RANGIORA NEW LIFE SCHOOL

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Minutes of the Meeting 01 July 2026

7.00 pm, Room 21

CMJoseph

Action Points

Part 1 Introduction

1.1 Welcome: Chris Joseph welcomed everyone, and the meeting commenced at 7 pm

1.2 Apologies: Reese Hunter

Absent:

Present:

Trustees: Chris Joseph (Chair), Stephen Walters, Stan Stewart, Dusty Eloff, Karen Rennie, Shine Laurie, Jo Simpson, Jaco Niemand, Kerry Harris, Sheryl Band.

Other: Ross Nicholson, Andrew Simpson

1.3 Conflict of Interest including any changes to Members Interest as disclosed in the interest register: None – no updates required.

1.4 Devotions & Open in Prayer led by: Shine Laurie

Shine Laurie led devotions from 1 Corinthians 12:12–26. Trustees reflected on the biblical concept of one body with many parts and considered the importance of unity, stewardship, service and collaboration within Board governance. Reflections were also shared from the CEN governance gathering, with emphasis placed on prayer, spiritual preparation, Christian leadership, and the Board's role as a ministry serving the wider school community.

1.5 Confirmation of Previous Minutes

Mintes taken as read.

Date of Last Meeting: 03 June 2026

Moved that Minutes of 03 June 2026 were confirmed as a true and correct record.

CJ **All in favour** **Carried**

1.6 Matters Arising from the previous minutes:

Progress was reviewed on outstanding actions:

1.6.1 Strategic and Leadership meeting
1.6.2 International Director presentation
1.6.3 Retention pond matters
1.6.4 Cyclical Maintenance reporting
1.6.5 Board elections
1.6.6 Equipment replacement processes

1.7 Correspondence

Inward
29/05 NZSBA Onboard
08/06 NZSBA Annual General Meeting update
09/06 NZSBA Privacy notice – NZSBA use of your information

Outward

16/06 Message from the Board
19/06 Thank You from the Board

The Board noted ongoing positive communication with stakeholders.

Moved that the Board receive inward and outward correspondence as presented
CJ **All in favour** **Carried.**

Part 2: Christian Character

The Board received the Proprietor's report. Trustees noted the proposed landscaping and planting improvements around the school grounds, including the main entrance, car parking areas and stream surroundings. The Board acknowledged the contribution these improvements make to the presentation and environment of the school.

Moved that: The Proprietors report be taken as read. DE / KH **All in favour** **Carried**

Part 3: Strategic and Leadership

Board Handbook
The Presiding Member presented a draft Board Handbook based on sector guidance material. Trustees discussed governance expectations, communication practices, Biblical principles, accountability and collaborative decision-making. It was agreed that the document provides a strong foundation for further development.

Memorandum of Understanding
A draft Memorandum of Understanding between the Board and Proprietors was reviewed. Discussion focused on clearly defining responsibilities, avoiding duplication, preserving collaborative relationships and ensuring governance accountability. Trustees agreed that the MoU should continue to be refined through consultation and shared review.

Agreed Actions
Draft versions of both documents will be placed on SharePoint
Trustees will provide feedback and amendments for consideration at future meetings.

Part 4: Reports

4.1 Principal's Report – taken as read.

The Principal's Report was received.
Discussion focused on progress towards annual goals, development of a Culture of Excellence, enrolment trends, curriculum review outcomes and strategic priorities. The report includes further information sought by the Board from the International Director.

Student Roll and Enrolments
The Board discussed current enrolments and future roll growth projections, including planning for 2027. Management will continue monitoring enrolment trends and provide future updates.

Student Behaviour and Wellbeing
Trustees discussed behaviour management, restorative practice, PB4L implementation and disciplinary procedures. The Board noted that behavioural improvement remains a strategic priority and acknowledged the extensive work being undertaken by staff. Trustees expressed support for consistent enforcement of expectations and timely escalation of serious matters where necessary.

Uniform Compliance
The Board reviewed current uniform expectations and challenges. Discussion included support for families experiencing financial hardship, consistency in expectations, and opportunities for further improvement. Trustees acknowledged progress while recognising that further work is required.

Moved that The Principal's report be received. SW / DE **All in favour** **Carried**

4.2 **Student Report –** taken as read

Moved that: the Student report be received. CJ **All in favour Carried**

4.3 **Health and Safety Report**

Trustees noted some concerns relating to the basketball hoop fixtures and that the matter will be on the agenda for the next Health & Safety meeting.

Moved that the Health & Safety Minutes be received. SS /SB **All in favour Carried**

4.4 **Uniform Report**

No report tabled.

Part 5: Operational, Policies and Procedures (SchoolDocs)

16/06 SchoolDocs: Important reminder regarding use of the current policy management platform.

Curriculum Reviews
Trustees reviewed curriculum review findings and departmental reports and noted that more in-depth discussions were had.
Particular attention was given to Science achievement, moderation practices, resource allocation and strategies designed to improve learning outcomes. This year's data indicates an overall improvement on the 2025 results. The Principal apologised for the lateness of the Science report due to editing and sickness. A request was made that the Trustees present their curriculum review questions to the staff beforehand, in order for them to prepare their answers more fully.

Policy Committee Report
The Policy Committee Minutes were received.
The Board reviewed policy committee recommendations and discussed the current platform.
Trustees considered whether alternative policy management systems may provide greater flexibility in supporting the school's Christian special character while maintaining legislative compliance.
The Policy Committee was requested to investigate alternative options and report back to the Board.

M/A: Policy Committee

Moved that the Policy Committee to present options to the School Board to move away from the current platform. DE/KR **All in Favour Carried**

Moved that no policies be accepted, as changes are required

DE/SS **All in Favour Carried**

The Trustees discussed drafting a policy for student and staff exit interviews and capturing trends.

Media Delegation
The Board adopted a temporary media delegation arrangement for Term 3 while Acting Principals are in place, with media engagement to be coordinated jointly by the Presiding Member and Acting Principal(s).

Media policy during term 3.

Moved that the Board resolves that, during Term 3 while two Acting Principals are in place, the existing RNLS Media and Publicity Policy will apply in place of the current Delegations Register for all media matters. In accordance with that policy, the Presiding Member and the Acting Principal(s) will jointly coordinate all media engagement, including the preparation of media statements and determining the appropriate spokesperson for the school. From the commencement of Term 4, authority for media matters will revert to the Board's Delegations Register unless otherwise resolved by the Board

CJ **All agreed** **Carried**

Part 6: Financial

The Board reviewed financial statements, management reports, committee minutes and property updates for May 2026.

Maintenance and Property
Discussion focused on cyclical maintenance (long term), integration agreement obligations and the need to include day to day maintenance into cyclical maintenance, thus improving long-term maintenance planning. Trustees agreed that property maintenance oversight should continue to be strengthened. The Proprietors Property Manager to be included in the Finance and Property Committee as a member.

Moved that the Proprietors Property Manager to be included as a member of the Finance and Property Committee. DE/KR **All in Favour** **Carried**

Annual Report
The audited 2025 Annual Report was formally adopted.

Moved that the audited 2025 Annual Report be adopted. KR / JS **All in favour** **Carried**

Acknowledgement
The Board recorded its appreciation to Glenda van der Walt for the quality and professionalism of financial reporting and administration.

Moved that: The Financial and Property Report and Minutes be accepted.

CJ **All in favour** **Carried**

Part 7: General Business

Māori and Pasifika Whānau Hui

Trustees reviewed feedback from the recent hui. Discussion covered participation levels, cultural responsiveness, Te Reo Māori provision, Māori and Pasifika achievement data and the integration of Christian character within the school's approach.

The Board acknowledged both positive feedback and concerns expressed by attending families. Trustees agreed that further analysis, wider community engagement and ongoing monitoring of outcomes will support future decisions. A report to be submitted to the Finance and Property Committee with regards to future investment in this area. A Curriculum review of Māori will be presented to the Board at the Curriculum Review Meeting scheduled for 22 July 2026.

M/A: Ross Nicholson to submit a report to the Finance and Property Committee

Moved that the report taken as read. JS / SS **All in favour** **Carried**

Board Elections

Election Day for both the Student Representative Election and Parent By-Election was confirmed as 3 September 2026.

Election Pilot was approved as Returning Officer.

Moved to appoint Election Pilot as the Returning Officer. CJ **All in favour** **Carried**

Board Confidentiality and Information Security

The Board unanimously adopted a confidentiality and information security resolution confirming expectations regarding governance information, electronic records, SharePoint access, privacy obligations and trustee responsibilities.

Moved that the Board:

1. Reaffirms its commitment to maintaining the confidentiality of all Board information, including Board papers, reports, correspondence, meeting agendas, minutes, in-committee minutes, and all other governance documents accessed through the Board's SharePoint site or any other authorised Board communication platform.
2. Acknowledges that the Board's SharePoint environment is security-controlled, password protected and provided solely for the purpose of carrying out Board governance responsibilities.
3. Agrees that all confidential information accessed on personal or Board-issued devices is for Board purposes only and must not be disclosed, shared, copied, photographed, forwarded, printed, discussed, or distributed to any unauthorised person without the express approval of the Board or as otherwise required by law.
4. Recognises that Board documents may contain sensitive personal, employment, student, commercial, legal, strategic, or governance information, and that any unauthorised disclosure may cause harm to individuals, the school, the Proprietor, staff, students, families, or the Board itself.

5. Commits to taking reasonable steps to ensure the security of confidential Board information when accessed or stored on private devices, including maintaining secure passwords and preventing unauthorised access by family members, colleagues, or other third parties.
6. Confirms that all Board papers, minutes, and associated governance documents remain Board property and are for Board members' use in fulfilling their governance duties only.
7. Grants the Presiding Member discretion to determine that particularly sensitive documents, including those relating to legal matters, employment matters, complaints, disciplinary matters, negotiations, or other confidential issues, may be provided in hard-copy format only for Board review and discussion, and may be withheld from digital distribution, where considered necessary to protect confidentiality.
8. Acknowledges that any breach of Board confidentiality is a serious governance matter and may constitute a breach of Board member obligations, privacy obligations, employment obligations, or other legal duties.
9. Agrees that any concerns regarding the handling, storage, or disclosure of confidential Board information shall be raised promptly with the Presiding Member and addressed in accordance with Board policy and applicable legislation.

The Board recognises that trust, integrity, stewardship, and wise governance are foundational to its role and commits to handling all confidential information with the utmost care, discretion, and professionalism. CJ **All in Favour** **Carried**

Part 8: In Committee (public excluded)

The Board entered In Committee at 8.21pm

The Board exited In Committee at 8.45pm

FUTURE ACTIONS

- Continue development of Board Handbook and MoU.
- Monitor behaviour, wellbeing and PB4L outcomes.
- Investigate policy management alternatives.
- Review Māori and Pasifika achievement data and engagement outcomes.
- Progress Science Block acoustic review.
- Provide strategic milestone reporting during Term 3.

MEETING CLOSURE

Jo Simpson will lead devotions at the next meeting.
Stan Stewart closed the meeting in prayer.

The meeting concluded at 9.41 pm.

Next Meeting: Curriculum Review – 22 July 2026.

Review of Learning Areas and Education Outcomes
22 July

Devotions at the next meeting: Jo Simpson

Stan closed in prayer.

The meeting closed at 9.41 pm.

Next meeting – 22 July 2026 – Curriculum Review