

# CONFIRMED MINUTES

## TKHS BOARD OF TRUSTEES MEETING

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

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Monday, 18 May 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 Karakia

6:05pm Karakia and welcome.

Discussion regarding each Board member's lockdown experience and feelings.

#### 1.2 Apologies

Apologies from student representative, R van Herpen.

#### 1.3 Interests Register

### 2. Major Decisions and Discussions

#### 2.1 Policy Review

##### Term One Policies for Review

##### 1. Recognition of Cultural Diversity

- o one suggestion is that we identify which languages we celebrate at Te Kuiti High School - Te Reo Maori, Samoan, Chinese etc.

##### 2. Staff Leave

Timeframes - 'how long in advance' does a leave application need to be submitted?

- o discretionary leave - 1 week in advance
- o annual leave - 1 week in advance
- o leave of more than 5 consecutive days during term time must be board approved at a Board meeting

### 3. Separated Parents, Day-to-Day Care, & Guardianship

- o The following questions were received - Where would these court orders be stored at school? Do we have any court orders on file to date? Do we have people advising of non contact for their children which are not court ordered? Would anyone be able to see the court order notification if they were to engage with the whanau member?

#### **Term Two Policies for Review**

1. Documentation & self-review
2. Employer Responsibility



#### **Staff leave application uploaded to SchoolDocs**

Please ensure that the leave application form used by the school is the same form that is uploaded to SchoolDocs.

**Due Date:** 2 Jun 2020  
**Owner:** Lee Taylor



#### **Send notice to parents about the policies that are being reviewed**

T Tumai to send out a notice to parents and the community to review the policies. SchoolDocs has a template and link to share with families.

**Due Date:** 2 Jun 2020  
**Owner:** Thomas Tumai



#### **Paying out accrued annual leave guidelines**

L Taylor to investigate the guidelines around paying out accrued annual leave to non-teaching staff members that have a large amount of accrued leave

**Due Date:** 2 Jun 2020  
**Owner:** Lee Taylor



#### **Complaints Register**

L Taylor to include a new column to the school's 'Complaints Register'. One column to indicate whether a complaint has been resolved/un-resolved. A copy of the 'Complaints Register' to be provided at the next Board meeting for approval.

**Due Date:** 29 Jun 2020  
**Owner:** Lee Taylor

### 3. Board Annual Work Plan

#### **3.1 Strategic Discussion**

Priority for T Tumai this week is to complete and send out the Annual Plan and Analysis of Variance.

We still have not received the ERO Report. T Tumai has asked for the report but has not had a response. The Board have suggested that they also support T Tumai and make queries into when the report will be ready.

The query was raised about 2020 student achievement data tracking and how early we can expect to see some results? H Karaitiana reminded everyone that from our Board Work Plan which we

put together before the lockdown, it shows that we will be able to see achievement data from Year 9 & 10 as well as HOD presentations in June.

H Karaitiana has been in contact with Mr Doug Black who took the Charter session with Board members earlier this year. It was regarding a number of schools that have decided to review their annual plans due to the COVID-19 pandemic lockdown. In particular they are looking at achievable actions that line up with what the Board wants. Next year we will be able to build on that.



### 2019 NCEA Results

T Tumai to send out the 2019 NCEA results to all Board members.

**Due Date:** 22 May 2020  
**Owner:** Thomas Tumai

## 4. Management Reports

### 4.1 Principal's Report



#### Principal's Report April-May 2020

Approved and accepted by the Board - all in favour.

**Decision Date:** 18 May 2020  
**Mover:** Thomas Tumai  
**Seconder:** Nikki Taylor  
**Outcome:** Approved

### 4.2 Finance Report



#### Financial Reports March-April

Creditors and Cheque payment schedules all accepted as tabled. The February 2020 Financial Report from Education Services was also approved. All in favour.

**Decision Date:** 18 May 2020  
**Mover:** Brent Ramsey  
**Seconder:** Jo Randle  
**Outcome:** Approved



#### Credit Card & Direct Debit Payment Schedules

The Credit Card payment schedules aren't balancing with the Direct Debit payment schedules therefore L Taylor will fix and return to the Board Finance Committee by the next meeting.

**Decision Date:** 18 May 2020  
**Mover:** Brent Ramsey  
**Seconder:** Jo Randle  
**Outcome:** Not Approved



#### 2020 Budget Amendment

Request by the Board Finance Committee to include the under-spend from last years 2019 budget and applying it to the 2020 budget.

In particular:

- One Greenhouse (Horticulture/Science Department)
- Two P/clocs device charge/transport/storage cart (Computer Budget)

All in favour - Yes.

**Decision Date:** 18 May 2020  
**Mover:** Brent Ramsey  
**Seconder:** Nikki Taylor  
**Outcome:** Approved

### 4.3 Health & Safety Report



#### Health & Safety Report for April 2020

No issues raised - approved.

**Decision Date:** 18 May 2020  
**Mover:** Nikki Taylor  
**Seconder:** Teagan Houchen  
**Outcome:** Approved

### 4.4 Other Reports



#### Student Achievement & Curriculum Reports/Presentation Date

Rescheduled for 2 June 2020 at 6:00pm which is a special meeting of the Board of Trustees.

**Decision Date:** 18 May 2020  
**Mover:** Hilary Karaitiana  
**Seconder:** Jo Randle  
**Outcome:** Approved

## 5. Actions from Previous Meetings

### 5.1 Action Item List

Due Date	Action Title	Owner
23 Mar 2020	Record Destruction <b>Status:</b> Completed on 18 May 2020	Lee Taylor
18 May 2020	Follow up <b>Status:</b> In Progress	Lee Taylor
29 Jun 2020	Review of Vehicle Procedures and Policies <b>Status:</b> In Progress	Lee Taylor

### 5.2 Confirm Minutes

**BoT Finance Sub-committee Meeting 11 May 2020**, the minutes were confirmed as presented.

## 6. Other Business

### 6.1 In-Committee

Moved into committee: 7:24 pm by N Taylor

Moved out of committee: 7:38p by J Randle

### 6.2 Property Meeting with the Ministry & Corrective Building Services

T Tumai will be meeting with MOE Property Management & CBS Project Managers tomorrow. He will be recommending that they provide us with a plan of the work ahead and take the Board's

concerns to them. The Board don't quite understand the process and would like to see monthly reports.

## 7. Close Meeting

### 7.1 Close the meeting

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

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

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