



MINUTES - ROTOTUNA HIGH SCHOOLS' BOARD
MONDAY 17 FEBRUARY 2025

Attendees:

Cheryl Christini, Mark Stevenson, Mel Moore, Shreya Chandra, Rae Gunn, Kim Laurent, Miranda Makin, Raven Achari (via google meet) Nicky Allen (Board Secretary),

Welcome/Karakia

1. Apologies: Kahn Denton

- CCH will remain as Chairperson until the Board Election in September.

2. Conflicts of Interest: Nil

3. Actions:

Action Sheet Updated in Full Below

4. Finance Reports:

December 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.

Discussion took place to confirm that any future graphic design work would follow a quote process to ensure there was no conflict of interest with a current staff member's personal business.

Observations were expressed about the year end whole staff morning tea which is currently funded by the Board and whether this should be considered a wellbeing event. Following discussion it was agreed that the event would go ahead as usual in Term 4.

The Board:

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

Moved: RGU



Seconded: RAC
Carried

2024 Audit Timetable:

The Board:

- (i) Receives this memorandum; and
- (ii) approves the audit timetable as indicated and with the Chairperson and Principal(s) providing any supporting documentation requested by the auditors to confirm this timetable.

Moved: RGU
Seconded: CCH
Carried

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

Moved: MMO
Seconded: CCH
Carried

6. Principals' Reports:

Health & Safety Report: presented by MIM. The reports were taken as read and approved.

Moved: MIM
Seconded: MST
Carried

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: MMO covered her work on the annual implementation plan and spoke through the strategic goals and initiatives from 2024 and highlighted where these initiatives had been adjusted/elevated where necessary for 2025; some of the initiatives had required more lifting and broadening. MMO confirmed that the outcomes will be adjusted to reflect the changes.

MIM - RSHS: MIM has also reworked some initiatives and in particular she referenced the initiative with Ngaati Wairere and Te Pae Here; as Te Pae Here is no longer being led by the same person MIM felt the initiative had been taken as far as it could be; the political landscape has also changed and so potentially money may no longer be available for the role being discussed.

Moved: MIM



Seconded: KLA
Carried

8. Potential Increase of number of Parent Elected Board Members from 5 to 7 plus possible co-option of additional members - CCH

This item was previously raised and discussed at the meeting in December.

- (1) Co-option of Board members: three parents have been identified as potential new co-opted members of the Board. The areas of specialisation identified as potential gaps on the Board would be covered with the three proposed members; HR, finance, and diversity. There would likely also be skills in the EOTC space from at least one proposed member which would be helpful. CCH has met with all three parents and they all expressed their interest in becoming a co-opted member of the Board.

It was agreed by the Board members present that the co-option period would be for 18 months. It will be necessary for the three parents to complete an eligibility declaration form. Once the eligibility forms have been received, a Resolution out to the Board, via email, will follow.

- (2) Increasing the number of Parent Elected Board Members from 5 to 7 due to the growth of the school. Following discussion, the chair will seek confirmation from NZSTA of the correct process, including in relation to community consultation.

An email Resolution will then be sent out to members in due course.

Moved: CCH
Seconded: MIM
Carried

9. Charter & Strategic Planning - RJHS Annual Implementation Plan 2025 RSHS Analysis of Variance 2025

MMO had covered the RJHS Annual Implementation Plan within the RHS Principals' Summary.

MIM - Analysis of Variance; MIM confirmed that they continued to concentrate on deep learning at levels 1, 2 and 3 and to develop teaching capabilities. MIM mentioned the key points from the Report and reiterated that the figures were against academic targets as the final results from NCEA would not be through until the beginning of March. The report provided preliminary results as to where we are up to at the moment; a few results may change but this was representative for all schools at this time of the year.

A summary has already been provided and what the recommendations are; MIM will sit with the team and see how they translate for the next set of actions. Overall there were some wins and some losses; there were some big gains in UE, there had been a bit of a drop at the beginning of last year and we have now improved by about 10%. Level 3 male



students have also shown a significant improvement.

Colour coding shows where the areas of concern are; green shows the improvements; blue where we have exceeded equivalent schools. Background has also been provided to make sense of the numeracy and literacy.

MIM will share an updated final version soon and any questions can be answered at that stage.

Moved: MIM

Seconded: MST

Carried

10. General Business - None

11. Correspondence: Information Only

- 1. The Peak Report - February 2025**
- 2. The Peak Annual Report**

MST raised the question of how the RHS board will interact with the board of the Peak following the upcoming school board elections. Currently there are two RHS trustee places on the Peak Board plus one MoE trustee place. The MoE trustee place is held by a former member of the school board, as is one RHS trustee role. The other RHS trustee role is held by the RHS Board Chairperson who will not be standing for re-election to the school board. CCH confirmed she would seek clarification from the original documentation (constitution) as to what the process of appointing RHS trustees to the RIRCT Trust (the Peak) is and provide an update at the next board meeting.

12. In Committee: The Board moved In-Committee at 7.30 pm.

The Board moved out of Committee at 7.40 pm.

13. Confirmation of Minutes:

Moved that the Minutes of the meeting of 2 December 2024 are a true and correct record following the addition of correct movers/seconders for the Audit Engagement letter.

Moved: RGU

Seconded: CCH

Moved

Closing Karakia

17. Next Meeting: Monday 17 March 2025



- **Change in dates - new May date is 19 May.**

Meeting closed at 8.00 pm