



MINUTES - ROTOTUNA HIGH SCHOOLS' BOARD
MONDAY 18 MARCH 2024 - 6.00 pm

Attendees:

Cheryl Christini, Mark Stevenson, Kahn Denton, Rae Gunn, Miranda Makin (*via google meet*), Raven Achari, Mel Moore, Ayla Gillies, Kim Laurent (*via google meet*), Nicky Allen (Board Secretary)

Leanne Reynolds Attended to present Draft Financial Statements

- 1. Apologies:** None
- 2. Conflicts of Interest:** None
- 3. Actions:**

Action Sheet Updated in Full Below

4. 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; RGU confirmed that all queries had been successfully answered by LRE.

January/February Finance Report:

Reviewed by the Financial Sub Committee in detail.

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

Draft Financial Statements:

Reviewed by the Financial Sub Committee in detail. All balances have been reconciled and audited by LRE.



The Board:

- (i) receives this memorandum; and
- (ii) subject to any changes required approves sending the Rototuna High Schools Draft Financial Statements for the year ended 31 December 2023 to the auditors.

Moved: RGU

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: MST

Carried

6. Principals' Reports:

Health & Safety Report: presented by MIM. The reports were taken as read and approved. MIM confirmed that Wade from Harrison Tew will come in soon and carry out training with the Senior Leadership Team around lockdowns. MST commented that the Register on the Appendix needs updating - some dates showing 2022 - are these due to be reviewed? (*Action point*)

Moved: MIM

Seconded: RGU

Carried

7. RHS Principals' Summary: The report was taken as read and approved. Discussion took place around the Principals' Summary, Annual Plan for each school and data received. Items **(8) RJHS 2023 Semester 2 Data Reporting** and **(9) RSHS Annual Implementation Plan**.

MMO - RJHS:

- Data shows measures of success particularly at the midpoint of the year.
- Keen for the communication strategy to go across both schools; important that consistent messages are delivered from both schools.
- Each Curriculum Leader will set a target for the year.
- In future the graphic for Japanese language will be altered to show that the different marking schedule is different for the international languages.
- Slight concerns about writing - particularly the gap between Māori and non Māori.
- Also disappointing to see the slowing of achievement at Year 10 even though historically, this is typical for this year group.



- MTA's (Michael Tan, Deputy Principal) work with diverse cultures has been very successful; an invitation to the Eid celebration following Ramadan has been sent out to the Board.

Questions/Observations from the Board:

- Very happy with the reports and how they were presented.
- Great information, very thorough.

MIM - RSHS:

- Data shows rolling updates towards the targets and baseline data for Year 12s has been included which shows they are on their way towards Level 2.
- Key points from the AoV - generally good results for Level 2, we can do better.
- RSHS performance versus other Hamilton schools shows we are doing better than other schools.
- Continue to focus on deep learning and give students more experience before the start of Level 3.
- There is a need to look at ways to build capabilities for all different subject areas.
- Also a need to ensure all the correct tools are being used again to measure things effectively; students need to be monitored and to intervene if necessary.
- The quality of attainment for Māori students is that we are not meeting the targets for them.

Questions/Observations from the Board:

- Comparison of schools; schools were not named in the report - Albany, Hobsonville and Ormiston.
- There has been a focus on quality and deep learning but this is not flowing through to the expected levels of Merit and Excellence results. Queries about how deep learning works in other schools. Important that we monitor its effectiveness. MIM confirmed that it has been determined by experts as being very important but we will change if we need to if it is not serving our young people.
- Agreed that the tracking and monitoring should be much clearer as we go along.
- Pathway at Years 11- 13 - at Year 13, students have the potential to have 5 subjects at UE - need to ensure we are adequately preparing students at Year 11 and Year 12 for success in 5 subjects at level 3 in Year 13.
- Year 11 numeracy and literacy - do we need to do more work in this space.
- Quality credits - We expected to see stronger quality coming through but it hasn't and there is a need to keep a close watch on the subject data as well as numeracy and literacy. MIM will request that the Poutiaki carry out more analysis.
- Annual Plan - Strategic Goals 3 and 4 - is there a role for data in there? How would we know if we are successful without a link to data/results? MIM confirmed that there was tracking in place towards those targets but more detail was needed.

The Board asked MMO and MIM to make the slight adjustments as discussed, highlight the changes and ask the Board to sign off as soon as possible. (*Action point*)

Moved: CCH

Seconded: RAC



Carried

10. RJHS Alternative Learning Programme Proposal

MMO gave some background to the proposal and confirmed that there is a high level of detail still to be worked through. The Board supported this initiative for the year.

Moved: MMO

Seconded: CCH

Carried

11. General Business:

- (a) Board Monitoring and Reporting; Board Work Plan Example**
- (b) RHS Assessment & Board Reporting May 2024 - for information only**
- (c) Suspension Process/Protocol**

Board Monitoring and Reporting; Board Work Plan Example

RGU provided some feedback and background around the reports and discussion took place about possible changes to the current schedule of reporting and what needed to be included. MIM and MMO confirmed that most aspects were included in their regular RHS Principals' Summary Report. The Board were keen to ensure that both qualitative and quantitative data was received to make sure we are in line with the strategic plan/annual implementation plan.

MIM & MMO to speak to their own SLT to see if there are small indicators they could easily include. *(Action point)*

Suspension Process/Protocol

MST raised a couple of questions around the Suspension Process/Protocol and discussion took place.

Concerns had been raised around the security of 3 x female teachers attending an incident offsite. It was agreed that staff should walk away if the situation becomes unsafe. MMO and MIM confirmed that they always contact the police if the incident warrants it.

Differences in the completion of paperwork around suspensions between the Senior High and Junior High in terms of clarity of information when redacting student names have been taken onboard. Students in future will be referred to as Student A, Student B etc to make things clearer.

12. Correspondence:

- 1. Peak Report - for information only**
- 2. Physical Restraint Incident - for information only**



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

The Board moved out of Committee at 8.00 pm

14. Confirmation of Minutes:

Moved that the Minutes of the Meeting of 19 February 2024 are a true and correct record:

Moved: CCH

Seconded: RAC

Moved

13. Next Meeting: Monday 20 May 2024

Meeting finished: 8.10 pm

