



**RANGIORA HIGH SCHOOL**  
**MINUTES OF THE OPEN BOARD MEETING**

Wednesday 5 April 2023 at 6.30pm

<b>PRESENT</b>	<table border="1"> <tr> <td>Simon Green</td> <td>Presiding member</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>Amber Patterson</td> <td>Student 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>Paul Donnelly</td> <td>Associate Principal</td> </tr> <tr> <td>Rowena McKinney</td> <td>Board Secretary</td> </tr> </table>	Simon Green	Presiding member	Bruce Kearney	Principal	Gillian Koster	Staff Rep	Ben Prain	Parent Rep	Amber Patterson	Student Rep	Megan McNay	Parent Rep	Louise Courtney	Parent Rep	Darryn Ward	Parent Rep	Paul Donnelly	Associate Principal	Rowena McKinney	Board Secretary
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Rowena McKinney	Board Secretary																				
<b>APOLOGIES</b>	Andrew Hodgkinson																				
<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>																					
	Last minute apologies received from Andrew Hodgkinson																				
<b>2. MONITORING</b>	<b>Action</b>																				
<b>2.1</b> <u>Meet &amp; Greet</u> The Board met with Amelia Green and Jackson Wright (RHS Head students) and Oliver Kelly and Amber Patterson (RHS Deputy Head students) regarding the 2023 Student Leadership teams’ visions and goals. The students discussed their plans including: <ul style="list-style-type: none"> <li>5 Seconds of Bravery - inspiring Year 13 students to step up and stop bullying.</li> </ul>																					

	<ul style="list-style-type: none"> <li>Year 8 transitioning - utilising the 20 school captains to talk to Year 8's transition into high school</li> <li>Focus on student wellbeing i.e. sexual assault to remove the stigma associated with this.</li> <li>Working with local businesses i.e. Warehouse to promote goodwill.</li> <li>School pride and team culture.</li> </ul> <p><i>The students left at 6:50pm</i></p> <p><i>The Board then moved In-Committee at 6:54pm</i></p> <p><i>The Board moved to Open Committee at 7:56pm</i></p>	
2.2	<p><u>Annual Target Reports</u></p> <p><i>These reports were taken as read and received.</i></p>	
2.3	<p><u>KPI report</u></p> <p><i>This report was taken as read and received.</i></p>	
2.4	<p><u>Finance &amp; Property Report</u></p> <p><i>The report was received</i></p> <p>The Board agreed to the Business Managers request for the following resolutions</p> <p>RESOLUTION 2023/OP/004</p> <p><i>1. That the 'SAAR Certification form 2022' be signed by the Presiding Member and Principal .</i></p> <p><i>2. That the 'Consideration of Fraud and error - Governance Assessment form 2022' be signed by the Presiding Member and Principal .</i></p> <p><i>3. "That the Board authorises the Presiding Member and Principal to sign the Statement of Responsibility and Representation Letter for the 2022 Annual Accounts on the Board's behalf when confirmation has been received that the audit has been completed"</i></p> <p><b>Moved:</b> Ben Prain                      <b>Seconded:</b> Bruce Kearney</p> <p>RESOLUTION 2023/OP/005</p> <p><i>That the Board approves that the final budget as presented for the 2023 school year be adopted</i></p> <p><b>Moved:</b> Ben Prain                      <b>Seconded:</b> Gillian Koster</p>	<p><i>Carried</i></p> <p><i>Carried</i></p>
2.5	<p><u>Cultural report</u></p> <p><i>This report was taken as read and received.</i></p>	
2.6	<p><u>Sports report</u></p> <p><i>This report was taken as read and received.</i></p>	
3.	<p><b>STRATEGIC DECISIONS</b></p>	
	<p>Curriculum Policy - The Board queried how the policy relates to the Te Tiriti o Waitangi and referred the matter to Ms Tiffen (DP - Curriculum) and Ms McDonal (DP - Learning).</p> <p>RESOLUTION 2023/OP/006</p> <p><i>That the Board adopts the Physical Restraint Policy</i></p> <p><b>Moved:</b> Bruce Kearney                      <b>Seconded:</b> Simon Green</p>	<p><i>Carried</i></p>

	<p><i>RESOLUTION 2023/OP/007</i></p> <p><i>That the Board agrees the following policies have been superseded or are obsolete and will be removed from the RHS Governance Framework and Policy Schedule.</i></p> <p><i>1. Professional Boundaries - Superseded by the Professional Standards and Code of Conduct for teachers.</i></p> <p><i>2. Professional Development for BOT - Obsolete</i></p> <p><b>Moved:</b> <i>Simon Green</i></p> <p>The Board referred the issue of a code of conduct for external coaching staff to the Principal.</p> <p><b>ACTION POINT: KRB to follow up with Code of Conduct for outside coaching staff</b></p>	<p><b>Carried</b></p> <p>AP003 KRB</p>
<b>4.</b>	<b>STRATEGIC DISCUSSIONS</b>	
	<p><u>Principals Report</u></p> <p>The Board discussed the school's senior, junior uniform and PE uniform. The Board supported students not wearing the PE uniform, as it presented a barrier for the school's gender diverse and female students however agreed the final decision would be made by the Leader of Learning, Health &amp; PE.</p> <p>The need to have a senior and junior uniform was discussed and it was agreed that the matter will be reviewed by the delegated Uniform Sub-Committee.</p> <p>The Board did agree that Year 11 students could wear the senior uniform from Term 2 2023 with a permanent move to the senior uniform in 2024.</p> <p><i>RESOLUTION 2023/OP/008</i></p> <p><i>The Board agreed that RHS Year 11 students have the option to wear the senior uniform from Term 2 2023. From 2024, this will be implemented permanently.</i></p> <p><b>Moved:</b> <i>Bruce Kearney</i>      <b>Seconded:</b> <i>Simon Green</i></p> <p><i>The Principal's report was read and received.</i></p>	<p><b>Carried</b></p>
<b>5.</b>	<b>NEXT AGENDA</b>	
	Noted	
<b>6.</b>	<b>ADMINISTRATION</b>	
6.1	<p><u>Confirmation of Minutes</u></p> <p><i>That the minutes of the meeting dated 22 February 2023 be accepted as a true and accurate record.</i></p> <p><b>Moved:</b> <i>Simon Green</i>      <b>Seconded:</b> <i>Megan McNay</i></p>	<p><b>Carried</b></p>
6.2	<p><u>Matters Arising</u></p> <p>1. <u>2024 Out of Zone Enrolments</u> - The Board agreed that no ballot will occur in 2024 rather out of zone enrolments will be accepted from out of zone students who currently have attending siblings at the school.</p>	<p><b>Carried</b></p>

	<p>RESOLUTION 2023/OP/009</p> <p><i>That the School offers out of zone places in 2024 for students whose siblings are currently attending Rangiora High School.</i></p> <p><b>Moved:</b> Simon Green     <b>Seconded:</b> Ben Prain</p> <p>2. <u>Dissemination of Information</u> - The Board agreed that all events listed on the school calendar should also be sent to Board members as a calendar invite. The Board discussed how to increase visibility of the schools events calendar to the community i.e. facebook, RHS website.</p> <p><b>ACTION POINT: KRB to follow up with SLT on promotion of events calendar visibility</b></p> <p>3. <u>Schedule of Delegations</u></p> <p>RESOLUTION 2023/OP/010</p> <p><i>That the Schedule of Delegation 2023 be approved.</i></p> <p><b>Moved:</b> Simon Green     <b>Seconded:</b> Bruce Kearney</p>	<p>AP004 KRB</p> <p><b>Carried</b></p>
6.3	<p><u>General Business</u></p> <p>Nil</p>	
6.4	<p><u>Board Process requirements</u></p> <p>Carried forward to T2 Wk9 meeting</p>	
6.5	<p><u>For Information</u></p> <p>1. <u>Te Mātaiaho</u> - Carried forward to T3 Wk 4 - cfd to wk 4 t3 (Pg 11)</p> <p>2. <u>2023 RHS Department review schedule</u> - noted</p> <p>3. <u>Application for funding RHS Rugby club</u></p> <p>RESOLUTION 2023/OP/011</p> <p><i>‘That the Rangiora High School Board supports, in principle, the application for funding by the school to the Lion Foundation and authorises Emma Don (Teacher in Charge - Rugby) and Gary Wake (RHS Rugby Club Chairperson) to apply for funding on behalf of Rangiora High School.</i></p> <p><i>This shall go towards the cost of travel and accommodation for the RHS 1st XV boys rugby team for the 2023 season. The amount sought is \$8,908.16 exclusive GST.</i></p> <p><b>Moved:</b> Simon Green     <b>Seconded:</b> Louise Courtney</p> <p>4. <u>Leithfield bus</u> - The Board agreed this was an operation issue and referred the matter to Mr Donnelly (Associate Principal) to follow up.</p> <p>5. <u>Farm Vision</u> - Noted. The Board agreed that Mr Newsham-West will present at the T3 Wk 4 meeting.</p> <p>6. <u>Letter to Board re: Mobile phone</u> - The Board agreed that with the school currently engaged in a review of its curriculum, it was not viable to move on this issue. The Board agreed that such a move required 100% commitment from staff and those implementing the process. Further it was not technology that is the issue rather the actions/behaviours of those using it. A response to the authors will be made by the presiding member.</p> <p><b>ACTION POINT - SG to contact authors</b></p>	<p><b>Carried</b></p> <p>AP005 SG</p>

6.6	<u>PLD</u> - Contact to be made with the Board Secretary if members are interested in attending the NZSTA Annual Conference.	
6.6	<u>Correspondence</u> <u>Recycling Bin</u> The Presiding Member and Principal will be meeting with the author during the holidays to discuss the issue. <u>Transition to RHS</u> - A response has been provided to the author	
6.7	<b>Action Table</b> <u>Suspension Process Review</u> - Ngāi Tūāhuriri will be connecting with the Board to work on a process for culturally responsive processes and understanding. The Board agreed that members will need to be involved in this workshop in order to participate in a suspension meeting. AP023/2022 - The Board discussed the merits of hiring staff to follow up on this unknown data. <b>ACTION POINT - KRB to look into hiring staff to call ex-students.</b>	AP006 KRB
<b>7.</b>	<b>IN- COMMITTEE MEETING</b>	
	<b>Resolution</b> <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.”</i> <b>Moved:</b> Presiding Member Following the conclusion of the In-Committee section of the meeting the public were readmitted at 9:20pm.	<b>Carried</b>
<b>Meeting Closure 9:21pm</b>		
<b>Confirmed as a True and Correct record:</b>  _____ Date Simon Green RHS Board presiding member		

#### ACTION TABLE:

Meeting Date	No	ACTION	Responsibility	Date Due
2022				
21 Nov	AP015	Commence cultural report to the Board	DNP	COMPLETE REMOVE

21 Nov	AP016	Head students to meet with Board and discuss their plan for 2023	KRB	COMPLETE REMOVE
14 Dec	cfid	Suspension Process review to be conducted with TOR Suspension Committee in T1W4 2023	BOARD	REMOVE
14 Dec	cfid	Board effectiveness review	BOARD	Ongoing
14 Dec	AP020	Review of budget after Term 1 2023	BOARD	COMPLETE REMOVE
14 Dec	AP021	KRB to follow up on leavers data stats primarily the unknowns.	KRB	WIP
<b>2023</b>				
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	
5 April	AP003	Follow up on CoC for external coaching staff	KRB	
5 April	AP004	Increase of visibility for RHS events calendar for Community/Board Members	KRB	
5 April	cfid	Te Mātaiaho		T3 Wk4
5 April	cfid	Board Process Requirements (Board policies)		T2 Wk9
5 April	AP005	Follow up with Staff re: Mobile phone ban in schools	SG	COMPLETE REMOVE
April	AP006	KRB to look into hiring staff to call ex-students.	KRB	