



MINUTES - ROTOTUNA HIGH SCHOOLS' BOARD
MONDAY 30 March 2026

Attendees:

Heemi McDonald (Chair), Franda Zondagh, Inas Ellouh, Karen Stimson, Karin Adams, Maria Teinakore, Mel Moore, Renika Siciliano, SeungHee Cindy Pak, Tim Ross

Apologies: Selena Xu

1.1 Karakia & Whanaungatanga

The board meeting was opened at 5.19pm with a karakia.

Thanks was expressed to Karen Stimson for her work as acting principal for term 1.

1.2 Board Portfolio's

Appointment of Deputy Presiding Member:

Karin Adams was nominated by Mel and Maria. Nomination accepted and approved. Karin Adams appointed as Deputy Presiding Member.

Confirmation of Board Portfolio's:

- Finance - TRO & IEL
- Personnel - KAD & RSI
- Property - MTE (+ principals)
- Health & Safety (includes EOTC) - HMC and CPA.
- Disciplinary - All

Board Workplan Update - this is now in BoardPro.

1.3 Confirm minutes RHS Board of Trustees meeting 16 February 2026

RHS Board of Trustees meeting minutes 16 February 2026 are accepted and approved as a true and accurate record.

Moved: CPA

Seconded: MEM

Carried



1.4 Interest Register

No additional interests to be noted for board members for this meeting.

1.5 Board Progress

1. Board to determine when to review governance and general meeting processes
 - a. Which meeting: Consensus to do this in the August 2026 meeting.
 - b. Board to confirm identified measures (in Annual Plans) to show progress towards plan goals

2.0 Strategic Overview of Sport @ RHS

Presentation by the sports department - report provided and taken as read.

- Building on the initial 2022/2023 sports strategy that was done by previous leadership, and assistance of Sports Waikato as well.
- Sport accessibility, sports values for both schools, strategies for the drop off yr 8 to 9, similar from yr 10 to 11.
- Desire to work with the board to ensure their strategy fits in with the board strategy.
- Academies: this was only in the junior school in the first instance, now also rolled out in Senior High school for a few sports.

Comments raised by the board:

- How do we promote our excellent sports programme to have it considered as a great option when coming from primary schools?
- Increasing physical activity across the school - progress
- What does future investment look like.

Matt was thanked for his presentation and for the work that is done within the sports team.

3.1 Principals' Reports

RJHS

Report taken as read. Principal shared some highlights:

- Attendance looking good
- Property update: faulty door replacement: progressing well.
- Roofing report has been sent to the MoE Property advisor for further review.
- Visit MOPC team : reviewing open plan classrooms. We have been accepted into the pilot programme - design stage only.



RSHS - Report taken as read. Highlights:

- celebrations over excellence gatherings.
- Teacher professional learning, learning walks, gathering student voices.
- Curriculum review: module space. Collating data so we know what will work for our students.
- Attendance: has started off well this year.

A general discussion took place and the following was noted:

- Belongings survey: good to have that data and have it included in the reporting.
- General consensus the communications around attendance are appreciated.

Both reports accepted.

Moved: HMC
Seconded: FZO
Carried.

3.2 Achievement Data Report (RJHS)

RJHS Achievement Data Report from previous school year - presented by RJHS principal who shared some details with the board.

- 80-90% are achieving at or above.
- Management is analysing the data in detail - board assurance can be given in that space.

Achievement Data report as included in the board pack accepted.

Moved: RSI
Seconded: CPA
Carried.

3.3 Attendance Reporting

Attendance Reports (including actions being undertaken to support attendance); review of the official Ministry attendance data reports (JHS & SHS) - as attached.

Consensus the board is happy with this format of reporting data.

Attendance reporting as included in the board pack accepted:

Moved: KAD
Seconded: IEL
Carried.



3.4 Policy Review Report

- Principals' reporting to the board on policies up for review.
- School Docs Review Schedule and Board Assurances Plan.

Assurance provided by management to the board in the review that has taken place.

Report approved:

Moved: HMC

Seconded: MTE

Carried.

3.5 Personnel Report

Personnel report as included in the board pack - taken as read.

Report accepted:

Moved: MEM

Seconded: IEL

Carried.

4.1 Finance Reports

1. Confirm release of previous year's accounts to the Auditor - this was signed off by the board.
2. Financial papers as prepared by the business manager.
3. New Cleaning contract was signed.

Motion that the Board:

1. **receives this memorandum**
2. approves the Finance report as presented; and
3. ratifies the payments as listed

Moved by: TRO

Seconded by: MTE

Carried.

5.1 Annual Implementation Plan & RHS Strategy

- Community Consultation
 - Confirm Board consultation scope and process.
 - Update on Implementation Plans.



The Board will be working on a Strategy Review document for the next few months. Important to note we are not resetting the strategy; this is a review. An initial discussion took place around how we seek engagement (including Iwi engagement) and collect data in this space - plan to be made. Some from the board to assist to create the strategic priorities so we can provide our principals with that info.

Goal: Strategic priorities to be drafted by early May 2026, strategy ready for ratification by September 2026.

6.1 Health & Safety Report

Report taken as read.

H&S report accepted.

Moved: HMC

Seconded: KST

Carried

6.2 EOTC

- Update / assurance on 2026 international trips. (Switzerland & Japan)
- Receive paperwork for Maadi Cup Trip (Approved in principle by Presiding Member) - accepted.
- Receive paperwork for Proposed International Trip (Europe) - **Classical Studies, History & Visual Arts**
 - Additional confirmation to be sought:
 - When will the downpayments become non refundable?
 - What are the terms and conditions

General Business

7.1 Student Transitions

Receive update on the transition of new students into and between the schools and onto the next education stage:

Reporting provided by the principals - this is a continuation from how this was done last year.

Thanks expressed for this information - important for the board to have these assurances.

7.2 ERO (Education Review Office) Visit - RJHS

ERO went well - draft report expected over the next week - feedback can then be given by RHS on the draft. The report is written by the person who performed the onsite review, and then it is reviewed by 3 QA's.

This was the First full ERO visit - great it went well.



7.3 Leave Process & Approval

Carry over to the May 2026 meeting.

7.4 Beginning Principal Mentorship

RSHS principal has requested the Board's support with an application to become a mentor for aspiring or new Principals.

This was approved by the board.

8.1 Correspondence

- Commissioner's Letter to School Boards.
- Letter to the Board re Upcoming School Audit
- LSC Build Project
- NZSBA Conference Registration - in Auckland.
- Update to ERO School Reports
- Peak Report.

Reports taken as read.

9.0 In committee

The board went in-committee at 7.29pm.

The board came out of committee at 7.54pm.

10.0 Action points

Discussed and updated where required

Meeting closed at 7.57pm with a Karakia.