



**RANGIORA HIGH SCHOOL**  
**MINUTES OF THE OPEN BOARD MEETING**  
 Wednesday 26 June 2024 at 6.00pm

<b>PRESENT</b>	<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>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</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	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	Tynisa Leyendecker	Student Rep	Rowena McKinney	Board Secretary	David Lowe	Business Manager
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<b>APOLOGIES</b>	Remihana Emery																									
<b>DECLARATION OF INTEREST</b>	Nil																									
<b>SPEAKING RIGHTS</b>	<p><i>"That speaking rights be granted to David Lowe, (Business Manager)".</i></p> <p><b>Moved:</b> Presiding Member <span style="float: right;"><b>Carried</b></span></p>																									
<b>1.</b>	<b>ADMINISTRATION</b>																									
	Members of the public were in attendance for the Open part of the meeting. Jean Williams spoke to the Board regarding sexual health and religious education.																									
<b>2.</b>	<b>MONITORING</b>																									
<b>2.1</b>	<b><u>Staff Focus</u></b> Nil																									
<b>2.2</b>	<b><u>Strategic Targets</u></b>																									

	<p>The Board to hear from the SLT team at the Term 3 Wk 4 meeting.</p> <p><i>The reports were received.</i></p> <p><i>The Board suspended the meeting at 6:30pm for Matariki kai and recommenced at 7:00pm.</i></p>	
<b>2.3</b>	<p><b><u>Board KPIs</u></b></p> <p>Board noted there was still work to do around student attendance but school data was positive. The School is currently funding a truancy officer which is not covered by MoE.</p> <p><i>ACTION POINT: KRB to organise a report from the Truancy Officer for T4Wk4 meeting</i></p> <p>Leavers data - Change to culture and curriculum has been implemented but outcome of changes will not be reflected for another 1-2 years.</p> <p><i>The reports were received</i></p>	<b>Action Point</b>
<b>2.4</b>	<p><b><u>Finance &amp; Property Committee</u></b></p> <p>The Board resolved the Committee's recommendation</p> <p>RESOLUTION 2024/OP/020</p> <ol style="list-style-type: none"> <li>1. "That the Board retrospectively authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2023 Annual Accounts on the Board's behalf as the audit has been completed"</li> <li>2. "That the Annual Report for 2023 be adopted and made public at the counter and on the School's website)</li> <li>3. "That the Auditors report for the year 31 December 2023 be adopted"</li> </ol> <p><i>Moved: Megan McNay                      Carried: All</i></p> <p><i>The report was taken as received.</i></p>	<b>Resolution</b>
<b>2.5</b>	<p><b><u>H&amp;S Committee</u></b></p> <p>Board to respond to WDC survey on speed limits.</p> <p><i>The report was taken as received.</i></p>	
<b>2.6</b>	<p><b><u>Uniform and Branding Committee</u></b></p> <p>EMR is currently liaising with Megan Reilly from the Uniform Group. No planned foreseeable changes to the school uniform.</p>	
<b>2.7</b>	<p><b><u>International Department</u></b></p> <p>The Board recognises there is an incredible opportunity for the international sector and questions why the school has not accessed this revenue stream and the competency of the department.</p> <p>The Board agreed that Simon and Louise would meet with EMR to discuss the contents of the report and ask for EMR to present a solutions focused plan at their next</p> <p><i>ACTION POINT: EMR to present a solutions focused plan at the next meeting for how the department is going to move forward.</i></p> <p><i>The report was taken as read and received</i></p>	<b>Action Point</b>
<b>2.8</b>	<p><b><u>Whenua Update</u></b></p> <p>Green space currently being discussed at whenua meetings. It was noted there was not a long term (30-50 year) vision.</p>	
<b>3.</b>	<b>STRATEGIC DECISIONS</b>	

	Noted It was agreed that a review of the Open board meeting procedure will be reviewed and updated.	
<b>4.</b>	<b>STRATEGIC DISCUSSIONS</b>	
4.1	<p><b><u>Principals report</u></b></p> <ul style="list-style-type: none"> <li>Lighthouse Programme currently has an overcommitment of students (37 students rather than the 25 Board approved). This overcommitment has created rooming and property issues. Projected numbers for 2025 is an additional 8 IZ + 500Z (equalling a total 45 students). The Board agreed that if the MoE are unable to present solutions to this overcommitment, they will consider declining further enrolments to the LHP.</li> <li>A further lockdown review will occur in Term 3 to ensure the issues identified with the Term 2 lockdown are addressed. The Board agreed to follow up with LWD to ensure the staff and students were able to hear the alarm.</li> </ul> <p><i>ACTION POINT: SG to follow up with LWD re: alarm testing.</i></p> <ul style="list-style-type: none"> <li>Bridge Program - The Board agreed to determine the matter of the program's future in Term 3 ( Board funding ceases at the end of 204) as it was currently not meeting expectations.</li> </ul> <p><i>The report was taken as received</i></p>	<i>Action Point</i>
4.2	<p><b><u>Complaints, Concerns &amp; Disclosures</u></b></p> <p>For the Boards information.</p>	
4.3	<p><b><u>Strategic Plan &amp; AoV</u></b></p> <p>Changes as requested to include whenua into the annual plan has been approved..</p>	
<b>5.</b>	<b>NEXT AGENDA</b>	
	Noted	
<b>6.</b>	<b>ADMINISTRATION</b>	
6.1	<p><b><u>Confirmation of Minutes</u></b></p> <p><i>That the minutes of the meeting dated 27 March 2024 be accepted as a true and accurate record.</i></p> <p><b><i>Moved:</i></b> Simon Green                      <b><i>Seconded:</i></b> Megan McNay</p>	<i>Carried</i>
6.2	<p><b><u>Matters Arising</u></b></p> <p><i>David Lowe left the meeting at 8:15pm</i></p> <p>The Board listened to a brief summary of workshops attended at the Annual Conference including 'Carbon Footprints for Schools', 'Literacy/Numeracy' and 'Terrorism/Hate in Schools'.</p>	
6.3	<p><b><u>General Business</u></b></p> <p>1. RESOLUTION 2024/OP/021</p> <p><i>That Val Anderson be appointed as returning officer for the 2024 Student Board representative.</i></p> <p><b><i>Moved:</i></b> Simon Green    <b><i>Carried:</i></b> All</p>	<i>Resolution</i>

	<p>2. The Board agreed to form a subcommittee for Term 3 to start the PAC conversation including the Master Plan, scale and WDC involvement.</p> <p><i>RESOLUTION 2024/OP/022</i></p> <p><i>That the Board agreed to form a PAC Subcommittee including the following members - Simon Green, Darryn Ward, Gert Hendriks, Louise Courtney, Tynisa Leyendecker as well as inviting Sophia Bidwell, David Lowe and Dale Hartley to be included in this subcommittee</i></p> <p><b>Moved:</b> Simon Green <b>Carried:</b> Gert Hendriks</p>	<b>Resolution</b>
6.4	<p><b>Board Process</b></p> <p>for board awareness roster for karakia</p>	
6.5	<p><b>For Information</b></p> <p>1. RHS End of Term Newsletter will be completed by Michael. Historical articles to be shared for reference.</p> <p>2. Destruction of Records</p> <p><i>RESOLUTION 2024/OP/022</i></p> <p><i>“That the Board approves the destruction of Rangiora High School Records as identified within the email dated 9 May 2024 and in accordance with the Ministry of Education School Records - Retention/Disposal Schedule. Further the Board authorises Val Andersen to destroy such documents”</i></p> <p><b>Moved:</b> Simon Green <b>Carried:</b> Carolyn Myall</p> <p>3. It was agreed that prior permission to the Language department had been provided.</p> <p>4. The Board agreed to remove out of zone information from future agendas.</p> <p>5. Aotearoa Gaming Trust Grant Applications</p> <p><i>RESOLUTION 2024/OP/023</i></p> <p><i>“That the Board agrees to support in principle, the application to Aotearoa Gaming Trust for a grant of \$75,652.00 (GST exclusive) towards the cost of purchasing new school fitness gym equipment to support and authorises Val Andersen (Executive Officer) and John McDonald (Sports Director) to apply on behalf of Rangiora High School.</i></p> <p><b>Moved:</b> Bruce Kearney <b>Carried:</b> Gillian Koster</p> <p><i>RESOLUTION 2024/OP/024</i></p> <p><i>“That the Board agrees to support in principle, the application to Aotearoa Gaming Trust for a grant of \$4,406.00 (GST exclusive) towards the cost of transport for students to attend the 2024 Winter Tournament and authorises Val Andersen (Executive Officer) and Kirstie Pritchard (Sports Coordinator) to apply on behalf of Rangiora High School.</i></p> <p><b>Moved:</b> Louise Courtney <b>Carried:</b> Darryn Ward</p>	<b>Resolution</b>
6.6	<p><b>PD</b></p> <p>Noted</p>	
6.7	<p><b>Correspondence</b></p> <p>It was understood that CES is currently changing their structure from membership to a trust.</p>	
6.8	<p><b>Action Items Update</b></p>	

	Noted	
<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.”</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 9:00m.</p>	<b>Carried</b>
<b>Meeting Closure 9:00pm</b>		
<b>Confirmed as a True and Correct record:</b>		
_____		_____
Simon Green		Date
<b>Presiding Member</b>		

#### **ACTION TABLE:**

<b>Meeting Date</b>	<b>ACTION</b>	<b>Who</b>	<b>Date Due</b>
<b>2023</b>			
29 November	Board review. Further discussion in Term 1 2023	Board	<b>ON HOLD</b>
<b>2024</b>			
14 February	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	<b>COMPLETE REMOVE</b>
27 March	Rakahuri open evening for parents - Academic Awards night to be considered	KRB	WIP
27 March	Send calendar invite for Board to meet to discuss Board review	MKR	CANCEL.
26 June	KRB to organise a report from the Truancy Officer	KRB	Term 4 Wk 4
26 June	EMR to present a solutions focused plan at the next meeting for how the department is going to move forward.	EMR	Term 3 Wk 4
26 June	SG to follow up with LWD re: alarm testing.	SG	Term 3 Wk 4