



**RANGIORA HIGH SCHOOL**  
**MINUTES OF THE OPEN BOARD MEETING**  
Wednesday 21 June 2023 at 7.00pm

<b>PRESENT</b>	<table border="1"><tr><td>Simon Green (arrived 7.30pm)</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>Paul Donnelly (left 8.20pm)</td><td>Associate Principal</td></tr><tr><td>Gillian Koster</td><td>Staff Rep</td></tr><tr><td>Stephanie Wood</td><td>CES (Minute taker)</td></tr></table>	Simon Green (arrived 7.30pm)	Presiding member	Bruce Kearney	Principal	Ben Prain	Parent Rep	Amber Patterson	Student Rep	Andrew Hodgkinson	Parent Rep	Megan McNay	Parent Rep	Paul Donnelly (left 8.20pm)	Associate Principal	Gillian Koster	Staff Rep	Stephanie Wood	CES (Minute taker)
Simon Green (arrived 7.30pm)	Presiding member																		
Bruce Kearney	Principal																		
Ben Prain	Parent Rep																		
Amber Patterson	Student Rep																		
Andrew Hodgkinson	Parent Rep																		
Megan McNay	Parent Rep																		
Paul Donnelly (left 8.20pm)	Associate Principal																		
Gillian Koster	Staff Rep																		
Stephanie Wood	CES (Minute taker)																		
<b>APOLOGIES</b>	Darryn Ward and Louise Courtney																		
<b>DECLARATION OF INTEREST</b>	Nil																		
<b>SPEAKING RIGHTS</b>	<i>That speaking rights be granted to the following:</i> Paul Donnelly <b>Moved:</b> Presiding Member <b>Carried</b>																		
<b>1. ADMINISTRATION</b>																			
	Stephanie Wood was introduced as the new minute taker and the board gave brief introductions.																		
<b>2. MONITORING</b>	<b>Action</b>																		
<b>2.1</b>	Nil																		
<b>2.2</b>	<u>Strategic Targets</u> <u>Culture</u>																		

	<ul style="list-style-type: none"> <li>● Enhancing school culture has been time consuming for the SLT at present.</li> <li>● The school has received several complaints around some of our sports teams, parent coaches and side-line spectators. The school is working through this now, with good results starting to show through some sports. It is important that all sports behaviour align with the values of the school.</li> <li>● The Board agreed that shifting culture is not a quick process and would normally take approximately three years to turn around. Further the school is not alone in experiencing this, with kindness hard to find in New Zealand at the moment.</li> <li>● Five Seconds of Bravery is an innovative new programme currently running in the school. Year 13 leaders have a presentation on this and then contracts will be handed out. The programme encourages students to step up and look after the school by addressing inappropriate behaviour within a few seconds.</li> </ul> <p><u>Curriculum &amp; Learning</u></p> <ul style="list-style-type: none"> <li>● The school is still in the process of reviewing the curriculum and learning with the Deputy Principals responsible for these portfolios reporting to the Board at its next meeting.</li> <li>● The current technology curriculum has been reviewed. <ul style="list-style-type: none"> <li>○ Automotive will be removed in 2024.</li> <li>○ Focus will be on fabrications and building (Courses being created at the moment).</li> <li>○ Woodwork and metal work will have a two-year course for year 11 and 12. Year 13 pathway will move to Ara.</li> </ul> </li> </ul> <p><u>Wellbeing</u></p> <ul style="list-style-type: none"> <li>● This portfolio has taken up considerable time this year.</li> <li>● Behaviour concerns are still evident</li> <li>● 2024 will have a major focus on pastoral care with the school trying to create a more consistent attitude to behaviour.</li> <li>● There have been 22 stand downs, 7 suspensions and 2 exclusions. This amount is unacceptable.</li> </ul>	
2.3	<p><u>KPI</u></p> <ul style="list-style-type: none"> <li>● The Board expressed concerns about PPTA enforced student rostering impacts due to the change in semesters.</li> <li>● There is a trend showing in the Year 13 cohort, with students only attending school when they feel like it. The board discussed attendance and how this is impacting the culture in the school.</li> <li>● The Board was advised that the school will be further exploring how it can support top students in obtaining endorsements and being provided with further opportunities.</li> </ul> <p><i>The report was read and received.</i></p>	
2.4	<p><u>Finance &amp; Property Report</u></p> <p><i>The report was read and received.</i></p>	
2.5	<p><u>H&amp;S Report</u></p> <p><i>The report was received.</i></p>	

	<p>The Board discussed their concerns and the risks associated with school EOTC trips which is currently being addressed in the revision of current EOTC Procedures. The Board agreed that the school's accident and incident register shall be presented at each Board meeting</p> <p><b>ACTION POINT - Bruce to follow up accidents register and ensure this is presented in every board meeting.</b></p>	AP010/ KRB
2.6	<p><u>Cultural Report</u></p> <p><i>The report was read and received.</i></p>	
2.7	<p><u>Sports Report</u></p> <p><i>The report was read and received.</i></p> <p>The board noted that the Netball, Rugby, Basketball reports were incomplete.</p> <ul style="list-style-type: none"> <li>With a shortage of transport for sporting events the board has offered to provide assistance, if required. The Principal will investigate the mini bus use to ensure there are no system issues and come back to the board if support is required.</li> </ul> <p><b>ACTION POINT - Bruce to investigate mini bus usage to ensure that sports teams are not missing out, and report back to the board.</b></p>	AP012/ KRB
2.8	<p><u>International Report</u></p> <p><i>The report was read and received.</i></p> <p>The Board were informed that there were two reasons that an international student may leave before the end of their enrolment – homesickness or if the student breaks the rules and gets returned. It is very uncommon that the host families are the reason. The schools homestay vetting and placement processes are extensive.</p>	
2.9	<p><u>Uniforms</u></p> <p>The Board agreed that updating the school's logo is being driven by the Board and can be a three to four year journey. The next step is to connect with the community to determine if there is an appetite to change the logo. The board discussed the consultation process.</p>	
<b>3.</b>	<b>STRATEGIC DECISIONS</b>	
	<p><i>RESOLUTION 2023/OPEN/013</i></p> <ul style="list-style-type: none"> <li><i>Board Policies and Responsibilities Policy – amend to read “by the end of the year”.</i></li> <li><i>Disciplinary Process in Relation to the Principal Policy – remains the same.</i></li> <li><i>Relationship between Presiding Member and Principal Policy – remains the same.</i></li> </ul> <p><i>That the board approves the above policies, with amended changes as discussed.</i></p> <p><b>Moved:</b> <i>Presiding Member</i>                      <b>Carried</b></p> <ul style="list-style-type: none"> <li>Curriculum Policy – under review currently</li> <li>Board training on cultural responsiveness will be held on 12 July 6pm. The purpose of this training is to look at the suspension process.</li> </ul>	

4.	<b>STRATEGIC DISCUSSIONS</b>	
	<p><u>Principals report</u></p> <ul style="list-style-type: none"> <li>MoE have visited the school to check on media comments on the rumoured cat litter being used in the school toilets due to the number of furries the school has enrolled. Mr Kearney assured the board that there is no cat litter in the school toilets.</li> <li>The new timetable structure is looking good, with 55-minute periods working well.</li> <li>Te Reo Maori is not yet compulsory in Year Nine. A good cultural narrative is needed to support this.</li> <li>The Principal's Coffee &amp; Cake nights at contributing schools have occurred over the last three weeks. This is great marketing for the school, and positive feedback has been received.</li> </ul> <p><i>That the Principals' Report is accepted.</i></p> <p><b>Moved:</b> Bruce Kearney.    <b>Second:</b> Amber Pattison                      <b>Carried</b></p>	
5.	<b>NEXT AGENDA</b>	
	Noted	
6.	<b>ADMINISTRATION</b>	
	<p><u>Confirmation of Minutes</u></p> <p><i>That the minutes of the meeting dated 17 May 2023 be accepted as a true and accurate record.</i></p> <p><b>Moved:</b> Presiding Member</p>	<b>Carried</b>
	<p><u>Matters Arising</u></p> <p>Nil</p>	
	<p><u>General Business</u></p> <p><b>Camp Review</b> - The Board agreed to keep the camp in place at this stage with overnight camps continuing for Year 9 ākongā in the current format.</p> <p><i>RESOLUTION 2023/OP/14</i></p> <p><i>That the Board agreed to keep Year 9 camps as an overnight experience and in the current format.</i></p> <p><b>Moved:</b> Presiding Member</p> <p>The Board agreed that due to the substantial costs of the camp at its current location, the Principal will review other venues to determine if they offer the same experience but at a lower cost.</p> <p><b>ACTION POINT - Bruce to review other camp proposal submissions and report to the Board</b></p>	<b>Carried</b>          <b>AP013/ KRB</b>

	<p><b>Appointment of the Returning Officer</b></p> <p>RESOLUTION 2023/OP/015  <i>That the Board appoints Val Andersen as the Returning officer for the 2023 RHS Student Elections</i>  <b>Moved:</b> Simon Green.      <b>Second:</b> Ben Prain</p> <p><b>Permission to search</b></p> <p>RESOLUTION 2023/OP/016  <i>That the Board approves Paula McDonald and Haidee Tiffen to act with authority to conduct searches</i>  <b>Moved:</b> Ben Prain      <b>Second:</b> Megan McNay</p> <p><b>Board Communication</b> - The Board agreed that the following members would contribute to the school newsletter - Term 2 Megan, Term 3 - Louise, Term 4 - Ben</p> <p><b>Principals' well-being support</b> – The Board understands the Principal has been provided with \$6,000 per annum for wellbeing, coaching and ongoing training. Currently only \$2000 has been spent and the Board agreed for the Principal to roll over the balance into 2024 which will then go towards the costs of his 2024 Term 3 sabbatical leave. The Board requested the Principal to be mindful of his well being and potential burn out for the remainder of 2023.</p>	<p><i>Carried</i></p> <p><i>Carried</i></p>
--	---	---

6.4	<p><u>Board Process requirements</u>  TOR - Suspensions Committee</p> <p>RESOLUTION 2023/OP/017  <i>That the Board approves the change in the TOR Suspension Committee quorum from 3 members to 2 members</i>  <b>Moved:</b> Bruce Kearney      <b>Second:</b> Megan McNay</p>	<p><i>Carried</i></p>
6.5	<p><u>For Information</u></p> <ul style="list-style-type: none"> <li>There is a Kahui Board meeting on Wednesday 9<sup>th</sup> August at pm at Te Matauru. All board members are welcome and should get a lot of benefit from this meeting.</li> </ul> <p><b>ACTION POINT - Bruce to send calendar invites to board for the Kahui BOT meeting</b></p> <ul style="list-style-type: none"> <li>Noted - The Board updated their CoC earlier in the year when the MoE version was in draft form.</li> </ul>	<p>AP014/KRB</p>
6.6	<p><u>PD</u>  Board members were encouraged to participate in board training. Currently training from NZSTA on the Role of the Parent Representative is available.</p>	
6.6	<p><u>Correspondence</u>  A member of the public has been provided with the general meeting minutes but not the Public Excluded minutes.</p>	
6.7	<p><u>Action Items Update</u>  Please see below in the actions table.</p>	

<b>7.</b>	<b>IN- COMMITTEE MEETING</b>	
	<p><b>Resolution</b></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 <a href="#">section 48(1)(a)</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 at 8.21pm”.</i></p> <p><b>Moved:</b> Presiding Member</p> <p>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 8.48pm.</p>	<b>Carried</b>
<b>Meeting Closure 8.55pm.</b>		
<p><b>Confirmed as a True and Correct record:</b></p> <p>_____</p> <p>Simon Green <b>RHS Board presiding member</b></p>		<p>_____</p> <p>Date</p>

**ACTION TABLE:**

Meeting Date	No	ACTION	Who	Date Due
<b>2022</b>				
14 Dec	cfd	Suspension Process review to be conducted with TOR Suspension Committee in T1W4 2023	BOARD	Meeting set with Nicole from Ngāi Tūāhuriri
<b>2023</b>				
22 February	AP002	Send invite to Board members re: suspension process	MKR	WIP (after 14/12/22 actioned)
5 April	AP004	Increase of visibility for RHS events calendar for Community/Board Members	MKR	WIP
5 April	cfd	Te Mātaiaho – The board is upskilling in this area in the next board meeting. Bruce will organise this.	BK	Next meeting
5 April	AP006	KRB to investigate hiring staff to call ex-students to see how many are studying, or in employment – This task will now sit with the newly appointed truancy officer.	KRB	Completed 21 June
17 May	AP008	Simon and Louise to follow up on Ms Abraham’s letters to the Board	SG/LC	Next meeting

17 May	AP009	Simon to refer the staff to the section of the RHS Staff Handbook relating to mobile phone guidelines	SG	Completed – Simon emailed Richard Smith and Susan McAlister
21 June	AP010	Bruce to follow up accidents register and ensure this is presented in every board meeting.	BK	
21 June	AP011	Simon to write to Marlene, Jack, and Izzy on behalf of the board.	SG	
21 June	AP012	Bruce to investigate mini bus usage to ensure that sports teams are not missing out, and report back to the board.	BK	
21 June	AP013	Bruce to send calendar invites to board for the Kahui BOT meeting	BK	