



## Rāwhiti School

### MINUTES OF THE MEETING OF THE RĀWHITI SCHOOL BOARD ON MONDAY 23RD JUNE 2025 AT 6.00PM

**PRESENT:** Cheryl Lineham, Gareth Frew, Helen Hogarth, Jess Poff, Liz Weir, Lynette Money, Thomas Parata

**APOLOGIES:** Jody Hohaia O'Sullivan

**ATTENDANCE:** Kim Allen (Minute secretary), Rachael Spencer (Te Whakaroputanga Kaitiaki Kura o Aotearoa/NZ School Boards - has speaking rights)

#### 1. KARAKIA

#### 2. CONFLICT OF INTEREST

None

#### 3. MINUTES OF THE PREVIOUS MEETING

##### **Motion: Moved Cheryl Lineham**

*That the minutes of the Public meeting of the Rāwhiti School Board held on 19th May 2025 be accepted as a true and correct record of that meeting.*

**Carried**

##### **Matters Arising**

- Board members reviewed SchoolDocs
- Board/Staff function has been booked for 17th July 2025.

#### 4. CORRESPONDENCE OUT:

- 4 job offer letters
- An acknowledgement letter to a parent

##### **CORRESPONDENCE IN:**

- 4 acceptance letters
- Resignation
- Strategic planning proposal
- Complaint letter from a parent
- ERO draft review
- Staff request (dealt with in-committee)

## 5. PRINCIPAL'S REPORT

As per the previously circulated report which was taken as read and accepted.

### Legislation

It was asked if the comparative statistics could be plotted on time series graphs over a 3-5 year period to make a visual of patterns or deviations of this information. Also the leaving student data, month by month, through the years. As this data is not a requirement to report to the board or the Ministry Liz will look at time spent pulling data together and preparing graphs and may include it in the next report.

### Motion: Moved Cheryl Lineham

*That the Board opts into the Government Donations Scheme for the 2026 school year.*

**Carried**

### Health and Safety

#### Motion: Moved Liz Weir

- *That the Board approves the continued planning for a Year 4 Noho Marae stay.* **Carried**
- *That the Board approved the continued planning for a Year 8 end of year camp in Dunedin.* **Carried**

### Finance

Queries were raised around:

- the SMS annual subscription being fully spent already, which was answered with the definition of SMS being explained (Student Management System), and
- the audit report and the mention of a finance committee. It was clarified that in most primary schools the finance committee is the Board of Trustees, but sometimes if there is a specific project a finance committee might be created.

## 6. SPECIAL ISSUES

### Board processes and procedures

A board member asked if there were any written down procedures for how a board meeting is run, including areas like how to get something on the agenda, the code of conduct and the length of meetings, as examples. Rachael confirmed that the law (Local Government Official Info Meetings Act 1987) states procedures that meetings are required to be run in line with and there are also a set of NZSBA procedures that can be adopted and personalised as needed.

Other points of discussion:

- The agenda and board papers are sent out on the Monday, one week before a meeting. If any agenda items are added after Monday, the addition to the agenda can be approved at the start of the meeting to ensure everyone is aware of the addition and prepared for the discussion.

- Boards can set a timeframe for a meeting. A motion can be passed to extend the meeting time if it is needed.
- Board meeting processes and procedures could be documented to help new members understand how things are done. A vote was taken as to whether this should happen with this board, or the incoming board later in the year.

**Motion: Moved Cheryl Lineham**

*That the incoming Board will adopt and personalise the NZSBA meeting procedures.*

**Carried**

- Draft minutes will be sent out to board members by the Presiding member on the Thursday following the meeting. All board members are asked to read through them and confirm they believe they are a true and accurate record of the meeting **by the following Monday 9am**. Matters arising will still be presented at the next meeting.

**Motion: Moved Cheryl Lineham**

*That the Board agrees to adopt the new procedure for confirming the minutes.*

**Carried**

- The “NZSBA Code of Conduct for State School Board Members” was passed around. Although the Rawhiti School Code of Conduct was signed by board members, they are bound by the NZSBA Code of Conduct.

**Annual Implementation Plan**

Liz discussed how the mid-year reporting will be different this year with the new curriculum only being taught for 19 weeks and the new ‘Scope and sequence statements’ way of assessment is quite different to the ‘goals’ assessment in previous years.

**ERO Draft Report**

The report showed many positive things happening at Rawhiti School and one area to address would be around attendance.

ERO will be returning in term 3 for 2 days to do a separate review of Ata Hapara.

**Motion: Moved Cheryl Lineham**

*That the Board agrees the Presiding member can accept the ERO report.* **Carried**

**Strategic Planning**

The three proposals in the BOT2025 folder were taken as read. After discussions it was agreed to approach the local candidate who will do face-to-face meetings to help with the strategic planning. These will likely be added on to the end of a regular board meeting.

**Amended Term 3 Board Meeting Dates**

The board meetings in term 3 will be held on Monday 4th August (Week 4), and Monday 8th September (Week 9).

**7. PUBLIC EXCLUDED SESSION**

Moved from the Presiding Member that the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 ("LGOIMA") for the passing of this resolution are as follows:

| General subject | Reason for passing this resolution  | Ground(s) under s48(1) for the passing of this resolution  |
|-----------------|---|--|
| Stand downs     | It is necessary to exclude the public from this part of the meeting in order to protect the privacy of natural persons, being a good reason for withholding information under s9(2)(a) of the Official Information Act 1982 ("OIA") | Pursuant to s48(1)(a)(ii) of the LGOIMA that the public conduct of the relevant part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under the OIA. |
| Accidents       |   |  |
| Other issues    |   |  |
|                 |   |  |

The Resolution is made in reliance on section 48(1)(a) of the LGOIMA and the particular interest or interests protected by sections 6, 7 or 9 of the OIA which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as set out in the table above.

The meeting closed at 7.49pm.

Confirmed ..... Date: 4th August 2025

PRESIDING MEMBER

| ACTION | PERSON |
|--------|--------|
|        |        |