

# CONFIRMED MINUTES

## TKHS BOARD OF TRUSTEES MEETING

At the **TKHS Board of Trustees Meeting** on **31 Aug 2020** these minutes were **confirmed as presented**.

|                       |   |
|-----------------------|---|
| <b>Name:</b>          | Te Kuiti High School  |
| <b>Date:</b>          | Monday, 27 July 2020  |
| <b>Time:</b>          | 6:00 pm to 8:00 pm  |
| <b>Location:</b>      | Staffroom - A Block, Te Kuiti High School, 21 Hospital Road, Te Kuiti   |
| <b>Board Members:</b> | Hilary Karaitiana (Chair), Brent Ramsey, Jo Randle, Nikki Taylor, Raiden van Herpen, Rhys Brown, Thomas Tumai |
| <b>Attendees:</b>     | Hannibal Ikahihifo, Lee Taylor  |
| <b>Apologies:</b>     | Teagan Houchen  |
| <b>Guests/Notes:</b>  | Pania Turner-Hughes   |

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**TKHS Board of Trustees Meeting 29 Jun 2020**, the minutes were confirmed as presented.



#### **Previous minutes are true and correct**

Update the times for each Agenda Item.

|                       |             |
|-----------------------|-------------|
| <b>Decision Date:</b> | 27 Jul 2020 |
| <b>Mover:</b>         | Rhys Brown  |
| <b>Seconder:</b>      | Jo Randle   |
| <b>Outcome:</b>       | Approved    |

#### 1.2 Interests Register

### 2. Other Business

#### 2.1 School Uniform

Presentation document attached with proposals for uniform update/change.

##### Questions from the Board:

1. Can we tell NZ uniform what we want?
  - o Yes we can. Pania has consulted a local seamstress with experience in school uniforms. Having a consultant on board who is well knowledged in this area and knows the jargon and what sizing/dimensions are required has been very helpful.

2. In regards to the pants sample you have shown us, does NZ Uniforms have a boys fit and a girls fit?
  - o Yes
3. Can they be made in Navy Blue or Black?
  - o Yes
4. Are there pants and shorts options?
  - o Yes

2. Proposal to change boys grey socks to black & white which is the same option the girls have. Currently, to purchase grey socks as per the uniform code, they cost around \$10 for one pair (school) and \$12 for one pair (The Warehouse). Girls get the choice to wear white socks or black sock of any length yet the boys only have one option to wear long grey socks with green stripes which are very expensive.

The uniform needs an update. We also need to cater to all gender types. Gender equality. Provide options to both boys and girls with the pants at any time of the year. We'd like our students to feel comfortable. Our uniform should not be a barrier to learning.



### Uniform Decisions by the Board of Trustees

The Board have approved the following school uniform changes:

1. Approved for P Turner-Hughes to introduce unisex options for our students. This includes pants, shorts and skirts.
2. Grey socks are no longer a uniform requirement for boys. This will be updated to black or white socks.
3. Explore school uniform updates/changes in consultation with students. P Turner-Hughes will provide options to the Board at a future meeting.

**Decision Date:** 27 Jul 2020  
**Mover:** Hilary Karaitiana  
**Seconded:** Rhys Brown  
**Outcome:** Approved

## 2.2 Loves-Me-Not Programme

There is a programme running next Wednesday which our students Y12 & 13, has been running here for at least the past 5 years.

The following staff have recently completed the training. They are T Houchen, J Sneddon, P Knight, B Kearins and C Hill.

School policy has been reviewed and it is fine however now that we have a Guidance Counsellor, it needs to be updated.



### Schooldocs Policy Update

Update all school policies in Schooldocs related to Guidance Counsellor.

**Due Date:** 31 Aug 2020  
**Owner:** Thomas Tumai

## 3. Management Reports

### 3.1 Principal's Report

Principal's Report tabled.

### **Questions from the Board:**

1. Why are we approving this new strategic and annual plan?
  - o It has been simplified and easier to understand. Some items were doubled-up. When the ratified strategic plan went to Barbara Wenn and S Arrowsmith, they both suggested that the document be further simplified. Everything that was in the draft plan is in this plan.

### **Annual Plan Updates:**

**1.1.1** Week 3, Term 3 - Stored in Kamar. Why are we having them? Assessments are conducted to inform learning and teaching programmes.

**1.2.2** Careers - focus on employing two staff. The outcome we're expecting is that there is a plan. As a Board we have a good idea of what the outcomes are. Coordinated approach through a vocational plan. What's happening around careers? E.g. build skills, form relationships with ITO's. From now till then we need to know what they are working on.

T Tumai explained that currently there are about 35 students who attend Wintec programmes every week. There are 10 students on placement every week and some students participating in the Primary ITO Horticulture Programme.

The Board have requested a whole school analysis around careers and vocational pathways is completed and provided at the next meeting.

**1.2.2** Include a tick for terms 3 & 4

**Targets** The Maori achievement goals are low. Can we lift it higher? Yes we can aim higher.

The Board have decided to set a high expectation and increase the following for Maori:

- 65% for Level 1
- 70% for Level 2
- 45% for Level 3 and,
- UE at 35%.

**Page 11 - Property Maintenance Tasks** - Term 4, enter ticks in all of those.

- A Block - Term 4
- Black "mould" - Term 4
- Installation of ramp and sick bay roof is fixed - Term 4
- Change hall floor to - A project to be re-assessed and agreed upon by Term 3
- Manage the schools finances every Term 1 - 4
- School accounts audited and approved Term 3
- Procedures & practices for the safety policy and procedure enter in every Term 1 - 4.
- Equal employment opportunities is furnished to the BOT - EEO data and report Term 4.
- Staff appraisals - Term 4.
- PLD prog Term 3 & 4.
- Manage schools financial resources - this is a double-up, please delete this box.
- Schooldocs every Term 1 - 4.
- Publish analysis of variance - Term 3 (next year it'll be Term 1)
- Complaints procedure - every Term 1 - 4

**Resolution:** Move that we now approve this version of the Strategic & Annual Plan 2020 subject to the changes the Board has requested above.

*Moved by: H Karaitiana / J Randle*

### **Further Questions:**

1. Numeracy and literacy figures on page 4 of your report, is this the combined total? Where does that come from?
  - o Yes it is the total number of numeracy & literacy
2. Clarification on police vetting - only non-teaching staff are vetted by the school. Teaching staff are vetted during registration by the Teachers Council.



#### **Approved**

Approved

**Decision Date:** 27 Jul 2020  
**Mover:** Hilary Karaitiana  
**Seconder:** Rhys Brown  
**Outcome:** Approved



#### **EOTC - Overnight Trips/Overseas**

All school trips included in the Principal's Monthly Reports.

**Due Date:** 21 Aug 2020  
**Owner:** Thomas Tumai



#### **Annual Plan**

Send a copy of the final draft to the Board by Thursday, 30 July 2020.

**Due Date:** 30 Jul 2020  
**Owner:** Thomas Tumai

### **3.2 Health & Safety Report**

Drainage A Block - L Taylor please notify Caroline Hilson.

Van policies & procedures have been reviewed and tabled at this meeting for the Board to approve. Include a driver sign-out/van pick-up process. Could we also brand both school vans.



#### **Health and Safety Report - June 2020**

The Board have approved the June 2020 Health & Safety Report as tabled.

**Decision Date:** 27 Jul 2020  
**Mover:** Jo Randle  
**Seconder:** Rhys Brown  
**Outcome:** Approved

### **3.3 Financial Reports**



#### **Finance approved**

Report - items of significance

**Decision Date:** 27 Jul 2020  
**Mover:** Jo Randle  
**Seconder:** Thomas Tumai  
**Outcome:** Approved

## 4. Workplan Items

### 4.1 Policy and Assurance



#### BoardPro Documents

To include: Board of Trustees Workplan 2020, Analysis of Variance 2019 & 2020 as well as the Strategic Plan and Annual Plan.

**Due Date:** 31 Jul 2020

**Owner:** Lee Taylor



#### School Delegations - BNZ Internet Banking Authoriser

1. J Randle delegated authority to BNZ Internet Banking Authoriser.

**Decision Date:** 27 Jul 2020

**Mover:** Hilary Karaitiana

**Seconder:** Thomas Tumai

**Outcome:** Approved



#### School Delegations List

L Taylor to update the School Delegations List to include J Randle as an BNZ Internet Banking Authoriser effective from 27 July 2020 and to coordinate the registration process with the bank.

**Due Date:** 31 Aug 2020

**Owner:** Lee Taylor

### 4.2 Meeting with the Ministry and ERO

Thursday, 30 July 2020 @ 2:30pm

Ministry of Education & ERO representatives regarding planning and future support based on the areas identified in the recent ERO report.

## 5. Actions from Previous Meetings

### 5.1 Action Item List

| Due Date    | Action Title   | Owner             |
|-------------|--|-------------------|
| 18 May 2020 | Follow up<br><b>Status:</b> Completed on 21 Jul 2020   | Lee Taylor        |
| 22 May 2020 | 2019 NCEA Results<br><b>Status:</b> Completed on 29 Jun 2020   | Thomas Tumai      |
| 2 Jun 2020  | Staff leave application uploaded to SchoolDocs<br><b>Status:</b> Completed on 29 Jun 2020                    | Lee Taylor        |
| 2 Jun 2020  | Send notice to parents about the policies that are being reviewed<br><b>Status:</b> Completed on 21 Aug 2020 | Thomas Tumai      |
| 29 Jun 2020 | Review of Vehicle Procedures and Policies<br><b>Status:</b> Completed on 24 Jul 2020                         | Lee Taylor        |
| 29 Jun 2020 | Minutes of the previous meeting<br><b>Status:</b> Completed on 30 Jul 2020                                   | Hilary Karaitiana |
| 29 Jun 2020 | Letters to Staff<br><b>Status:</b> Completed on 30 Jul 2020  | Hilary Karaitiana |
| 29 Jun 2020 | Annual Plan & Analysis of Variance<br><b>Status:</b> Completed on 29 Jun 2020                                | Thomas Tumai      |

| <b>Due Date</b> | <b>Action Title</b>   | <b>Owner</b>       |
|-----------------|---|--------------------|
| 2 Jul 2020      | Feedback on the Annual Plan 2020<br><b>Status:</b> Completed on 30 Jul 2020     | Hilary Karaitiana  |
| 3 Jul 2020      | Annual Plan 2020<br><b>Status:</b> Completed on 21 Aug 2020                     | Thomas Tumai       |
| 3 Jul 2020      | Staff Leave Report<br><b>Status:</b> Completed on 24 Jul 2020                   | Lee Taylor         |
| 27 Jul 2020     | Tabled for the next meeting<br><b>Status:</b> Completed on 27 Jul 2020          | Hannibal Ikahihifo |
| 27 Jul 2020     | Students attending Wintec Programmes<br><b>Status:</b> Completed on 24 Aug 2020 | Thomas Tumai       |
| 19 Aug 2020     | Monthly credit card statements<br><b>Status:</b> Completed on 27 Aug 2020       | Lee Taylor         |

## 6. In-Committee

### 6.1 In-Committee

Moved in committee 8:34 pm - H Karaitiana / J Randle

Moved out of committee 8:57 pm - H Karaitiana / T Tumai

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** TKHS Board of Trustees Meeting - 31 Aug 2020, 6:00 pm

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_