointed as Presiding Member. ● Nominations were called for the Deputy Presiding Member position. Louise Courtney and Lorraine Walker were nominated by Simon Green and seconded by Carolyn Myall. As there were no further nominations, all members voted unanimously that Louise Courtney and Lorraine Walker shall be appointed as co-Deputy Presiding Members. <p>Outcome: <i>RESOLUTION 2026/OP/001</i> <i>1. That Simon Green be appointed as Presiding Member of the RHS Board for 2026</i></p>	<i>Carried</i>																	

	<p>2. That Louise Courtney and Lorraine Walker be appointed as Deputy Presiding Member for the RHS Board for 2026.</p> <p>2. Discussion: 2026 Committee Membership Review</p> <p>Outcome: RESOLUTION 2026/OP/002 The Board agrees that the 2026 Finance and Property Committee will be composed of Carolyn Myall (Chair), Louise Courtney, Gert Hendriks, Megan McNay, Lorraine Walker and David Lowe (Business Manager). Moved: Presiding Member Seconded: All</p> <p>RESOLUTION 2026/OP/003 That the Board agrees that the 2026 Health, Safety and Wellbeing Committee be composed of Louise Courtney (Co-Chair), Lorraine Walker (Co-Chair), Emma Don and David Lowe (Business Manager) Moved: Presiding Member Seconded: All</p> <p>3. Discussion: Delegations</p> <p>Outcome: No changes were made to the delegations policy.</p> <p>4. Discussion: NZSBA Regional Executive The Board supported Louise Courtney if she chose to put her name forward for a nomination to the Regional Executive.</p>	<p><i>Carried</i></p> <p><i>Carried</i></p>
2.	MONITORING	
2.1	<p>Presentation - MoMac</p> <p>Discussion: RHS Website revamp</p> <p>The primary goal of the meeting was to gather Board input (as a focus group) on the current website's strengths and weaknesses, and expectations for the new website.</p> <ul style="list-style-type: none"> ● Big Idea Concept: Research suggests a strong desire for the school to feel inclusive. ● New Feature: Consideration of a student-led digital magazine section, separate from the main social media channels, to be featured on a page distinct from the homepage. <p>MoMac departed at 6:31 pm.</p>	
2.2	<p><u>Strategic Targets</u></p> <p>Nil</p>	
2.3	<p><u>Board KPI's</u></p> <p>Nil</p>	
2.4	<p><u>Finance & Property</u></p> <p>Discussion: F&P Meeting</p> <ul style="list-style-type: none"> ● Financial Reports: The provided reports are unaudited and subject to change. A profit of \$407 was reported (pending audit). Budgeted net surplus was \$80K. Interest was under budget. ● Next Steps: The Business Manager (BM) will conduct an Annual Operating Value (AOV) analysis once audited figures are solid. 	

	<ul style="list-style-type: none"> ● Budgeting Process (2026): Still in progress with minimal movement since the end of 2025. ● Roll Growth: The year has commenced with 60 more students than budgeted, which will positively impact the budget. ● 2025 Audit: Currently underway. <p>Outcome:</p> <p>RESOLUTION 2026/OP/004</p> <p><i>“That the Board authorises the Presiding Member and Principal to sign the Statement of Responsibility and Representation Letter for the 2025 Annual Accounts on the Board’s behalf when confirmation has been received that the audit has been completed”.</i></p> <p>Moved: Carolyn Myall Seconded: Bruce Kearney</p> <p>RESOLUTION 2026/OP/005</p> <p><i>That the Board approves for the 2026 Rangiora High School year all relievers 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>Moved: Carolyn Myall Seconded: Simon Green</p>	<p><i>Carried</i></p> <p><i>Carried</i></p>
2.5	<p><u>Health, Safety and Wellbeing</u></p> <p>Discussion: Report by HSW Chair</p> <p>There have been several staff and student accidents since the beginning of the school year. An update was provided on EOTC (Education Outside the Classroom) processes to align with EONZ (Education Outdoors New Zealand) standards and ensure safety.</p> <p>Outcome: Noted</p>	
2.6	<p><u>International</u></p> <p>Nil</p>	
2.7	<p><u>Creative Arts</u></p> <p>Nil</p>	
2.8	<p><u>Sports</u></p> <p>Nil</p>	
3.	<p>STRATEGIC DECISIONS</p>	
	<p>Discussion: Policies will remain open for feedback until the end of the term, at which point the Board will conduct a final review.</p> <p>Outcome: Noted</p>	
4.	<p>STRATEGIC DISCUSSIONS</p>	
4.1	<p><u>Principal’s report</u></p> <p>Discussion:</p> <p>1. Lighthouse Programme: The LHP currently has an enrolment of 49 students (3 out of zone). The MoE capped this at 25 a number of years ago. The school is meeting with the MoE to discuss becoming a fundholder school. A question was raised</p>	

regarding whether the LHP should be located entirely across the road where K&T blocks are located given the growing population. As enrolled students, the Lighthouse students are expected to wear the school uniform.

2. 2026 Annual Plan

- Final adjustments have been made to include success and what it looks like.
- Working on the Strategic Plan which is not required to be submitted to the MoE in 2026.
- **Attendance & Stepped Attendance Plan (SAP):**
 - The Government sets attendance targets which the school attempts to meet. There were 950 students who attended almost 90% of the time and 170 with chronic absence. Strategies are being considered for Year 12/13 students with chronic absence.
 - The current SAP system is not workable and the Pastoral Development Team (PDT) who are focusing on SAP will develop a reporting system.
 - The current SAP only triggers after 4.5 days of absence, missing students with lower daily percentages (e.g., 40% attendance) who don't accumulate enough half-days.
 - Attendance is downloaded fortnightly for follow-up by Kaitiaki and Kaiako.
- **Academic Performance (Guide Me):** Following two years of good pass rates, the focus is shifting to leavers' data. The school has met the Equity Index (EQI) pass rates for two consecutive years at all year levels, but is working to improve Merit/Excellence (M/E) results.

Outcome:

RESOLUTION 2026/OP/006

That the Board approves the 2026 Annual Plan

Moved: Bruce Kearney **Seconded:** Simon Green

3. Discussion: Truancy Officer (Board Funded): The Board-funded truancy officer worked with 8 students, resulting in a 25% attendance improvement, 50% decrease, and 25% no change. While 25% improvement is positive, the impact is limited. Due to the ineffectiveness of the position, the Board agreed that no further support for hiring an internal truancy officer will be provided until a clear plan, expectations, and role definition are established and the request for a review is closed.

- WEA (Whanua Engagement Advisor) - this role has been filled by three staff over three terms, leading to a lack of continuity for students.
- The possibility of pooling resources with other *kura* for a shared truancy officer was raised.
- The school has two years of ISP (InService Provision) funding but it will be hard to find a suitable candidate.

Carried

	<p>4. SOY (Start of Year) Powerpoint & Whakatakau: The SOY meeting was positive. Whakatakau focuses on teacher improvement.</p> <ul style="list-style-type: none"> ○ M/E Results: Shifting students from 'Good' to 'Great' via Merit/Excellence results is the final piece of the puzzle, following work on culture and inclusiveness. ○ A community survey indicated the school focused too much on students merely passing; this is now a focus area. Teachers are urged to reflect on their practice to drive the shift from good to great. <p><i>Outcome: The Principals report was received</i></p>	
5.	ADMINISTRATION	
5.1	<p><u>CONFIRMATION OF PREVIOUS MINUTES</u></p> <p><i>That the minutes of the meeting dated 26 November 2025 be accepted as a true and accurate record.</i></p> <p>Moved: Presiding Member Seconded: All</p>	<i>Carried</i>
5.2	<p><u>Matters Arising</u></p> <p>Discussion: Maori Akonga Voice update.</p> <p>Students identified as Māori will be invited to express interest in this position. Students will be reviewed, and parental approval obtained. This process will align with the timeline for the upcoming Whānau Hui. There are 15-20 students who are targeted, but there is an acknowledgement that convincing students to take on this role may prove challenging.</p> <p>Outcome: Noted.</p>	
5.3	<p><u>General Business</u></p> <p>Discussion:</p> <p>Outcome:</p>	
5.4	<p><u>Board Process</u></p> <p>Nil</p>	
5.5	<p><u>For Information</u></p> <p>Nil</p>	
5.6	<p><u>PD</u></p> <p>Nil</p>	
5.7	<p><u>Correspondence</u></p> <p>Correspondence regarding the location of toilets nearby was received. The Associate Principal will respond as this is a Health, Safety, and Wellbeing (HSW) issue.</p>	
5.8	<p><u>Action Items Update</u></p> <p>Reviewed.</p>	
6.	IN- COMMITTEE MEETING	
	Resolution	

	<p><i>“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.”</i></p> <p>Moved: Presiding Member</p> <p>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 7:44pm.</p>	<i>Carried</i>
Meeting Closure 7:44pm		
<p>Confirmed as a True and Correct record:</p> <p>_____</p> <p>Simon Green Presiding Member</p>		<p>_____</p> <p>Date</p>

ACTION TABLE:

Meeting Date	ACTION	Who	Date Due
2025			
25 June	The Principal will report back on the effectiveness of the board funded truancy officer.	KRB	Discussed. Principals report. CLOSED
3 September	Principal to follow up with EOTC coordinator to include missing persons procedure in EOTC policy	KRB/EMR	WIP
26 November	Karakia - Principal to obtain a sound recording and send to board	KRB	Shared. CLOSED
26 November	School Docs review - The Principal will respond to those whānau who reviewed the policies.	KRB	CLOSED
2026			