



MINUTES - ROTOTUNA HIGH SCHOOLS' BOARD
MONDAY 21 OCTOBER 2024 - 6.00 pm

Attendees:

Cheryl Christini, Mark Stevenson, Raven Achari, Mel Moore, Sherya Chandra, Rae Gunn, Kahn Denton, Miranda Makin, Nicky Allen (Board Secretary)

Welcome/Karakia

1. Apologies: Kim Laurent

2. Conflicts of Interest: New interests noted from **Raven Achari:**

1. Endeavour Finance Limited (EFL) – appointed a Director of EFL effective 1 October 2024. EFL is a subsidiary of ANZ New Zealand Bank Ltd and has shareholding in Climate Action Joint Venture Limited.
2. New Zealand Pacific Business Council – jointly representing ANZ Bank on this Business Council.

3. Actions:

Action Sheet Updated in Full Below

4. August/September Finance Reports: All reports were presented to the Board and taken as read. The Finance Sub-Committee had received the papers previously and reviewed the reports.

The Board:

- (i) receives this memorandum;
- (ii) approves the Finance report as presented; and
- (iii) ratifies the payments as listed.

Moved: RGU

Seconded: CCH

Carried

Staff Leave Policy: The report was presented to the Board and taken as read. Following discussion, it was agreed to update the policy in line with the proposed new wording.



The Board:

- (i) Receives this memorandum;
- (ii) approves the change as noted to the Staff Leave Policy.

Moved: CCH

Seconded: MST

Carried

Updated Modulars Paper:

The paper was received and taken as read. MMO gave an overview of further developments in the project relating to the removal of the modulars and the potential of purchasing replacements. After discussion, the purchase of modulars was agreed in principle pending the opportunity for the finance committee to check the financial modelling. MMO confirmed that a decision is also needed for the Shade Sail Project.

Following discussions it was agreed that:

- (1) The project to purchase the modulars is agreed in principle
- (2) The exit from the Shade Sail Project is agreed
- (3) The financial modelling will be reviewed by the finance committee, and any queries addressed, prior to final agreement from the Board.

Moved: CCH

Seconded: RAC

Carried

5. Principals' Reports: *Policy and Procedures & Personnel Report* : presented by MMO. The reports were taken as read and approved.

Moved: MMO

Seconded: MIM

Carried

6. Principals' Reports:

Health & Safety Report: presented by MIM. The reports were taken as read and approved. MIM confirmed that a health and safety audit would take place during Term 2, 2025; it would be carried out by Harrison Tew.

Discussion followed about the need for a reminder for staff involved in the EOTC application forms to allow sufficient time for board members to check and approve.



Moved: MIM

Seconded: MST

Carried

(Raven Achari left the meeting at 6.52 pm)

7. RHS Principals' Summary: The report was taken as read and approved. Discussion took place around the Principals' Summary and highlights were discussed.

MMO - RJHS: Good work on the cultural diversity space - Diwali evening event is planned for Thursday 7 November. MMO confirmed that we are still waiting for the Ministry to provide final guidance around the maths curriculum and what new resources will be required. Enrolment numbers are going well.

MIM - RSHS: Wānanga Ako - focusing on corequisites. MIM confirmed that CAA results are not due until the beginning of December. 20 students had been involved with intervention for numeracy but unfortunately it was still not possible to get them over the line for achievement.

Moved: CCH

Seconded: RGU

Carried

8. Board Election 2025: Number of Members/Possible Co-option:

As the Board Elections are next year, CCH wished to discuss which current members were considering standing for reelection and also the possibility of co-opting two additional board members early next year to allow for continuity on the board.

An additional/alternative option would be to increase the number of parent elected representatives from 5 to 7 which may better reflect the Board workload for the size of the school, as well as a split election cycle.

MIM and MMO agreed to consider parents/caregivers who may be potentially considered for co-option should the Board decide on co-option.

Following discussion it was agreed that CCH will prepare a proposal to increase the number of board members to 7.

9. RJHS Semester 1 Data Report: The report was taken as read. MMO confirmed that some slight adjustments would have to be made to the targets to ensure measurability as this was the first year that Curriculum Leaders had set their own targets. This had been an excellent opportunity for them to work through the process and analyse the results. MMO reported that this was mid year data and that end of year data will be seen early next year.

MMO shared feedback that showed that students who join RJHS at Y7 achieve better results at the end of Y10 than those who joined RJHS in Y9.



Moved: MMO
Seconded: KDE
Carried

10. Cultural Report RSHS:The report was taken as read.

The Board was very impressed with the volume and variety of work being done within the Cultural team and very much appreciated the time and effort put into producing the report.

Moved: MIM
Seconded: MMO
Carried

11. RJHS Sister School Exchange 2025 Proposal; KLAS Switzerland Proposal

MMO confirmed that this was the initial proposal for the Board for the (1) Japanese exchange program and (2) a summer school exchange program for Switzerland.

After discussion, agreement in principle to both proposals was given to start the formal EOTC process.

Moved: KDE
Seconded: MIM
Carried

12. Enrolment Scheme Amendment Adoption - Years 7 and 8

Correspondence from the Ministry confirming that the Year 7 and Year 8 zone has now been finalised.

The amended scheme will come into effect on 1 January 2025 and it is required that the Board give notice of the scheme to the school community and any affected parties in the wider local community as per the [Secretary's guidelines](#) for the development operation of enrolment schemes.

The Board has agreed to adopt the scheme.

Moved: CCH
Seconded: MMO
Carried

(Rae Gunn left the meeting at 7.45 pm)

13. General Business:

Board Christmas Dinner Date: Tuesday 10 December - partners are invited - xNAL will issue the invitations - venue TBC.



14. Correspondence: Information Only

Peak Report

15. In Committee: The Board moved In-Committee at 7.55 pm

The Board moved out of Committee at 8.20 pm

16. Confirmation of Minutes:

Moved that the Minutes of the Meeting of 16 September 2024 are a true and correct record.

Moved: CCH

Seconded: MIM

Moved

Closing Karakia

17. Next Meeting: Monday 2 December 2024

Meeting closed at 8.35 pm

