



## Board of Trustees Meeting Minutes - DRAFT

26th March 2025

Meeting Started: 6:11 pm | Meeting Closed: 8:01 pm

|                               |   |
|-------------------------------|---|
| <b>Present:</b>               | Lisa Thomson, Louisa Barham, David Duffin, Kaiya Miller, Quenten Browne, Haylee Webber, Stefan Frew |
| <b>Apologies:</b>             | Linda Mayow, Linda Holmes   |
| <b>Chair:</b>                 | David Duffin  |
| <b>Minute Secretary:</b>      | Jules Holden (Speaking Rights)  |
| <b>Conflicts of Interest:</b> | Three noted<br><a href="#">📄 RAS BoT Conflict of Interest Register</a>                              |

|  | Mov<br>ed | Seco<br>nded | Motion<br>Carried/<br>Agreed<br>To |
|--|-----------|--------------|------------------------------------|
| <b>1. Administration</b>   |           |              |                                    |
| <b>Motion:</b> That apologies from Linda Mayow and Linda Holmes are accepted.  | LT        | DD           | Carried                            |
| <b>Confirmation of previous minutes</b>  |           |              |                                    |
| <b>Motion:</b> It is moved that the meeting minutes of the Board of Trustees meeting and In Committee meeting held on 26th February be accepted as true and correct. | DD        | LT           | Carried                            |
| <b>2. Monitoring</b>   |           |              |                                    |

## Quenten Presented Analysis of Variance for end of Year 2024 (Years 9-13)

**LB recognising the work that has been put in by QB and HW and other staff to comline this**

ERO is looking at year 7-10

Year on year reading has improved - now working at the level they should be. Writing - still not achieving writing at the expected curriculum level as we are with reading. 7 and 8 space

Stefan asked if writing is still important? Different style of writing - whole range of reasons that writing is not at our target. Still making common errors in writing - punctuation and paragraphs etc. Government priority is structured literacy and structured writing. Going back to phonics.

Kaiya said that some students are finding this really challenging.

Year 7 and 8 teaching team is now more stable and literacy is a focus. Curriculum mapping team are connecting curriculum across the whole team. Nationally writing is a key issue.

HW - writing is one of the last dimensions. Focus is on vocab and reading.

NCEA results 24 - All above average. DD - why are males doing worse? LT this is a trend nationally. In that cohort there were students that would not have achieved NCEA.

Co-requisites needed - 5 writing and 5 reading and 10 maths before you can get another credit. Curriculum co-ordinator supporting this. We have doubled amount of students with university entrance.

|  |    |    |         |
|--|----|----|---------|
| <b>Motion:</b> The Board accepts this Analysis of Variance Report for EOY 2025 | LB | SF | Carried |
|--|----|----|---------|

## Finance & Property Minutes

|   |    |    |         |
|---|----|----|---------|
| <b>Motion:</b> Approval for the payment of the field resowing, in the budget \$9937.50 Approved the full payment as per our property update March 2025. | LT | SF | Carried |
|---|----|----|---------|

**New possible school canteen provider.** Has offered to do ours here, with the help of Jo who worked for Libelle. Canteen will be relocated as part of property project. Likely to be next term.

☐ LB - get references for Nicole.

Caretakers workshop being sorted out.

Demolition team for boiler update to damage and kiln removal.

Half pipe skate ramp is finished. Opening on Monday. School procedure created and will be chained up when not used so will be unable to be used after school and weekends.

**Hall hireage**

Looking into consistency into hall hireage across all groups. Feedback to be given to staff member. Procedure will be created.

Hayley Vink gave update about ideas around playgrounds - will need playground strategy around retaining wall upgrade by C / AF block.

**Motion:** Property and Finance Subcommittee Report is accepted

SF

LT

Carried

## Principal's Report

### EOTC (Education Outside the Classroom)

1. EOTC trips that are overnight or outside of the Raglan township require Board approval.
2. Paperwork & planning is reviewed by Deputy Principals; Haylee Webber (Kura Teina Y0-8) and Quenten Browne (Kura Tuakana Y9-13) within approved timeframes, budgets and health and safety requirements.
3. Up to date weather and safety checks are made on the actual dates of departure.

**The Board approves the following EOTC trip based on the above expectations being met:**

**Motion:** The Board approves for Amy Hanna (Raglan Youth Connector) to use one of the Admin Block Offices on Thursday and Friday only. Amy's line manager is Mike Rarere, Community House. The school is establishing a MOU between Community House and Raglan Area School and including the MoE 3rd party agreement.

QB

SF

Carried

**Motion:** The Board ratifies Raglan Area School's inclusion and acceptance into the ["He Waka Eka Noa"](#) Kaahui Ako / Community of Learning in March 2025. Louisa and David signed the MOU agreement and a hardcopy is held on file in the office.

LB

DD

Carried

**Motion:** The Board approves of SLT and David Duffin being the Appointments panel for the 4 Within Teacher positions that have become available due to our inclusion in the Kaahui Ako.

LB

LT

Carried

**Motion:** The Board ratifies the [2025 RAS Board Elections Planning Schedule](#).

LB

LT

Carried

**Motion:** The Board appoints Jules Holden as our Returning Officer for the 2025 Board Elections.

LB

DD

Carried

**Motion:** The Board appoints the RAS policy/personnel sub-committee as the Elections Organising committee.

LB

LT

Carried

### The Board ratifies these appointments:

- Levonne Fraser (Art Teacher) reduced from 1.0 FTTE to 0.8 FTTE permanent part time
- Kerry Arlidge (Art Teacher) 0.2 FTTE fixed term for Terms 2, 3 and 4
- Joel Newport fixed term 10 hours per week (Kura Tuakana Learning Assistant) for Terms 2, 3 and 4

**The Board ratifies the appointments of the above staff members**

LB

LY

Carried



**Motion:**

- **EOTC (Education Outside the Classroom)**

1. EOTC trips that are overnight or outside of the Raglan township require Board approval.
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**The Board approves the following EOTC trips based on the above expectations being met:**

|  |    |    |         |
|--|----|----|---------|
| The Year 7/8 Camp. Overnight 27th-28th March at Ruapuke CampGround.<br>Lead Teacher is Dave O'Loughlin, 2nd Serita Drewery. Teachers in attendance Eddie Martinez, Felipe Queriquelli and Learning Assistant Erena Cribb. Up to 113 students. Parent helpers TBC - approx 5. One representative from Perry Outdoor Education Trust (POET) in attendance. | LB | SF | Carried |
| The Year 9 overnight Camp to Pirongia week 9 3rd-4th of April. The Lead Teacher is Briar Heinrich.   | LB | LT | Carried |
| The Year 5-6 overnight camp to CYC Ngaruawahia Week 9 2nd-4th April. The Lead teacher is Alison Hewett.  | LB | LT | Carried |
| <a href="#">EOTC Approvals for Outdoor Education Term 1</a>  | LB | SF | Carried |

| Week | Dates | Trip Name and date   | Location and main activities<br>Credits   | Staffing and Qualifications   |
|------|-------|--|---|---|
| 9    | 31/3  | <b>OUED2</b> Survival solo and Caving 31st-1st<br>Harry booked | Karamu caves and Karioi bush block, Overnight survival experience on Peacocks bush block followed by a day in the Karamu Caves<br><b>2 credits Attached</b> | <b>Liam</b> - Bush overnighter<br><br><b>Contractor - Raglan Rock</b> - Running the caving  |
| 10   | 7/4   | <b>DoE</b> Expedition 10th-11th April<br>Lake tarawera         | Lake Tarawera Students in 2 groups 1 group walks into the hot water beach campsite other group sea kayaks then they swap over for return journey            | <b>Liam</b> - Nzoia Sea Kayak 1 and Bush Leader<br><br><b>Tj</b> - Running the bush section |



|  |  |  |                         |            |
|--|--|--|-------------------------|------------|
|  |  |  | DofE Award - Expedition |            |
| <p>Board Compliance - Child Protection policy needs to be reviewed annually.<br/>Emergency Procedures - week 8 will do drills. Drills Schedule. Staff will do an analysis from anything that comes up.<br/>Health and safety register. Each document contributes to Health and Safety.</p>   |  |  |                         |            |
| <b>Motion:</b> It is moved that the Principal's Report be accepted.  |  |  | LB                      | LT Carried |
| <p><b>Policy Subcommittee</b><br/>No report</p>  |  |  |                         |            |
| <p><b>Student Trustee</b><br/>Confusion amongst students and staff as to whether year 13 staff are allowed out at lunchtime looking for clarification. Will be communicated to students.<br/>Email address for students to collect feedback. Accept any feedback and talk to staff trustee.<br/>Represent the Board - not a spokesperson. Report back to Board and will get an answer. Some will not be Board Questions.</p> |  |  |                         |            |
| <p><b>Staff Report</b><br/>No report</p>   |  |  |                         |            |
| <b>3. General Business</b>   |  |  |                         |            |
|  |  |  |                         |            |
| <b>Motion:</b> Set the date for triennial election. Setting our date to the recommended common date 10 September.  |  |  | LB                      | SF Carried |
| <b>Motion:</b> Set the date for student representative election. Setting our date as 4 September.  |  |  | LB                      | LT Carried |
| Road Safety Hui - Thursday May 1st 3:30 - will need BoT rep to facilitate - Stefan   |  |  |                         |            |
| <b>4. In Committee</b>   |  |  |                         |            |
| In to In Committee 7:25pm / Out of In Committee 8:00   |  |  |                         |            |
| <b>5. Board Self Review</b>  |  |  |                         |            |
| None   |  |  |                         |            |
| <b>Meeting Closed: 8:01 pm</b>   |  |  |                         |            |
| <b>6. Confirmation</b>   |  |  |                         |            |



Raglan Area School  
Te Kura A Rohe O Whaingaroa

Chairperson signature:

Date: 21/05/25