

Minutes for Meeting of Te Kuiti High School

Board of Trustees

Monday 18 March 2019

Seminar Room 6.30pm

Meeting commenced: 6.40pm

1. **Karakia:** Opening prayer, School Tauparapara
2. **Present:** Robyn Lindstrom (Chairperson), Thomas Tumai (Principal), Hilary Karatiana (Parent Representative), Christine Mans (Parent Representative), Jo Randle (Parent Representative). Romano Manuel (Teacher Representative) and Margaret Biasco (Minute-taker)

3. **Apologies:** Lee Taylor (Secretary) *L Taylor / R Lindstrom – carried*

4. **HOD Report:**

Kristen Joyce is responsible for organising HOD reports and reports will be available by April.

Mr R Manuel also added that all HODs will have reports handed in by Friday of this week (22/03/2019).

5. **Strategic Discussion:**

- a. **Walk Around.** Board annual walk-around to familiarise with property and identify areas for attention completed.

6. **Refreshment break**

7. **Strategic Discussion (cont):**

Succession Planning:

Last year there was a list compiled of parents/ caregivers of Year 9 students, with the view of being able to ascertain possible candidates for future Board of Trustee members; this list has not been found. Lee has a list of 2019 Year 9 parents/caregiver for the same purpose.

Those present brainstormed possible candidates for this year's Board of Trustee elections. Nicky Taylor (parent of a year 12, 10 & 9 students) is a possibility.

There are 2 more Board of Trustee meetings before a new Board is elected so it is recommended that Nicky be invited to the next meeting so she can observe how meetings are run. Mrs R Lindstrom advised that it is important that we find an appropriate person for the position of Chairperson as she will be standing down.

Mrs H Karaitiana has advised that she will be prepared to do the role if no one else steps up.

Mr T Tumai asked, what is the optimum number for Board of Trustees?

Mr R Manuel found an online resource which stated that 5 is the recommended number of candidates and that it can be up to 7 candidates.

Mr R Manuel advised that he will also be standing down as Staff Representative.

Mr T Tumai requested that we minute Mr R Manuel's contribution for speaking both before the staff and at school assembly in recognition of the terrorist attack in Christchurch on Friday 15 March. His words were very much appreciated.

Resolution:

Board of Trustees Elections Returning Officer: Jo Lincoln (Librarian)

R Lindstrom / C Mans - carried

8. Reports:

Trustees have not seen report and so take several minutes to read through.

General consensus is to stay with current *Strategic Plan (refer to Principal's Report)* owing to ERO's impending visit and it would be more appropriate for new Board of Trustees to review it when they come in.

Mr T Tumai raised that students and some parents are asking for a Jacket to be added to the uniform and wanted to know the Board of Trustee's thoughts on including one. Board members thought it a good idea but winter rainproof jackets are always a problem.

Mr T Tumai also raised that the senior girls would also like to be able to have the option of wearing trousers. He met with a representative from NZ Uniforms and will discuss options with them. Maybe, with the new board coming in it would be an ideal time to survey parents and students for a uniform review.

Discussion about students not being able to represent the school if they have had identified misdemeanour.

Mrs R Lindstrom advised that she can see the ideology of this expectation but can be difficult as for some students it is the only reason for attending school; carrot as opposed to a stick. Trustees recognised that also with smaller schools like Te Kuiti High School, if someone is exempt because of a misdemeanour it can mean that the whole team misses out, owing to limited numbers.

Mrs R Lindstrom stated that the Policy needs to be clear and transparent but it is an operational issue and teaching management will need to make the call. Principal's decision. Recommended that Ms L Taylor to look at Delegation Document.

Financial Plan (Principal's Report)

Mr T Tumai discussed with the Trustee's the issue of overheated classrooms in the first 5 or so weeks of the year is a major issue even if the problem is a brief one. Students, and staff become too uncomfortable to work to their fullest and that is not the ideal way to begin the year. A general discussion was had about the heating/cooling in classrooms, noting that the Science Block is due for re-modelling.

Mrs R Lindstrom has recommended that Mr T Tumai discuss options and costs with Property Manager and asked if Property Manager could come to a Board of Trustee's meeting and discuss options.

Astroturf needs maintenance. Recommended that Mr T Tumai talks to Mr B Stephens as he will know the issues and maintenance relating to the inter-school funding that is/was available.

Stand-downs

In future the name of individual students involved in stand-downs or suspension are not to appear to the Agenda/Principal's Report. Students can be referred to as "Student A" etc.

Mr T Tumai mentioned that the School Roll has increased.
Trustees have asked for the attendance rate to also be added to the Principal's report in future.

Resolution:

That the Principal's report be accepted.

T Tumai / R Lindstrom - carried

9. Minutes of Previous Meeting:

Minutes of the meeting held on Monday 18 February 2019 to be confirmed as a true and correct record.

H Karaitiana / R Lindstrom - carried

10. Matters Arising from Previous Minutes:

Mrs R Lindstrom reminded everyone that Board members are required to attend 80% of meetings, 3 unexplained absentees require an automatic stand down of a Board member. These expectations need to be made clear to future members.

Relating to No. 6 - Bruce Stevens' name to be removed for minutes

Relating to Attendance Officer - 2 interviewed but both turned down the job offer.

Relating to Stationery Start-up packs, it is recommended that the school apologise to Paper Plus for not informing them that start-up packs were purchased elsewhere this year.

Paper plus support the school and they should have been informed.

Mrs H Karaitiana asked if we have a policy about buying locally.

Mrs R Lindstrom advised that it is not always easy or appropriate but our school should be seen to be doing the right thing.

It was confirmed that it is the school who should apologise and not the Board.

11. Finance:

To be tabled at next meeting in May 2019.

12. Policy Review:

Policies tabled were taken as read.

a - Not available

b - Not available

c – Memorandum of Delegations - Novopay OK

T Tumai / C Mans carried

d – Memorandum of Delegations – Financial OK

T Tumai / C Mans carried

13. Correspondence:

No correspondence available.

14. General Business

A: Charter and B: Uniforms in Principal's Report

15. In-committee

In Committee: *J Randle / R Manuel*

Out of committee: *C Mans / T Tumai*

14. Meeting closed: 8.35pm

15. Next Meeting: 6 May 2019

Apologies for not being present at the next Board meeting: Christine Mans

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

R Lindstrom - Chairperson