



MINUTES - ROTOTUNA HIGH SCHOOLS' BOARD
MONDAY 16 SEPTEMBER 2024 - 6.00 pm

Attendees:

Cheryl Christini, Mark Stevenson, Raven Achari, Mel Moore, Ayla Gillies, Rae Gunn, Kim Laurent, Nicky Allen (Board Secretary) *Megan Barry additionally attending*

Welcome/Karakia

- 1. Apologies:** Kahn Denton, Miranda Makin - Ayla Gillies arrived late.
- 2. Conflicts of Interest:** RGU pre-notified an interest - Trustee of Progress to Health (as from 4/9/24).

3. Actions:

Action Sheet Updated in Full Below

- 4. July/August 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: RAC

Seconded: CCH

Carried

Proposed Budgeting Process: The report was presented to the Board and taken as read.

The Board:

- (i) Receives this memorandum;
- (ii) approves the report on the draft budget process for 2025.



Moved: RGU

Seconded: RAC

Carried

Air New Zealand Koru Club Membership:

Following the Board review of the retrospective proposal queries were raised and responded to by Leanne Reynolds, Business Manager. CCH confirmed that some misinterpretation took place with the original request in terms of organisational versus individual memberships. The Board confirmed its acceptance of the proposal document with the removal of the statement that membership would be reviewed on an annual basis. A new proposal is required each year that a Koru membership is requested. Future proposals will require Board approval.

Off Site Manufactured Buildings (OMBs)/Modulars Proposal:

The paper was received and taken as read. After discussion, a request was made for modelling of income and expenses over a minimum 5 year period. It was also agreed that other alternatives should be investigated, including purchasing second hand modulars or a reduced number of modulars. MMO confirmed she would supply the information as soon as possible to the Board as the timeframe is very tight.

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

Moved: MMO

Seconded: KLA

Carried

6. Principals' Reports:

Health & Safety Report: presented by Megan Barry in the absence of Miranda Makin. The report was taken as read and approved. RGU questioned why three staff members (Senior High) were still outstanding in regard to their inductions. MBA assured the Board that these staff members would be actively chased to ensure completion as soon as possible. CCH advised that ongoing she has requested that the Health and Safety report show the amount of time the inductions have been pending, so this can be monitored. MST clarified that the competency refresher course for teachers using machinery was added following discussion at the Health and Safety meeting; a 6 month review would take place and teachers would be signed off to use the appropriate machines.

Moved: MMO

Seconded: MBA/MIM

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 reminded the Board about two events running this week; Mid Autumn Festival and Te Pae Here Showcase - both to take place on Wednesday 18 September. MMO advised that we are still waiting to hear the



Ministry's new guidance on grade language as the new curriculum has different age/stage levels - this will impact the reporting structure in RJHS.

MIM - RSHS: MBA advised about the introduction of exploration classes for some students in Year 11 which will provide some blocks of subject learning that are foundational and which will help prepare students for level 2 standards, and support getting more merit and excellence results. However, some students coming through from the Junior High are ready to learn at level 2; RSHS are working with the DPs from RJHS to design courses to accommodate the different levels of learning.

MBA also confirmed a renewed focus on the whanaau curriculum on restorative practice; 5 restorative leaders to upskill all the staff.

RGU raised a query about the statement that all Year 13s have met with the Pathways Team as she was aware that this was not the case. Also she was aware that some students were struggling with assistance with applications to university and deadlines were being missed. MBA advised that she was aware of pressure within the Pathways Team which would be addressed.

Moved: MMO

Seconded: MBA/MIM

Carried

8. Attendance Policy Change Proposal: (MMO)

The proposal was taken as read. CCH requested that suggested changes be checked by the school's lawyer, before the proposal be brought to the Board for approval. MMO undertook to have the policy reviewed and report back to the Board.

9. Junior High Additional Staff to be Restraint Trained: It was agreed that the listed ILAs would be restraint trained as requested.

Moved: MMO

Seconded: KLA

Carried

10. Performing Arts Reports: RJHS and RSHS:

All reports were presented to the Board and taken as read. CCH asked to pass along the Board's thanks to the Performing Arts team for excellent and informative reports. They were very impressed with the volume and variety of work being done within Performing Arts and very much appreciated the time and effort put into producing the reports.

Moved: CCH

Seconded: RAC

Carried



11. RJHS Cultural Report: (RSHS Report not presented due to illness)

The report was presented to the Board and taken as read. CCH commented on a very impressive report containing a lot of great information which showed how much variety and work was going on within the cultural area in RJHS. She asked that thanks were passed along to the Board author (Michael Tan).

Moved: CCH

Seconded: MST

Carried

12. General Business: -

Farewell to Ayla Gillies CCH thanked Ayla for her service and commitment to the Board over the last 12 months. The Student Election for the new student representative closes on Thursday 19 September.

2025 Elections

CCH raised that the next parent trustee elections are 2025 and asked current members to consider whether they intended to stand again. Due to considerations around continuity for the Board and school, co-option of trustees is also an option. The possibility of more parent elected members was discussed, and CCH advised there is a process that can be followed to increase numbers on the board. 2025 Elections will be added to the Agenda for the next meeting for a fuller discussion. CCH will provide information about the process for increasing board members for the next meeting.

13. Correspondence: Information Only

Peak Report

Senior High Successes: Franda and Benny and Steph

Proposed Year 7 & 8 Zone Consultation

Springboard Trust

RHS Uniform Supplier Update

Rae Gunn left the meeting at 7.45 pm

15. In Committee: The Board moved In-Committee at 7.47 pm

The Board moved out of Committee at 8.00 pm

16. Confirmation of Minutes:

Moved that the Minutes of the Meeting of 19 August 2024 are a true and correct record -

Moved:

Seconded:



Moved

Closing Karakia

17. Next Meeting: Monday 21 October 2024

Meeting closed at 8.05 pm

