



MINUTES - ROTOTUNA HIGH SCHOOLS' BOARD
MONDAY 2 DECEMBER 2024 - 6.00 pm

Attendees:

Cheryl Christini, Mark Stevenson, Mel Moore, Sherya Chandra, Rae Gunn, Kim Laurent, Miranda Makin, Nicky Allen (Board Secretary), Leanne Reynolds (Business Manager)

Welcome/Karakia

1. Apologies: Raven Achari; Khan Denton

2. Conflicts of Interest: Nil

3. Actions:

Action Sheet Updated in Full Below

4. Finance Reports:

September/October 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;
- (iii) approves the updates to policies incorporating any Board comments; and
- (iv) ratifies the payments as listed.

Moved: RAE

Seconded: KLA

Carried

Draft Budgets for Approval 2025:

The Board:

- (i) receives this memorandum;



- (ii) approves the draft of the 2025 Rotorua High Schools budgeted statement of comprehensive revenue and expense subject to incorporation of Board feedback;
- (iii) confirms the school donation and “parent contributions” as stated in 2.1.2 above; and
- (iv) approves the capital budgets as proposed for 2025 Rotorua High Schools subject to further investigation and consideration of the RJHS digital computer purchase and the update of the seating arrangements in performing arts facilities

Moved: RAE

Seconded: MMO

Carried

Principal Funding Carried Forward:

The Board:

- (i) approves the attached Principal declarations;
- (ii) approves the residual balance of the funding be carried forward through the 2025 operational budgets and
- (iii) minutes the approvals in the 2 December Board Minutes

Moved: RAE

Seconded: CCH

Carried

Cafe Services:

The Board:

- (i) receives this memorandum;
- (ii) supports the decision made by the Cafe Committee;
- (iii) delegates to the Principal and Business Manager to put in place the necessary documentation; and
- (iv) delegates the authority to the Principal and Business Manager to execute this documentation

Moved: RAE

Seconded: MIM

Carried

Audit Proposal:

Agreed and signed by CCH

Moved: CCH

Seconded: MST

Carried



Audit Engagement Letter:

Agreed and signed by CCH

Moved:

Seconded:

Carried

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 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: Diwali great success; lots of recognitions this year; attendance tracking upwards.

CAA results are outstanding - National Average results came out today -

RJHS Literacy 84%/National Average 69.6%;

RJHS Reading 81.2 %/National Average 66.1%

RJHS Numeracy 79.1%/National Average 55%.

MIM - RSHS: [Commentary of Progress](#)

MIM covered some of the main highlights from the Commentary of Progress and gave some more background to the interventions taking place to target individual students to attempt to get them over the line with credits.

Moved: MMO

Seconded: CCH

Carried



8. Policy Re: Appointment Committee - CCH

A query was received regarding the Board Policy for appointments, as it was not clear if a board member was required to be part of the panel for fixed term senior management appointments. After discussion and vote, the outcome reached is that it is not a requirement to have a Board member on the appointment panel for fixed term appointments to the Senior Leadership Team. An amendment has therefore been made to the Schedule of Delegations and the Appointment Policy on School Docs to make this explicit. It was noted however, that while not required, either Principal may request to have a board member on the panel for SLT interviews, should they wish to.

Resolution: CCH That a Board member is required to be on the appointment panel for permanent SLT roles only.

Moved: CCH

Seconded: Passed by majority vote

Carried

9. Sports Report: The report was taken as read

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

Moved: MMO

Seconded: CCH

Carried

10. Puna Wananga Report: The report was taken as read.

Moved: CCH

Seconded: KLA

Carried

11. PCT Reports: RJHS & RSHS

The Board was very impressed with both the Reports and very much appreciated the time and effort put into producing them. In terms of content, they would appreciate feedback from the Junior High PCTs on the PCT Programme; similar to what is included in the Senior High report.

Moved: RGU

Seconded: MST

Carried

12. Co-Opting Board Members: CCH



CCH confirmed that the number of parent representatives on the Board can be increased from 5 to 7. After discussion it was agreed that this would be an item on the agenda for the next Board meeting and be advertised to the community. Then, dependent on any feedback received, the Board will need to pass a resolution to that effect before progressing.

CCH also advised that we are able to co-opt additional members for a time period that goes beyond the 2025 Board election date. This would ensure that there is some continuity on the Board following the election in 2025. If we wish to co-opt, a resolution confirming this together with details of time period of co-option, would need to be passed by the Board.

It was agreed that it would be beneficial to seek co-opted members from the following areas of specialisation:

Human Resources
Health and Safety
Accountancy

MMO and MST agreed to speak to two parents who they feel may wish to be considered for co-option to the Board and who have the required expertise.

Resolution: That two members be co-opted to the Board, ideally with expertise in human resources, health and safety, or accountancy, for a time period of 18 months from early 2025.

Moved: CCH

Seconded: Agreed by all Board members present

Carried

13. General Business:

Japan Soccer Trip 2026 - Initial Proposal: This was agreed in principle; the necessary EOTC paperwork can begin to be completed. Comments for consideration by the organising staff from the Board on the proposal:

- Is it possible to include an additional day or two for sightseeing
- Would it be possible to lengthen the trip to allow for this?

Reminder: Board Christmas Dinner Date: Tuesday 10 December - 6.00 pm - Iguana Restaurant, Victoria Street, Hamilton

14. Correspondence: Information Only

Peak Report
Waikato Waldorf School

15. In Committee: The Board moved In-Committee at 8.15 pm



The Board moved out of Committee at 8.20 pm.

16. Confirmation of Minutes:

Moved that the Minutes of the meeting of 21 October 2024 are a true and correct record.

Moved: CCH

Seconded: MIM

Moved

Closing Karakia

17. Next Meeting: Proposed Meeting dates for 2025:

17 February

17 March

12 May

16 June

28 July

25 August - last meeting for current Board

20 October

24 November

2025 Board Election: Wednesday 17 September

Meeting closed at 8.35 pm