



RANGIORA HIGH SCHOOL
MINUTES OF THE OPEN BOARD MEETING
 Wednesday 22 February 2023 at 6.00pm

PRESENT	<table border="1"> <tr><td>Simon Green</td><td>Presiding member (online)</td></tr> <tr><td>Bruce Kearney</td><td>Principal</td></tr> <tr><td>Gillian Koster</td><td>Staff Rep</td></tr> <tr><td>Ben Prain</td><td>Parent Rep</td></tr> <tr><td>Andrew Hodgkinson</td><td>Parent Rep</td></tr> <tr><td>Megan McNay</td><td>Parent Rep (online)</td></tr> <tr><td>Louise Courtney</td><td>Parent Rep</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 (online)	Bruce Kearney	Principal	Gillian Koster	Staff Rep	Ben Prain	Parent Rep	Andrew Hodgkinson	Parent Rep	Megan McNay	Parent Rep (online)	Louise Courtney	Parent Rep	Darryn Ward	Parent Rep	Paul Donnelly	Associate Principal	Rowena McKinney	Board Secretary
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Rowena McKinney	Board Secretary																				
APOLOGIES	Amber Patterson																				
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																				
	<p>The Principal assumed the Chair during the appointment of the new Presiding Member and Deputy Presiding Member.</p> <p>Nominations received were : Simon Green nominated by Ben Prain. Carried: All</p> <p>Nominations received for Deputy Presiding member were: Ben Prain nominated by Andrew Hodgkinson, Megan McNay nominated by Ben Prain. Both Megan and Ben were voted to act as Deputy Presiding Member. Carried: All</p> <p>Resolution 2023/OP/001</p> <p><i>1. That Simon Green be appointed as Presiding Member of the RHS Board for 2023</i></p>																				

	<p>2. That Ben Prain and Megan McNay be appointed as Deputy Presiding Member for the RHS Board for 2023</p> <p><i>until the first full meeting in 2024.</i></p>	Carried
2.	MONITORING	Action Points
2.1	<p><u>Meet & Greet</u></p> <p>Grace Paku [Kaiako Māori/Whānau Liaison]. The Board agreed that support was required to help Grace and Kezia in their educational pathway journeys during their tenure at RHS.</p> <p><i>Grace Paku departed the meeting at 6:10pm</i></p> <p><i>Simon Green joined the meeting at 6:14pm via Google meet.</i></p> <p>Rebecca McLean [Director of Performing Arts] discussed her vision for this new position, including stakeholder engagement, building social media presence and raising the profile of Creative Arts (Drama, Kapa Haka, Dance, Visual Arts) within the community and contributing schools. No current resourcing support was needed from the Board.</p> <p><i>Louise Courtney joined the meeting at 6:25pm.</i></p> <p><i>Rebecca McLean departed at 6:34pm</i></p>	
2.2	<p><u>Annual Target Reports</u></p> <p>The Board noted the School Strategic Leadership Team will report on areas of their portfolio linked to the Strategic Plan 2023-2025.</p> <p><i>These reports were taken as read and received.</i></p>	
2.3	<p><u>KPI's</u></p> <p>The Board agreed that the two key performance indicators for 2023 are</p> <ol style="list-style-type: none"> 1. Achievement 2. Attendance 	
2.4	<p><u>Finance & Property Report</u></p> <p><i>The report was received</i></p>	
3.	STRATEGIC DECISIONS	
	Nil.	
4.	STRATEGIC DISCUSSIONS	
	<p><u>Principals Report</u></p> <p>The Board agreed that Year 8 enrolment data highlighted the low numbers of students enrolling from contributing schools and discussed the low visibility of RHS at these schools as a potential factor.</p> <p>The Board noted that for audit purposes, an annual resolution was required for the schools banked staffing.</p> <p><i>Resolution 2023/OP/002</i></p>	

	<p><i>“For the 2023 Rangiora High School school year, all relievers will 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: Ben Prain Seconded: Andrew Hodgkinson</p> <p>Impact Ed - an external consultant - is currently reviewing Ako, Wānanga, Semesterisation and Rakahuri. Feedback to date included 750 students, 90 staff and 150 parents. Results from the survey are expected around Week 9 (Term 1). Further feedback to the Board to be provided.</p> <p><i>The Board moved In-Committee at 7:03pm and returned to the Open Committee at 7:06pm.</i></p> <p><i>The Principal’s report was received.</i></p>	Carried
5.	NEXT AGENDA	
	Noted	
6.	ADMINISTRATION	
6.1	<p><u>Confirmation of Minutes</u></p> <p><i>That the minutes of the meeting dated 15 December 2022 be accepted as a true and accurate record.</i></p> <p>Moved: Louise Courtney Seconded: Gillian Koster</p>	Carried
6.2	<p><u>Matters Arising</u></p> <ol style="list-style-type: none"> Enrolment Zone - The Principal advised no further information had been received from the MoE in relation to the amended enrolment zone. It was noted that Kaiapoi High School were happy with the school's stance. <p><i>Action point: KRB to follow up with the MoE to ascertain the final position on the school enrolment zone.</i></p> <ol style="list-style-type: none"> AP006 - The Board moved In-Committee at 7:30pm. The Board returned to the Open Committee at 7:34pm. AP013 - The Board reviewed Mr Newsham-Wests vision and agreed the next steps involved building strategies and connecting with stakeholders i.e. Lincoln University and the local community. 	AP001 KRB
6.3	<p><u>General Business</u></p> <ol style="list-style-type: none"> The Board discussed the expectations of each parent member in their role as a board member. The 2022 Conflict of Interest register was reviewed. Those members with a change to their declaration have completed a new declaration. The Board agreed to continue its communication through the school newsletter each term. The Board agreed that the 2023 Departmental Review would be held on Monday 15 May and Wednesday 17 May. This will take the place of the Term 4 meeting. The format would be 30 mins for each Department focusing on Year 11 2022 results. 	
6.4	<p><u>Board Process requirements</u></p> <p>The Board agreed that several members would meet to discuss current suspension processes. A suspension fact sheet will be sent to members to further their knowledge.</p> <p><i>Action point: MKR to send an invite to Board members.</i></p>	AP002 MKR

6.5	<p><u>For Information</u></p> <p>Puketeraki Invite sent to members.</p> <p>AP016 - Head Students will meet the Board for Week 9</p> <p>The Board noted that ERO will be at the school on Wednesday 15 March. Feedback to the Board will be provided.</p>	
6.6	<p><u>Correspondence</u></p> <p>Noted.</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> <p>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 7:54pm.</p>	Carried
Meeting Closure 7:55pm		
Confirmed as a True and Correct record:		
<p>_____</p> <p>Simon Green</p> <p>RHS Board presiding member</p>		<p>_____</p> <p>Date</p>

ACTION TABLE:

Meeting Date	No	ACTION	Responsibility	Date Due
2022				
25 May	AP006	KRB/BRG to prepare a business plan to present to the Board re: multipurpose space	KRB	COMPLETE REMOVE
21 Sep	AP013	To provide a timeframe and expectation regarding NWD’s 2023 position	KRB	COMPLETE REMOVE
21 Nov	AP014	Board to determine 3 key areas of focus for 2023	BOARD	COMPLETE REMOVE
21 Nov	AP015	Commence cultural report to the Board	DNP	T1 W9

21 Nov	AP016	Head students to meet with Board and discuss their plan for 2023	KRB	T1 Wk 9
14 Dec	cfđ	Suspension Process review to be conducted with TOR Suspension Committee in T1W4 2023	BOARD	WIP
14 Dec	cfđ	Board effectiveness review	BOARD	Ongoing
14 Dec	AP020	Review of budget after Term 1 2023	BOARD	T2 W4
14 Dec	AP021	KRB to follow up on leavers data stats primarily the unknowns.	KRB	WIP
2023				
22 February	AP001	follow up with the MoE in ascertaining the final position on the school enrolment zone.	KRB	WIP
22 February	AP002	Send invite to Board members re: suspension process	MKR	WIP