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

PRESENT

Simon Green	Presiding Member
Carolyn Myall	Parent Rep (online)
Louise Courtney	Parent Rep
Megan McNay	Parent Rep
Lorraine Walker	Parent rep
Gert Hendriks	Parent rep
Harry Parish	Student Rep
Emma Don	Staff Rep
Bruce Kearney	Principal
Remihana Emery	Associate Principal
David Lowe	Business Manager
Rowena McKinney	Board Secretary

APOLOGIES	Nil
DECLARATION OF INTEREST	Nil
SPEAKING RIGHTS	*"That speaking rights be granted to Remihana Emery (Associate Principal) and David Lowe, (Business Manager)* **Moved:** Presiding Member **Carried**

1.	**ADMINISTRATION**	**Action Point**
2.	**MONITORING**	
2.1	**Presentation -** 2026 Head students ***Discussion: 2026 Portfolios***	

	The overarching goals for the year are to establish clear targets and track progress. The group's guiding principle is: **"led by students, connected by community."** The vision is to strengthen connections for students and the kura, both internally and externally. **Community Engagement and Connections** • **NC Connect Project:** This initiative aims to reach out and connect with other North Canterbury (NC) schools, such as Oxford Area School (OAS), with the intent of building enduring relationships. • **Local Community Involvement:** The group is actively engaging with the wider NC community, continuing previous efforts like Poppy Day and connecting with Rymans. • **Future Strategy:** The plan is to establish connections that extend beyond the current year, focusing on small and achievable targets. • **New Idea for Connection:** A suggestion was raised to consider connecting with local businesses that employ students (e.g., New World, Pak n Save). **Communication Reach** • **Instagram:** The school's Instagram page has significantly grown its following, increasing from 600 in 2025 to over 1,000 followers. Content appealing to students receives high engagement, with some posts achieving over 30,000 views and high numbers of likes. • **School Network:** The group is involved with one school network encompassing surrounding Canterbury schools. *Head Students left 6:01pm*	
2.2	<u>**Strategic Targets**</u> • **PDT (Pastoral Development Team):** This team, modeled after a successful CDT, receives four hours of non-contact time to foster curiosity, investigate, and produce strategic reports. • **Guide Me Team (GMT):** This team is focusing on curriculum implementation and improving leavers' data. ○ **Leavers' Profile:** The current leavers' data is weak, but the school aims for an achievable 80% pass rate across all NCEA levels, which would be an improvement on the current Level 3 results. The Board needs to review how Learning Leaders (LoL) are addressing the poor Merit/Excellence (M/E) results. **Wellbeing and Attendance:** • Attendance is the main focus this year, a shift resulting from last year's restructuring of the SLT focus areas. • The current attendance rate is not at the desired level and is lower than the previous year, though term-end whānau conversations are showing improvement. • For students at the end of the school's internal support process (attendance plans, whānau hui), the next step is non-enrolment where Tuahiwi Education Limited (TEL) picks up students with chronic absence. • The school has advertised for an Attendance Case Officer. This role will manage	

	the MoE-established Case Management System (CMS) platform, which is being rolled out across all schools, and will focus on students just below the chronic absence threshold. **Student Attendance Programme (SAP) Rollout:** • The school is rolling out the government's SAP and trialing it in two houses first to identify and refine the process before full implementation across all six houses. • The school found that using SAP's colour-coded system, which is based on half-day absences, is inaccurate. Therefore, they are focusing on percentage attendance rates as well. • Quick data entry into SAP is crucial due to the rapid change in student figures. • Students with chronic absence are identified and connected with internal or external support agencies. • SAP data resets each term ("clean slate"), but the school's internal support continues based on its own internal data. • The school is collaborating with other schools to automate the SAP process. ***Outcome: Noted***	
2.3	**<u>Board KPI's</u>** ***Discussion: Attendance*** The school has set a single, challenging strategic KPI. To show movement towards better attendance for chronically absent students. When the ERO (Education Review Office) visits, they will compare the current term's attendance rate with previous years, focusing on movement toward better attendance for chronically absent students, rather than a fixed 80% target. ***Outcome: Noted***	
2.4	**<u>Finance & Property</u>** ***Discussion:*** F&P Meeting 1. The primary focus was the 2026 budget. This involved thorough discussions, with a critical factor being the March roll return, which necessitated an adjustment to grant income. Aside from this, only minor changes were made, as the initial assumptions presented proved accurate. The budget recommends a surplus of $217,364 for reporting purposes. ***Outcome: Resolution - OP/2026/007*** *That the final budget as presented for the 2026 school year be adopted* ***Moved:*** *Carolyn Myall* ***Seconded:*** *Louise Courtney* 2. The annual audit is currently in progress. 3. Sports funding submission for basketball: it was decided not to support the backstop request. Any subsequent requirements will be presented to the Board for a decision.	*Carried OP/2026/007*
2.5	**<u>Health, Safety and Wellbeing</u>** **Nil**	
2.6	**<u>International</u>** ***Discussion: International Student Management and Enrolment Update*** • Work on the recommendations outlined in the SIEBA report is ongoing.	

	• Projections indicate that the Full-Time Equivalent (FTTE) figure for this year is expected to reach 50, based on both confirmed and unconfirmed enrolment numbers. • The current marketing plan focuses on maintaining engagement with key Asian markets, primarily Japan, and then expanding outreach to Europe. This outreach will be conducted by the International Director along with the Principal or the Associate Principal.	
2.7	<u>**Creative Arts**</u> Polyfest - 63 students performed which is an increase from 2025.	
2.8	<u>**Sports**</u> *Taken as read*	
3.	**STRATEGIC DECISIONS**	
	Discussion: Policies ***Outcome: Resolution OP/2026/008*** *That the Board rolls over and adopts the policies as presented by Schooldocs without change* ***Moved:*** *Simon Green* ***Seconded:*** *Emma Don*	*Carried* *OP/2026/008*
4.	**STRATEGIC DISCUSSIONS**	
4.1	<u>**Principal's report**</u> ***Discussion: Data analysis for AoV 2025*** • **Overall School Performance:** A review was conducted on how the school performed in 2025. • **Attendance:** Attendance was generally good, with the exception of Term 3, which was noted as a pattern observed across all schools. • **Leavers Data:** Teachers are being asked to analyse the leavers data to identify areas for improving their teaching practice. • **Improvement Focus:** Positive progress has been made, clearly highlighting areas needing improvement, specifically in Teaching & Learning (T&L) practice. • **Strategic Planning:** The Annual Targets are in place, but there is a recognised need to refresh the Strategic Plan, which has become stagnant. ***Outcome: Resolution OP/2026/009*** *That the Board approves in principle the 2025 Statement of Variance.* ***Moved:*** *Bruce Kearney* ***Seconded:*** *Louise Courtney* ***Outcome:*** *The Principals report was received*	*Carried* *OP/2026/009*
5.	**ADMINISTRATION**	
5.1	<u>**CONFIRMATION OF PREVIOUS MINUTES**</u> *That the minutes of the meeting dated 18 February 2026 be accepted as a true and accurate record.* ***Moved:*** *Gert Hendriks* ***Seconded:*** *Megan McNay*	*Carried*

5.2	**<u>Matters Arising</u>** ***Nil***	
5.3	**<u>General Business</u>** ***Discussion: Gift Policy clarification : Fuel Vouchers*** The Board clarified the gift policy concerning the use of vouchers. ● **Fuel Vouchers:** Fuel vouchers are permissible as a gift or reimbursement alternative, particularly for individuals who have incurred travel costs and are not receiving a salary, wage, or standard reimbursement via documentation. ● **Other Cards:** No other types of gift cards or vouchers are permitted. Fuel vouchers are the sole exception.	
5.4	**<u>Board Process</u>** Nil	
5.5	**<u>For Information</u>** 1. Annual Conference - Add Carolyn Myall to the attendees. 2. Term 1 Newsletter - Lorraine to complete the Board article	
5.6	**<u>PD</u>** ***Discussion: Principals appraisal.*** That Board agreed that every 3 years a 360 appraisal should occur. The next 360 is in 2027. ***Outcome:*** *Noted*	
5.7	**<u>Correspondence</u>** Nil	
5.8	**<u>Action Items Update</u>** Nil	
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:** Presiding Member Following the conclusion of the In-Committee section of the meeting the public were readmitted at 7:05pm.	*Carried*
Meeting Closure 7:41pm		
Confirmed as a True and Correct record: Simon Green **Presiding Member**	11/5/26 Date	

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			