

# CONFIRMED MINUTES

## TKHS BOARD OF TRUSTEES MEETING

At the **BoT Financial Committee Meeting** on **17 Feb 2020** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Tuesday, 28 January 2020
<b>Time:</b>	6:00 pm to 8:00 pm
<b>Location:</b>	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
<b>Board Members:</b>	Hilary Karaitiana (Chair), Brent Ramsey, Jo Randle, Nikki Taylor, Raiden van Herpen, Rhys Brown, Teagan Houchen, Thomas Tumai
<b>Attendees:</b>	Lee Taylor

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**TKHS BOT Meeting 2 Dec 2019**, the minutes were confirmed as presented.

#### 1.2 Interests Register

### 2. General Business

#### 2.1 Education Review Office Visit

##### Mihi/Welcome & Karakia

T Tumai mihi/welcome to B Stephens for attending tonight's Board meeting.

H Karaitiana has addressed the Board as to explain the Board's role in the process. The Board have a copy of the previous ERO report 2015. B Stephen's, previous Principal, will address the Board to cover what has been done since the previous ERO visit.

##### Recommendation related to use of achievement data and ....

CoL connection - being confident in the Primary School data. Data was inconsistent across Primary Schools and they had different assessment approaches which made it difficult for us to use. We were testing ourselves as a school. We wanted to look at data the whole cohort had done. We saw this as an issue. We looked at the data they collected and reviewed it against the data we collected in the first few weeks of school. We talked to them about sharing data, data consistency and data type sets from Primary to Secondary School. We had some gains with the development of CoL. T Tumai advised that the data is still not consistent. The relationship of Principals along with CoL has improved however the data has not. We are working on this. In 2019 the Principal and selected staff were involved in visiting local Primary Schools to meet the students and collect data. We are progressing.

##### Rates of achievement for students doing NCEA:

B Stephens mentioned that Student/Parent Data Portal established and the Principal's Reporting was changed to include more student achievement data. One hour of strategic planning, school needs and the reporting regarding student achievement was more detailed. Also, HOD reports to the Board. T Tumai's Principal's Reports started doing this from October 2019.

In regards to overall achievement, Maori achievement still requires some work. Many factors contributed to the results such as Level 3 students not doing Level 3 assessment but still doing Level 2. T Tumai will be reporting to the staff about the results at the staff planning days.

B Stephens mentioned that pushing staff to get work marked and up on KAMAR as soon as possible was crucial. It was hard work because staff were busy but we had to keep on them about it. We got a better turn around and students could see where they were sitting comparatively. Getting work up and online is significant and that was lacking when ERO last visited. Management needs to be active in ensuring moderations are done in time. Some departments have to send their assessments away for moderation. There are many variations that contribute to work not being completed on time. You need to give time to students to complete their work or you'll always get low pass rates. There are things happening in their lives that are outside of their, and our, control. T Houchen has included check points for her students before the assessment due date so that she is aware of who is/isn't going to meet the due date and who she needs to focus on to support them to meet the due date.

#### ERO and BoT agree that it is import to develop an enhanced

B Stephens mentioned that he changed the way he was reporting to a more measured report. There was definite change to that. It was student achievement that he put more emphasis on. He got his achievement data from HOD reporting which had a lot of that detail in. T Tumai's reports are based on what is on KAMAR.

#### Initiatives

They cover the whole field in discussions. He's been part of five ERO visits as a Principal, he always found that you need to listen to them. Don't answer extensively and let them lead where they're going. If you're struggling with the NCEA stuff they will ask questions around that. He hoped that CoL would solve those issues over time. It will come eventually and it is important that it is done properly. It is important to student learning capability. Strong believer in CoL being able to bring that change. Can't see where else we can shift things at a greater level.

H Karaitiana thanked B Stephens for attending the meeting.

B Stephens wished us all the best.

#### **Where to from here?**

T Tumai will look over our notes and the recommendations that were made. What the previous management has done and what we've carried on.

T Tumai discussed Maori on-going development. We are building on that. We are trying to build a culture within the school where Maori is normal. If we can get the Maori achievement strong, then the school will be strong. We are starting the year with our staff at the local Marae, implementation of the school karakia, mana week where the entire school is visiting Te Kuiti Pa to learn of the local history and the whare names, staff pepeha and Te Reo is used as much as possible. Change of names from houses to whare, whanau class instead of form time and the deans are now Manukura. In the near future we will also update the names of each block.

H Karaitiana gave an update of her and T Tumai's visit with ERO to discuss the upcoming review.

ERO have scheduled to meet with the Board on Monday 10th February 3:00pm - 4:00pm and then Friday 14th February at 1:30pm.



### **Documents sent to ERO 17 January 2020**

T Tumai to send a copy of what was sent to ERO on 17 January to the Board members.

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

## **2.2 Property**

## **2.3 Board of Trustees Meeting Dates 2020**



### **2020 Dates of Board of Trustees meetings**

Resolution: It is the resolution of the Board to accept the 2020 meeting dates as tabled.

**Decision Date:** 28 Jan 2020  
**Mover:** Hilary Karaitiana  
**Second:** Jo Randle  
**Outcome:** Approved

2020 dates for Board of Trustees meetings and financial sub-committee meetings provided for the Board to accept.

## **3. Close Meeting**

### **3.1 Close the meeting**

**Next meeting:** No date for the next meeting has been set.

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

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