

Minutes for Meeting of Te Kuiti High School

Board of Trustees

Monday 24 June 2019

Seminar Room 6.00pm

Meeting commenced 6:02pm

1. **Karakia / Mihi:** Opening prayer, welcome to the newly elected Board members and introductions.
2. **Present:** Robyn Lindstrom (chairperson), Hilary Karaitiana (Chairperson), Brent Ramsey (Parent Representative), Jo Randle (Parent Representative), Nikki Taylor (Parent Representative), Rhys Brown (Parent Representative), Teagan Houchen (Staff Representative), Thomas Tumai (Principal) and Lee Taylor (Secretary)
3. **Apologies:** Justez Howe (Student Representative)

J Randle / L Taylor - carried

4. **Nomination of Chairperson:** Nominations were called. Nomination received for Hilary Karaitiana as chairperson received. Nominated by Ms J Randle and seconded by Mr B Ramsey. Hilary accepted her nomination. There were no further nominations. All were in favour of Hilary's nomination. The nomination was carried and she is nominated to the chairperson's role until the next Board of Trustees elections.

Chairperson: Hilary Karaitiana

J Randle / B Ramsey – carried

5. **New Trustee Induction:**

The Principal explained the induction process and governance manual which was sent out to all new members prior to this meeting.

Governance Manual:

Board of Trustee Induction Manuals:

- TKHS Prospectus 2019 – this has now been updated and the new version will be sent out before the next meeting
- School Charter - keep the 2018 version of the school charter however the 2019 version will be sent out before the next meeting
- Policy Framework – this sets out how we will govern the school
- ERO report - the last report was carried out in 2015. The next ERO visit is due to happen in 2019 however we have not yet been given a date.

Organisational Structure:

- Senior Leadership Team: Principal, Deputy Principal's, Principal's Nominee and the Executive Officer
- Deputy Principals: Kristen Joyes & Hannibal Ikahihifo
- Executive Officer: Lee Taylor, whom is responsible for the school's finances, Principal's personal assistant & board secretary
- Administration Team: consists of Reception, Student Centre and Attendance Officer
- Grounds: caretaker & gardener
- Eight Heads of Departments: Arts & Music, English, Mathematics, Science, Maori, Social Studies, Technology & Home Economics and Physical Education & Health.

- Manukura (formerly known as Deans) have around 10 non-contacts per week
- Four whare/houses - Rora, Tawhana, Maniapoto, Wahanui
- Teachers have 5 non-contacts per week
- Support staff: Four Teacher Aides and SENCO / ESOL (students at-risk)

Professional Development:

Upcoming Professional Development

- NZSTA conference – 30th Annual Conference in Dunedin 12th-14th July 2019
- Governance Workshop - There is a workshop run by NZSTA coming up on 3 July 2019 to be held at the high school pavilion at 7pm.

6. Reports:

Principal's Report for May 2019 - In addition to the tabled report Mr Tumai advised that we have identified attendance as a big problem. Getting our students to realise that achievement and attendance go hand in hand is something we are working towards.

Board questions from the Principal's Report:

- a. The sick leave, how's that affecting our students with their NCEA?
Romano provided all the work and prepared his reports in advance. We expect him back Term 3.
- b. Are any of the staff Board funded? No
- c. Are we creating a literacy & numeracy coordinator? Yes

Resolution: Report accepted as tabled.

N Taylor / R Brown - carried

Health & Safety Report May 2019 – Ms L Taylor updated the new trustees on a recent Health & Safety incident which involved one of the cleaners. A student had removed the light switch cover in the gym which left the wiring exposed. The cleaner felt for the switch and received a small shock. The incident was escalated right away and the Deputy Principal contacted a local electrician who fixed the light switch the very next morning before school started. The manager of the cleaning staff from Property Services have supplied their staff with head lamps.

Ms L Taylor also discussed the most recent Health & Safety issues for the school to address. These are:

- a. Gym – close off access to the mezzanine floor and remove the ladder fixed to the wall.
- b. HOD Maori – fire exit door needs repairs
- c. Music Room – internal ceiling and roof leak causing health concerns for the staff member occupying that area

Ms L Taylor to send out the May 2019 Health & Safety meeting minutes.

7. Last minutes true & correct?

Minutes of the meeting held on Monday 29 October 2018 to be confirmed as a true and correct record.

J Randle / L Taylor - carried

8. Any matters arising?

Please give us an update at next meeting of the TTS visit.

J Randle / H Karaitiana - carried

9. Finance:

- The finances for May 2019 will be introduced at the next board meeting as the report is not ready yet.
- Ms L Taylor followed up on a query from the last meeting involving two payments for the NZ Herald subscription. We are seeking a refund for one of the payments.

Policy Review:

Policies tabled were taken as read.

a. Delegations & Authorities

The following updates were recorded:

- Revoke the delegations of R Lindstrom effective 24 June 2019
 - Establish the delegations of H Karaitiana effective 24 June 2019
 - Revoke the delegations of R Manuel effective 24 June 2019
 - Establish the delegations of T Houchen effective 24 June 2019
 - Resolution to add H Karaitiana as signatory to bank accounts
 - Resolution to add T Houchen as signatory to bank accounts
 - Resolution to add K Joyes as signatory to bank accounts
 - Resolution to remove R Lindstrom as signatory to bank accounts
 - Resolution to remove R Manuel as signatory to bank accounts
 - Resolution to remove R Price as signatory to bank accounts
 - The board agrees to appoint J Randle as the board representative to the Te Kuiti High School Charitable Trust
 - L Taylor will update the delegations table with the changes outlined above
 - Principal Professional Policy - budget needs to be set & approved.
- b. *School Delegations List*
- c. *Memorandum of Delegations – Novopay*
- d. *Memorandum of Delegations - Financial*

It is noted that reviews 'a – d' were reviewed in the meeting 24 June 2019 after the Board of Trustees Election and the appointment of Chairperson, Hilary Karaitiana and Staff Representative, Teagan Houchen as well as Deputy Principal, Kristen Joyes.

J Randle / N Taylor - Carried

Correspondence

Inwards: as attached

Outwards: as attached

Resolution: That the inward correspondence be accepted.

J Randle / N Taylor - Carried

General Business:

- Due to the relief budget spending, the Board has requested that we contract J New to have a look at the relief budget and provide us with feedback as to how we can manage this budget for the remainder of the year.
- H Karaitiana raised the 'conflicts of interest' policy and reminded members that if they have any, they need to advise the Board

- Board meetings normally start at 7:00pm, H Karaitiana is proposing an earlier start time of 6:00pm. All members agree that the meetings will start at 6:00pm. No other changes to day of week or dates. Just the start times have changed

In-committee:

Move In-Committee: T Tumai / J Randle

Move Out of Committee: B Ramsey / L Taylor

Charter Meeting: Proposed 22 July 2019 - 6pm dinner meeting.

Next meeting: 29 July 2019 @ 6pm

Meeting closed: 8:23pm

Next meeting:

- Arrange for a builder to inspect & ensure our school houses are compliant with insulation regulations

..... Date:/...../ 2019

H Karaitiana - Chairperson