



RANGIORA HIGH SCHOOL
MINUTES OF THE OPEN BOARD MEETING
 Wednesday 27 March 2024 at 6.00pm

PRESENT	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Simon Green</td><td style="width: 50%;">Presiding Member</td></tr> <tr><td>Bruce Kearney</td><td>Principal</td></tr> <tr><td>Remihana Emery</td><td>Associate Principal</td></tr> <tr><td>Gert Hendriks</td><td>Parent Rep</td></tr> <tr><td>Megan McNay</td><td>Parent Rep</td></tr> <tr><td>Louise Courtney</td><td>Parent Rep</td></tr> <tr><td>Darryn Ward</td><td>Parent Rep</td></tr> <tr><td>Michael Sage</td><td>Parent Rep</td></tr> <tr><td>Carolyn Myall</td><td>Parent Rep</td></tr> <tr><td>Gillian Koster</td><td>Staff Rep (online)</td></tr> <tr><td>Tynisa Leyendecker</td><td>Student Rep</td></tr> <tr><td>Rowena McKinney</td><td>Board Secretary</td></tr> <tr><td>David Lowe</td><td>Business Manager</td></tr> </table>		Simon Green	Presiding Member	Bruce Kearney	Principal	Remihana Emery	Associate Principal	Gert Hendriks	Parent Rep	Megan McNay	Parent Rep	Louise Courtney	Parent Rep	Darryn Ward	Parent Rep	Michael Sage	Parent Rep	Carolyn Myall	Parent Rep	Gillian Koster	Staff Rep (online)	Tynisa Leyendecker	Student Rep	Rowena McKinney	Board Secretary	David Lowe	Business Manager
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APOLOGIES	Nil																											
DECLARATION OF INTEREST	Nil																											
SPEAKING RIGHTS	<p><i>“That speaking rights be granted to Remihana Emery, (Associate Principal), and David Lowe, (Business Manager)”.</i></p> <p>Moved: Presiding Member Carried</p>																											
1.	ADMINISTRATION																											
	Members of the public - Julie Forrow and Jean Williams were in attendance for the Open part of the meeting.																											
2.	MONITORING	Action																										
2.1	<u>Staff Focus</u>																											

	<p>The Board heard from Amy Lahey requesting approval to organise an international trip for students as part of World Challenge in 2025. The Board were informed that</p> <ol style="list-style-type: none"> 1. World Challenge oversees all travel arrangements and Health & Safety aspects. 2. 12-15 students would be needed for the trip to run. Initial interest - 7 students. Ages 15+. 3. Costs would be covered by the students/family with fundraising options to be explored to help subsidise costs. Proposed cost is \$8500 with staff costs nil. <p>The Board supports this proposal and will give their approval once final numbers and costs are received.</p> <p>The 2024 head students presented their ideas and action plans to the Board including:</p> <ol style="list-style-type: none"> 1. 2024 assemblies having a theme 2. Soroptimist club - continuation from 2023 3. Maanaki ambassadors. Reinvention of group mentor sessions. 4. 5 Seconds of Bravery. Building on from 2023 to include actions outside of bullying. The Board agreed to fund 50% of the costs of purchasing the jersey. 5. The Breakfast Club. Target an array of audiences with different speakers. The Principal will cover catering costs (max 20) for the breakfasts. 6. Future possibilities include changing the culture of the school haka (Year 9). 	
<p>2.2</p>	<p><u>Strategic Targets</u></p> <p>The Principal noted the targets were in the preliminary stage and are open to negotiation by the Board. The Board indicated they would like to see the farm linked to a target such as teaching and learning or curriculum.</p> <p>The Board were informed that the last wellbeing in school survey (PPTA survey) was conducted in 2021, with Scott Wright completing a PERMAH survey in 2023 (refer to Strategic Targets 2023).</p> <p><i>The report was taken as read and received.</i></p>	
<p>2.3</p>	<p><u>Board KPIs</u></p> <p>The Board agreed to commit to their 2023 targets of Attendance and Achievement for the next three years.</p>	
<p>2.4</p>	<p><u>Finance & Property Report</u></p> <p>The Board approved the 2024 budget as recommended by the Committee.</p> <p><i>Resolution 2024/OP/009</i></p> <p><i>That the Board approves that the final budget as presented for the 2024 school year be adopted.</i></p> <p>Moved: <i>Presiding Member</i></p> <p><i>The report was taken as read and received.</i></p>	<p><i>Carried</i></p>
<p>2.5</p>	<p><u>H&S Report</u></p> <p>The Board heard that the relief report will now be included in the HSW meetings to assist in monitoring staff wellbeing. EOTC review has not been completed by the Associate Principal.</p>	
<p>2.6</p>	<p><u>Uniform and Branding Committee</u></p> <p>Nil</p>	

2.7	<p><u>Cultural Report</u> <i>The report was taken as read and received</i></p>	
2.8	<p><u>Sports Report</u> <i>The report was taken as read and received</i></p>	
2.9	<p><u>International Department</u> The Board approved the International fees for 2025 and 2026 under the proviso that the airport pick up fee be removed. <i>The report was taken as read and received</i></p>	
3.	STRATEGIC DECISIONS	
	<p>Operational Policies</p> <p><i>Resolution 2024/OP/0010</i> <i>That the Board approves the following policies be adopted:</i></p> <ol style="list-style-type: none"> 1. <i>Assessment Policy - with no amendments</i> 2. <i>Curriculum Policy - with the requested amendment to the wording</i> 3. <i>Firearms Policy - with the amendments noted as well as to s6 "all students who have firearms stored (remove the wording school)</i> 4. <i>Privacy Policy - no amendment requested</i> 5. <i>Website Privacy Policy - no amendments requested</i> <p>Moved: <i>Presiding Member</i> Seconded: <i>Gillian Koster</i></p> <p>The Board was informed that the Principal and Business Manager were currently working through strategies to allow students to use digital technology (that are not cellphones) in classrooms for study. This policy will be enforced from Wednesday 3 April. Parents have been notified of this.</p> <p><i>Resolution 2024/OP/0011</i> <i>That the Board approves the draft Cellphone policy now be adopted for use.</i></p> <p>Moved: <i>Bruce Kearney</i> Seconded: <i>Michael Sage</i></p>	<p style="text-align: right;"><i>Carried</i></p> <p style="text-align: right;"><i>Carried</i></p>
4.	STRATEGIC DISCUSSIONS	
4.1	<p><u>Strategic Plan & AoV</u></p> <p>The Principal noted that additional reporting measures included the school's adherence to EEO obligations as well as its obligations under the Treaty of Waitangi.</p> <p>The Board approved both the Strategic Plan and Analysis of Variance under the proviso that the Principal follow up with adding a connection to how we better utilise our farm land to support engagement and the curriculum as part of an annual strategic target.</p> <p><i>Resolution 2024/OP/0012</i> <i>That the Board approves</i></p> <ol style="list-style-type: none"> 1. <i>The Strategic Plan and Analysis of Variance and that these documents be made available to the Public through website and paper copy available at reception'</i> <p>Moved: <i>Presiding Member</i> Seconded: <i>All</i></p>	<p style="text-align: right;"><i>Carried</i></p>
4.2	<p><u>2024 Budget</u></p> <p><i>Resolution 2024/OP/0013</i></p>	

	<p><i>That the final budget as presented for the 2024 school year be adopted.</i></p> <p>Moved: Gert Hendriks Seconded: Bruce Kearney</p>	<i>Carried</i>
4.3	<p><u>Principals report</u></p> <p>The Principal spoke to the recent survey by students regarding single sex toilets stating that the MoE has mandated toilets in schools to be single cell and fully enclosed. The Board agreed to support the school in the review of its toilet and changing rooms status with the aim of future renovations to provide students with single cell toilets. Future discussions regarding the cost implications will occur once the review has been completed.</p> <p>The Board agreed that Gert Hendriks, Michael Sage and the Business Manager will meet to discuss the review.</p> <p><i>The report was taken as read and received</i></p>	
5.	NEXT AGENDA	
	<p>Rakahuri - The Board indicated their interest in having an opening night for parents to look at the updates to Rakahuri. The Principal will follow up on the viability of this occurring at the Academic Awards evening (either Thursday 4 April or Tuesday 14 May).</p> <p>Action Point: KRB to follow up on Rakahuri opening for parents</p> <p>Departmental Presentations - The Leaders of Learning will present to the Board on Tuesday 21 May and Thursday 23 May. Board will receive the presentations prior to the meeting and will provide questions for the LoL to respond to before their meet and greet.</p>	AP002/KRB
6.	ADMINISTRATION	
6.1	<p><u>Confirmation of Minutes</u></p> <p><i>That the minutes of the meeting dated 14 February 2024 be accepted as a true and accurate record.</i></p> <p>Moved: Bruce Kearney Seconded: Megan McNay</p>	<i>Carried</i>
6.2	<p><u>Matters Arising</u></p> <p>Nil</p>	
6.3	<p><u>General Business</u></p> <p>1. Schedule of Delegation Policy. This policy has now been simplified. The Board agreed to the requested changes and noted</p> <p>a. Board delegations to Principal:</p> <p>i. para 6 - The Principal shall retain the ability to suspend a staff member until the Board can be notified.</p> <p>ii. para 10 - The Principal shall enter into contracts worth up to \$100000 (whole life value).</p> <p><i>Resolution OP/2024/0014</i></p> <p><i>That the Board approves the noted amendments to the Schedule of Delegation including in the Board delegations to the Principal the retention of paragraph 6 and paragraph 10 to have a monetary limit of \$100000.</i></p>	

	<p>Moved: Darryn Ward Seconded: Louise Courtney</p> <p>2. Out of Zone Enrolments</p> <p>Resolution OP/2024/0015</p> <p><i>That the Board agrees that the 2025 Out of Zone places will be allocated to</i></p> <p>a) Priority 2 - Siblings of current students b) Priority 3 - Siblings of former students</p> <p><i>and that the Principal shall determine all future Priorities 1 (Lighthouse Programme), Priorities 4-6 on a case by case basis.</i></p> <p>Moved: Darryn Ward Seconded: Louise Courtney</p>	<p>Carried</p>
<p>6.4</p>	<p>Board Process</p> <p>The Board noted the following from the 2023 review:</p> <p>a) Cultural Competence - Board currently having PLD with Education Tuahiwi b) Our School/Performance - Board to meet and reflect on these areas.</p> <p>Action Point: MKR to send calendar invites for the Board to meet to discuss b).</p>	<p>AP003/MKR</p>
<p>6.5</p>	<p>For Information</p> <p>1. Communication - Carolyn to complete Term 1 Board article for RHS newsletter 2. Japanese Language Trip</p> <p>Resolution OP/2024/0016</p> <p><i>That the Board supports in principle the request from the Languages Department for an overseas trip to Japan from 9 - 21 December 2024 and to hold an initial caregiver information session.</i></p> <p>Moved: Presiding Member Seconded: Michael Sage</p> <p>3. Increase in Credit Card Limit</p> <p>Resolution OP/2024/0017</p> <p><i>That the Board approves the increase in the following credit card limits for the purpose of covering the costs of the Principals Term 3 Sabbatical Leave. This increase will expire on 30 October 2024.</i></p> <p>a) Principals limit to increase from \$5000 to \$10000 b) Principals EA limit to increase from \$3000 to \$5000</p> <p>Moved: Louise Courtney Seconded: Megan McNay</p> <p>4. Memo for Destruction of Archived Material</p> <p>Resolution OP/2024/0018</p> <p><i>“That the Board approves the destruction of Rangiora High School Records as identified within the Memo dated 15 March 2024 and in accordance with the Ministry of Education School Records - Retention/Disposal Schedule. Further the Board authorises Rowena McKinney to destroy such documents”</i></p> <p>Moved: Presiding Member Seconded: All</p> <p>5. Bus report - The board noted this was an obligation under the DR funding.</p>	<p>Carried</p> <p>Carried</p> <p>Carried</p>
<p>6.6</p>	<p>PD</p>	

	The following members expressed their interest in attending the 2024 NZSBA Annual Conference - Simon Green, Darryn Ward, Gert Hendriks, Carolyn Myall, Michael Sage and Louise Courtney.	
6.7	<u>Correspondence</u> Noted	
6.8	<u>Action Items Update</u> Noted	
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 8:42pm.</p>	Carried
Meeting Closure 8:43 pm		
Confirmed as a True and Correct record:		
<p>_____</p> <p>Simon Green Presiding Member</p>		<p>_____</p> <p>Date</p>

ACTION TABLE:

Meeting Date	AP#	ACTION	Who	Date Due
2023				
29 November		Board review. Further discussion in Term 1 2023	Board	COMPLETE REMOVE
2024				
14 February	AP001	Look at whether the farm can be included into the Priorities. Final Strategic, Annual plan and AoV to be presented at next Board meeting.	KRB	COMPLETE REMOVE
27 March	AP002	Rakahuri open evening for parents - Academic Awards night to be considered	KRB	WIP
27 March	AP003	Send calendar invite for Board to meet to discuss Board review	MKR	WIP