



**MINUTES - ROTOTUNA HIGH SCHOOLS' BOARD**  
**MONDAY 17 MARCH 2025**

**Attendees:**

Cheryl Christini, Mel Moore, Kim Laurent, Miranda Makin, Heemi McDonald, Karin Adams, Kahn Denton, Nicky Allen (Board Secretary)

Attending via google meet: Mark Stevenson and Rae Gunn

***Welcome/Karakia***

***Welcome to new Board Members; Heemi McDonald and Karin Adams***

(A resolution was passed via email on 4 March to co-opt Heemi and Karin)

**1. Apologies:** Raven Achari, Shreya Chandra

**2. Conflicts of Interest:** Nil

**3. Actions:**

**Action Sheet Updated in Full Below**

**4. Finance Reports:**

**Draft Financial Statements 2024 for approval:**

RGU confirmed that this had been reviewed by the Finance Committee. RGU also noted that we are near the \$33m threshold for tier one financial reporting which requires more disclosures - the Business Manager (Leanne Reynolds) will monitor this going forward and will keep the Board and Finance Committee updated accordingly.

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 2024 to the auditors.

*Moved: RGU*

*Seconded: CCH*

*Carried*



### **January/February Finance Report**

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 changes requested to the debt collection policy,
- (iv) approves the purchase of the chromebook charging station for the SHS inclusive learning area up to the value of \$2,000; and
- (v) ratifies the payments as listed.

*Moved: RGU*

*Seconded: CCH*

*Carried*

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

*Health & Safety Policy Review*: MMO confirmed that a full analysis and review had been carried out involving relative stakeholders. Discussion took place around the exclusion/inclusion of some wording and the rationale behind it.

One area which was highlighted was under "Recording and Reporting Accidents, Injuries and Illnesses" the suggested change from "should include" to "could include" in line with what was required to be included in the register as a matter of course. MMO confirmed she would check the totality of the policy to ensure this was correct and advise the Board at the next meeting.

*RHS Timetable Policy 2025 Draft*: MMO confirmed that the draft policy had been shared with staff for feedback and MMO and MIM had met with PPTA reps for both schools and shared the draft policy with them. After discussion, it was agreed that the review of the Policy was now complete and it could be shared with the staff and updated on School Docs.

*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 highlighted the recently successful FONO event and confirmed that planning of the upcoming Eid event had started.
- A baseline survey with staff about how they feel about working here had been completed with 98% of staff completing the survey.
- Engaging with whanau in a meaningful way; this was being progressed and they were working on leveraging the role of the advisors.
- Y10s entered into corequisites - checking the students' data is correct before the Y10s are entered.
- Inclusive Learning Team - gifted and talented education - started reaching out to similar schools to see what they can develop.
- PULSE - has been launched as a tool to be used during advisory - 5 minutes - check in on how students are feeling.
- 10 year property plan - met with contractor and property advisor; a report should be ready by the next meeting.

**MIM - RSHS:**

- Finishing off the Analysis of Variance and translating into Annual Implementation plan.
- Great experiences across both schools at the recent FONO event - need to grow and encourage students to bring their families.
- Excellence evening went very well and student council application processes are going well.
- Large uptake of students into Puna Wananga.
- Tracking attendance at the moment endeavouring to line it up with the Government reporting schedule.
- Looking at pro social behaviour through restorative practices.

*Moved: MIM*

*Seconded: KLA*

*Carried*

**8. Board Elections 2025 -**

- (1) Confirmation of date: 10 September 2025
- (2) Confirmation of appointment of external provider and inclusion of staff and student election

CCH requested that the provider - Schooled - be made aware of the structure of the school with regard to the combined Board of Trustees, and the need for parent elected trustees from both the Junior and the Senior High Schools.

*Moved: CCH*

*Seconded:*



*Carried*

#### **9. Reporting Schedule: JHS & SHS 2025 Target Data Reports**

- [RSHS Annual Implementation Plan 2025](#)
- [RSHS 2025 Analysis of Variance](#)
- [RJHS 2025 Annual Implementation Plan](#)
- [RJHS 2024 Annual Implementation Plan Statement of Variance](#)
- [RJHS 2024 Statement of Variance](#)
- [RJHS 2025 Achievement Targets](#)
- [RJHS Full Achievement Data Semester 2 2024](#)

All the reports were taken as read and approved.

The reports were very well received and the Board thanked MIM, MMO and their teams for the quality of all the reports.

**2025 Annual Implementation Plans** - MIM advised that a couple of dates within the RSHS 2025 Annual Implementation Plan required to be altered. Following these changes, the Board agreed that both the RJHS and RSHS 2025 Annual Implementation Plans should be published on the school website.

*Moved: CCH*

*Seconded: MMD*

*Carried*

#### **10. Increase the number of Parent Elected Board Members from 5 to 7**

CCH confirmed that this had been previously discussed at meetings in December and February; as can be noted in the Actions below, the next step in this process is to gather community feedback. This consultation will take place over the next few weeks with a cut off for feedback of 11 April. The Board will discuss any feedback received, before moving forward. A formal resolution is required for any change to the number of trustees.

#### **11. The Peak - Trustees**

**Verbal update from CCH** - Following Mark's query around the process of appointing trustees representing the school to the Board of the RIRCT (The Peak), CCH has reviewed the original deed and constitution paperwork for the Peak. Upon review, it became apparent some trustees (School and MoE trustees) had served on the RIRCT in excess of the allowable 2 consecutive 3 year terms. The RIRCT has sought legal advice with regards the situation, and once this has been received the RIRCT will formally communicate with the school regarding next steps.

#### **12. General Business: None**



**13. Correspondence: Information Only**

[The Peak Report](#)

[He Kupu Whakamihi - Acknowledgement Letter](#)

**14. In Committee:** The Board moved In-Committee at 7.40 pm

**The Board moved out of Committee at 8.20 pm**

**15. Confirmation of Minutes:**

Moved that the Minutes of the meeting of 17 February 2025 are a true and correct record.

*Moved: MIM*

*Seconded: KLA*

*Moved*

***Closing Karakia***

**17. Next Meeting: Monday 19 May 2025**

Meeting closed at 8.30 pm

