



RANGIORA HIGH SCHOOL
MINUTES OF THE BOARD OF TRUSTEES MEETING
 Wednesday 22 September 2021 at 6.00pm
 in the Strachan Room

Present	Simon Green Presiding Member Karen Stewart Principal Gillian Koster Staff Trustee Hannah Lord Student Trustee Darryn Ward Trustee Ben Prain Trustee	
In Attendance	Paul Donnelly (Associate Principal), David Lowe, (Business Manager), Rowena McKinney (Board Secretary). Jill Searle (Head of Health & PE) and Robyn McGrath (Curriculum Leader, Food) for Agenda item 4.	
1.	Apologies	Action Points
	Andrew Hodgkinson	
2.	Conflicts of Interest and Register	
	Refer to Closed Agenda	
3.	Speaking Rights	
	<i>“That speaking rights be granted to Paul Donnelly, (Associate Principal), and David Lowe, (Business Manager)”</i> . Moved: Presiding Member; Carried	
4.	Briefings	
	<p><u>Health & PE</u></p> <p>Jill Searle and Robyn McGrath spoke about their faculty presentation to the Board. Jill Searles noted that Health and PE was the largest faculty, with a high number of staff having other leadership positions e.g. Pastoral leaders, SCT... . The Faculty offers practical courses which means that Health & Safety is a focus. Faculty goals include the development of the Junior programme and the development of a disposition assessment programme. The next steps for the faculty included the NCEA review and the exploration of further opportunities to develop the local curriculum. The faculty has a number of community links and connections such as PE students coaching cricket at Rangiora Borough School. The faculty has identified a number of processes to continue moving forward such as involvement in the Assessment for Learning PLD project and developing students’ reflective thinking.</p> <p>The Board and the Principal acknowledged the work and effort of the faculty and thanked Jill Searle and Robyn McGrath for their leadership and presentation.</p>	

5.	Strategic Discussions and Decisions	
5.1	<p><u>MĀORI ARTE REPORT</u></p> <p>Karen Stewart indicated that she will represent this report at the next meeting after Rongohia Te Hau. Karen Stewart informed the members that the board should receive a report annually on Māori achievement and retention.</p> <p>In relation to the report presented, a number points of note were:</p> <ul style="list-style-type: none"> ● The highest number of students are Nga Tahu. Currently 30 iwi are represented. ● Te Reo and Kapa Haka are taught across all year levels. ● In 2021, ākonga competed representing RHS at the regional Kapa Haka festival. ● NZQA will be interviewing staff in Term four, as the school has been identified as making a significant difference to Māori ākonga NCEA results. ● Issues being tracked and worked on include attendance rates, and retention. ● Additional PLD funding as part of the Assessment for Learning project has been received. ● Paula McDonald is working on a staff reflection sheet in relation to staff adoption of Te Reo <p>The Board acknowledges the positive work of the kaiako and kaiarahi Māori.</p> <p>As Rongohia Te Hau is in process, Karen Stewart will report on this at the next board meeting.</p>	
5.2	<p><u>ERO VISIT</u></p> <p>The Board noted that a visit by John Boereboom will occur from the 26-29 October. Prior to this meeting the Principal and Board will participate in an online information meeting on Wednesday 29 September.</p> <p><i>The meeting moved In-Committee at 6:45pm.</i></p> <p><i>The meeting moved to Open at 6.47pm</i></p>	
6.	Administration	
6.1	<p><u>CONFIRMATION OF PREVIOUS MINUTES</u></p> <p><i>The Presiding Member moved that the minutes of the meeting dated 18 August 2021 be accepted as a true and accurate record.</i></p> <p>MOVED: Presiding Member SECONDED: ALL CARRIED</p>	
6.2	<p><u>MATTERS ARISING</u></p> <p>The request from the sports office to apply for funding from Pub Charity for the Senior Girls Touch team has been deferred until all due processes have been completed. The Board supports the request however in order to be transparent and accountable, they noted that any request for funding to the Board should be accompanied by a completed application.</p> <p>Karen Stewart will liaise with Leigh Bolton to discuss this.</p>	
6.3	<p><u>GENERAL BUSINESS</u></p>	

	<ol style="list-style-type: none"> 1. Board page for School Magazine is due next term - noted. 2. The Board agreed that Simon Green, Darryn Ward and Ben Prain will attend the Sports and Cultural prizegiving; Ben Prain, Wayne Bonnett and Simon Green will attend the Yr 11-12 Prizegiving; Simon Green and Wayne Bonnett to attend the Year 13 Graduation and Darryn Ward to attend the Yr 9-10 Prizegiving. The date of the staff farewell was noted at this stage. 3. The term dates for 2022 are still in draft form and this version is for the Boards information. 	
6.4	<p><u>F&P COMMITTEE REPORT</u></p> <p>Wayne Bonnett spoke to this, noting that David Lowe has commenced the 2022 budget consultations. While the 2021 budget continues to remain a deficit budget expenditure is currently under budget for the month.</p>	
6.5	<p><u>UNIFORM & BRANDING COMMITTEE REPORT</u></p> <p>Simon Green stated that as a result of this meeting, the Committee has divided into 3 subgroups - Uniform Policy Review group, Uniform Requirements Review Group and Visual Identity Branding group. Simon Green noted that the first two groups have separate purposes with the first group making a submission to the Board and Community to review the Uniform policy (including areas such as hair colour and facial hair) whilst the Uniform Requirements Review Group will be looking at the practicalities of the current RHS uniform.</p>	
6.6	<p><u>ARTE & CURRICULUM REPORT</u></p> <p>The report was read and received.</p>	
6.7	<p><u>NAMING OF ANGUS STUD</u></p> <p>Gillian Koster spoke to the document detailing how the school was gifted, from Philip and Kay Worthington (Woolstone Stud), 12 rising Lowline Angus heifers. This gift is for the school to start their own Lowline Angus stud and is envisaged that the stud will connect into curriculum areas such as Land Based studies and Biology. Di Collier-Robinson (Mana Whenua Education Facilitator Mātauraka Mahaanui) provided two options in naming the stud for registration.</p> <p>The Board agreed to the recommendation that the stud be named <i>RHS-Whakatipu Stud</i>.</p>	
7.	Monitoring	
7.1	<p><u>PRINCIPALS REPORT T3 Wk9</u></p> <p><i>The report was taken as read and received.</i></p> <p>MOVED: Karen Stewart SECOND: Presiding Member CARRIED</p>	
7.2	<p><u>FINANCE REPORTS - AUGUST 2021</u></p> <p><i>It was agreed that these reports be received.</i></p> <p>MOVED: Presiding Member CARRIED - ALL</p>	
7.3	<u>INTERNATIONAL DEPARTMENT REPORT T 3</u>	

	<p>Karen Stewart noted that only one international student will be returning in 2022 and the current students pastoral care components were being met by the International Director. Ms Stewart asked the Board to acknowledge the work the International Director invests in her students, most recently spending a large amount of time - during lockdown - in ensuring the safe departure of a student to Japan. Report was received</p>	
7.4	<p><u>PRIVACY REPORT</u></p> <p>Karen Stewart spoke to the report and noted that the Board must ensure that they are familiar with the information privacy principles of the Privacy Act and that there are policies and procedures in place to ensure personal information is collected, stored, used and disclosed in accordance with those principles. The school has received a total of four Official Information Act requests, to date this year.</p> <p>The report was received</p>	
7.5	<p><u>ANALYSIS OF VARIANCE TERM 3</u></p> <p>The report was taken as read and received</p>	
7.6	<p><u>DRAFT COMMUNICATION PLAN</u></p> <p>Karen Stewart has been working with Chris Quigley (Deputy Principal) over the last 18 months on the creation of this plan. It was noted that this plan was currently still in draft form and will become an operation plan for the Board's information. The Board noted the plan did not provide a proactive strategy, the communication theme should cover all types of communication and asked whether the student created contents such as Twitter was being covered.</p> <p>The Board thanked Karen Stewarty and Chris Quigley for the work they have invested in the plan.</p>	
8.	Policies	
	There were no policies that were due for review.	
9.	BOT PLD	
	<p>The Presiding Member requested all Board members to complete the reissued IET survey and noted that members were completing the School Property Management Online Module.</p> <p>The Board will track the NZSTA Curriculum PLD but suggested the training was relevant for the ARTE & Curriculum committee members.</p>	
10.	For Information Items	
	<ol style="list-style-type: none"> 1. Roll Return 1 September - Noted 2. Leavers Analysis Provision - Noted 3. Student Elections - Noted 	
11.	Correspondence	
	The Board noted all correspondence received.	

12.	Action Notes	
	<p>Paul Donnelly spoke to Action Point 284, informing the Board that contact was made with schools and Health Boards within the local region and also nationally. As a result, he determined that a school's alcohol policy was dependent on its location and the community makeup. The Board agreed that further investigation into this was warranted as well as the legal requirements and current council guidelines.</p> <p>Action - Paul Donnelly will provide a draft framework to the 10 November meeting</p>	AP 285
13.	In- Committee Meeting	
	<p>Resolution</p> <p><i>“That the public be excluded from this meeting for the consideration of Agenda Items 2, 4, 5, 6, 7, 8, 9 and 10 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 Carried</p> <p>Following the conclusion of the In-Committee section of the meeting the public were readmitted at 8:57pm.</p>	
Meeting Closure 9:00pm		
Date of Next Meeting - 10 November 2021 at 6pm		
<p>Confirmed as a True and Correct record:</p> <p>_____</p> <p>Simon Green, Presiding Member</p> <p>Date: 10 November 2021</p>		

ACTION TABLE:

Meeting Date	No	ACTION	Responsibility	Date Due
20 May 2020	AP201	Communications Plan Review -	STK CQ	WIP
	AP225	Business case to BOT on app for student self-monitoring	SLT	TBC 2021

	AP248	Bridge Programme Reporting Template to ARTE Cttee	ARTE	WIP
3 March 2021	AP254	Replacement BOT member co-option	SG	Ongoing
	AP259	Uniform Branding Cttee Student representation	MMJ	WIP
26 May 2021	AP278	Conduct a presentation before student body re: BOT student Rep	HL	WIP
30 June 2021	AP283	Harassment & Bullying Policy - follow up with PB4L/MDP/HDT	STK	WIP
30 June 2021	AP284	Formulate an alcohol framework	DNP	10 November
	AP285			
	AP286			