

## Minutes for Meeting of Te Kuiti High School

### Board of Trustees

Monday 18 February 2019

Seminar Room 6.30pm

1. **Karakia:** Opening prayer, School Tauparapara
2. **Present:** Robyn Lindstrom (chairperson), Thomas Tumai (principal), Hilary Karaitiana (parent representative), Christine Mans (parent representative), Jo Randle (parent representative), Romano Manuel (staff representative), Justez Howe (student representative) & Lee Taylor (secretary).
3. **Apologies:** Andy Mapesone (parent representative) *L Taylor / R Lindstrom – carried*
4. **Nomination of Chairperson & Deputy Chairperson:** Nominations were called.

Nomination received for Robyn Lindstrom to remain as chairperson. Nominated by Ms C Mans and seconded by Mr T Tumai. Robyn accepted her nomination. There were no further nominations. All were in favour of Robyn's nomination. The nomination was carried and Robyn Lindstrom was nominated to the chairperson's role until the next Board of Trustees elections. Robyn asked that it be minuted that she won't be standing for the next elections.

Chairperson: Robyn Lindstrom  
Deputy Chairperson: Christine Mans

*C Mans / T Tumai – carried  
R Lindstrom / J Randle - carried*

### 5. **Strategic Discussion:**

**Succession Planning.** NZSTA succession planning training in Te Kuiti on 26 Feb 6:30 pm to 8:30pm. Mr T Tumai and Ms H Karaitiana have advised that they will be attending. Further discussion ensued around the topic of succession planning and looking into the parents & caregivers of our Year 9 & 10 students. Mrs R Lindstrom recommended that we find out from STA how many members we can have on our Board and let's be proactive about finding parents representative onto the Board. Mrs R Lindstrom spoke about regular attendance at meetings and asked Ms L Taylor about attendance at Board meetings and what the policy states around missing three successive meetings. Mrs R Lindstrom has also requested for Ms L Taylor to provide an updated list of Year 9 & 10 parents/caregivers, as well as a copy of the previous list which will be in the minutes from September/October 2018.

### **Date for Strategic Planning Meeting**

The last meeting was cancelled due to a meeting clash so we now need to set another date. Mrs R Lindstrom spoke about the Strategic Plan having the right intentions, however some of the goals require reviewing as they aren't realistically achievable. Mr Tumai has addressed some of the things he had concerns about in the Strategic Plan. We need to have this meeting to talk about what's important, what we need to review and other goals we need to include. Mrs R Lindstrom reminded everyone that it needs to be signed off and submitted by March, therefore we need a special meeting to look at this. We will meet again 4<sup>th</sup> March 2019 at 5:30pm.

### **HOD Reports**

Ms Kristen Joyes (Assistant Principal) has asked that the Board clarify the format of the HOD reports as well as confirm the dates they would like these to be delivered to the Board. Discussions have been shared about the content the board are looking for in an HOD report. Mrs Lindstrom requested that Ms K Joyes create a template that meets the requests of the Board and the HOD. We will leave this with Ms K Joyes and Mr T Tumai to create.

## 6. Reports:

**Principal's Report for February 2019.** Report taken as read. Further discussion ensued around the topic of NCEA results 2018. The principal advised what is of concern are the Maori results. They are consistently not doing well and there is a lot of work to do in this area. His aim is to increase achievement at all levels and the staff have already started talking about how to do this.

*R Lindstrom / C Mans – carried.*

**Deputy Principal Interviews.** Mr Tumai has requested the need for Board members to volunteer their time to the interview process please. Ms C Mans and Ms H Karaitiana both volunteered to assist both Mr T Tumai and Ms L Taylor.

**Waitomo Attendance Officer.** The previous Attendance Officer Mrs H Koroheke has decided not to renew her contract in 2019 therefore we need to advertise for a replacement.

*J Randle / R Lindstrom - carried*

### **Specialist Classroom Teacher Report for 2018**

Ms L Taylor to invite Dave Follas to deliver his report at a future meeting.

## 7. Minutes of Previous Meeting:

Minutes of the meeting held on Monday 19 November 2018 to be confirmed as a true and correct record.

*J Randle / T Tumai - carried*

## 8. Matters Arising from Previous Minutes:

**KAMAR.** Ms J Randle raised the KAMAR training which Ms L Taylor gave an update to. Both L Taylor and K Joyes have accepted the role of KAMAR champions within the school and are registered to attend the next KAMAR conference in May 2019. Ms L Taylor is also arranging training for both of them.

**Alternative Education Premises.** Ms H Karaitiana advised the Board that Alternative Education have now moved into their new premises located at the Te Waananga O Aotearoa and it has worked out extremely well so far.

## 9. Finance:

### Resolution:

- i.* That the November 2018 Management Report, Graphical Analysis and Exceptions Reporting be accepted.
- ii.* That the November 2018 Creditors schedule totalling \$54,136.01 be accepted as tabled.
- iii.* That the November 2018 Direct Debit payments totalling \$15,688.76 be accepted as tabled.
- iv.* That the November 2018 cheque payments totalling \$8,235.52 be accepted as tabled.

*J Randle / C Mans*

- v.* The December 2018 Management Report, Graphical Analysis and Exceptions Reporting not yet available but will be provided at the next meeting.
- vi.* That the December 2018 Creditors schedule totalling \$22,690.32 be accepted as tabled.
- vii.* That the December 2018 Direct Debit payments totalling \$6,868.68 be accepted as tabled.
- viii.* That the December 2018 cheque payments totalling \$7257.99 be accepted as tabled.

*J Randle / R Manuel*

- ix.* The January 2019 Management Report, Graphical Analysis and Exceptions Reporting not yet available but will be provided at the next meeting.
- x.* That the January 2019 Creditors schedule totalling \$64,354.85 be accepted as tabled.
- xi.* That the January 2019 Direct Debit payments totalling \$8,505.63 be accepted as tabled.
- xii.* That the January 2019 cheque payments totalling \$3,570.00 be accepted as tabled.

Requests for Ms L Taylor to:

- Date the schedules so that it is easier to follow.
- Only include the summary in the reports not the entire document.
- Stationery start up packs – please use locals businesses.
- Report back on the Polo Shirt order – 540 shirts ordered.

## **10. Policy Review:**

Polices tabled were taken as read.

It is noted that reviews 'a – d' were reviewed in the meeting of 29 October 2018 on the appointment of Principal, Mr T Tumai and Executive Officer, Ms L Taylor.

- |  |                                       |
|--|---------------------------------------|
| a. Schedule of Delegations               | <i>J Randle / R Lindstrom carried</i> |
| b. School Delegations List               | <i>C Mans / J Randle carried</i>      |
| c. Memorandum of Delegations – NovoPay   | <i>C Mans / T Tumai carried</i>       |
| d. Memorandum of Delegations – Financial | <i>R Lindstrom / T Tumai carried</i>  |

## **11. Correspondence:**

**Inwards:** as attached

### Resolution:

That the inward correspondence be accepted.

*T Tumai / R Lindstrom - carried*

## **12. General Business**

- a. Authority for destruction annual records. The executive officer seeks BOT approval to confidentially dispose of the following 2011 records as per MOE guidelines:

- i. Payroll reports
- ii. Batch headers
- iii. invoices
- iv. receipts
- v. monthly financial reports
- vi. order books
- vii. general & BOT correspondence
- viii. staff meeting notes
- ix. canteen routine financial transactions
- x. canteen payroll matters
- xi. ORS & ACE documents
- xii. Gateway & STAR documentation
- xiii. student data
- xiv. roll audits
- xv. attendance registers
- xvi. departed staff files
- xvii. expired Memorandums of Understanding

*C Mans / J Randle carried*

- b. Electrical testing completed on 20 November 2018. Valid for 12 months.

**13. In Committee**

In Committee: *C Mans / J Randle*

Out of committee: *R Manuel / T Tumai*

**14. Meeting closed**

Meeting closed at 8:48pm

**15. Next Meeting:** Monday 18 March 2019, 6.30pm, Te Kuiti High School Seminar Room

Special meeting: 4<sup>th</sup> March 2019 @ 5:30pm

..... Date: ...../...../ 2019  
R Lindstrom - Chairperson