

CONFIRMED MINUTES

BOARD MEETING

At the **Board Meeting** on **25 Jul 2022** these minutes were **confirmed with the following changes:**

Spelling amendments - HOD Report notes

Name:	Te Kuiti High School
Date:	Monday, 20 June 2022
Time:	6:00 pm to 8:00 pm
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Hilary Karaitiana (Chair), Gareth Williams, Jo Randle, Nikki Taylor, Rhys Brown, Ayva-Maree Finn-Taylor
Attendees:	Lee Taylor
Apologies:	Teagan Houchen
Guests/Notes:	Tim Watts (Direct Energy Solutions), Stella Wehi (Deputy Principal), Anantika Sanchal (HOD Maths)

1. Opening Karakia & Welcome

1.1 Confirm Minutes



Previous meeting minutes 23 May 2022 Approved

True and correct.

Decision Date:	20 Jun 2022
Mover:	Hilary Karaitiana
Seconder:	Gareth Williams
Outcome:	Approved

1.2 Interests Register

2. Major Decisions and Discussions

2.1 Direct Energy Solutions (DES)

DES work in conjunction with EECA (Energy Efficiency & Conservation Authority). They have funding to enable schools etc to upgrade their lighting so they are more energy efficient and cost us less. There are certain criteria to meet which is supplied in the information pack provided. Zero impact on a school's budget.

DES has assessed the school's current light fittings (document tabled at tonight's meeting). What the school currently pays (power per year) vs what the school could be paying if they were all LED and what the difference in savings will be. Statistics contained in the attached documents).

What's the life expectancy of an LED light - 20 years

Quoted \$102K one-off payment (about \$117K including GST).

There are Health & Safety issues with old lighting in the school, e.g. fire danger. Other benefits are, better learning environment because the lighting is brighter. No need to maintain. The current fluoro tubes lights flicker and they're supposed to be changed every 4 years. Decreasing carbon footprint.

Installation includes the recycling of the fluoro tubes. It's the total price.

How long does it take to complete the installment? For a school like this, the team will work in the school holidays, between 5-8 days.

Provided references from local colleges & institutions. It's a decision for your board to make.

Final breakdown of what that \$117K includes. Worked out per light, not easy to breakdown. Total of 577 lights changed need to be changed? Yes.

The Board will consider the proposal and get back to you with our decision.

Which holiday's? If we have the paperwork back tomorrow we can do it during the July Holidays, if not we're looking at the next holidays.

Please fill out the EECA form (in folder with the Principal).

Board thoughts:

- Yes it's a good idea however, let's check with our MOE Property Manager first
- Let's check and see if it is part of our 10YPP



LED Lighting Switchover

Board approved payment in its entirety subject to advice from MOE Property Manager Noeleen Ross.

Decision Date: 20 Jun 2022
Mover: Hilary Karaitiana
Secunder: Rhys Brown
Outcome: Approved



L Taylor to Followup

1. Send out the 10YPP portal details to the Board.
2. Kelvin Hayes - Tree Felling - Make it look tidy.

Due Date: 25 Jul 2022
Owner: Lee Taylor

2.2 Elive Quote - 40x Adobe Licences



Approved

Resolution: The Board of Trustees has approved the Adobe Licence renewal quote ELI5292 for 40 licences @ \$339.15 each = \$13,566.00 (gst incl)

Decision Date: 20 Jun 2022
Mover: Hilary Karaitiana
Secunder: Rhys Brown
Outcome: Approved

2.3 EOTC Applications

Van pricing - Streamline what we do for coding to the donations scheme funding.

Please note that the Tourism EOTC was included by mistake. It will be submitted at a future meeting once complete.



EOTC - Matariki Approved

Resolution: The Board of Trustees has approved the Matariki EOTC proposal as tabled.

Decision Date: 20 Jun 2022
Mover: Hilary Karaitiana
Seconder: Jo Randle
Outcome: Approved

2.4 Unconfirmed ERO Report

The report highlights the following:

- Compliance - we've made huge improvements and they're happy in that space.
- Curriculum changes - requires improvement
- Non-compliant in the following:
 1. 2020 accounts not online (out of our hands as they were not available to the school at the time)
 2. Signatories to the international students
 3. Career education provision

Are there any parts that we want to contest? No

The Board are happy to sign the response form.



Send out info

G Williams to send out info to the Board around the Junior Programme, Gateway and Careers.

Due Date: 25 Jul 2022
Owner: Gareth Williams



Approved

The Board of Trustees move that we have received the unconfirmed education review report and there are no errors of fact.

Decision Date: 20 Jun 2022
Mover: Hilary Karaitiana
Seconder: Jo Randle
Outcome: Approved

3. Board Annual Work Plan

3.1 HOD Mathematics 2021 Report

HOD Maths Report - A Sanchal

Goals:

- A responsive curriculum
- Core constructive

Individualised Learning - Staff PLD Programme led by J Wilson (MOE) - Student Learner Agency

- future pathways and plans and figure out the credits they would need

- where the students targets where, deeper understanding of NCEA and what it means - understanding the curriculum (e.g. curriculum progression snapshot in report).
 - to be shared with students so they know what more they need to move to the next level

Key highlights:

- Back into T3-4, nervous because practice exams were affected and seniors were playing catchup after coming out of the August lockdown. Tutorial times. Results were great.
- Statistics standard level 1 - two classes participate due to teacher confidence. Teachers are working really hard, coming out of their comfort zone. They are Primary trained but they are up skilling. Statistics results were great.
- First time Y12 & 13 took part in an online physics/maths competition over the Sept/Oct holidays. Happy that they took part.
- Learner agency - individualised plans - owning what they wanted to do.
- Evidence for the stats standard provided - tracking what was happening in the dept. Look at the results and achievement rates of students.

Work-ons:

- Junior data - Astle and PAT at the start & end of year and compare the results. Students should move by at least two levels. We were not able to assess those due to covid disruptions.
- Term one integrating and in different places - indicators for our subject so we could see where our students are.
- Education Perfect - thank you, it's an amazing tool. There's lots on there that I need to try and do. We're glad we have it. Can students do all their work on that portal and who moderates it? It can be customised, I can put in there what I want them to learn. It goes live when I want it to. Good for students to use at home.

Statistics (Kamar):

- Only show percentages and not the number of students. I have provided my own set of statistics.
- Not achieved doesn't mean not achieved but 'in progress'
- Numeracy can come from many subjects not just maths. Not entirely a maths result.
- Level 3 calculus this year - called level 3 but they are doing level 2.
- Practice exams held in August-Sept. Those students who got excellence in those exams didn't bother to turn up to the November exam because the practice exam result is counted. Best out of the two.
- Students that really need help - we keep an 'At-risk' Register - traffic light system to highlight particular students. Mark book summary, standard results. Attendance results by periods they attended.
 - Summaries are reviewed monthly
- With the changes coming in next year - we really need a literacy & numeracy resource teacher, SENCO and ESOL. Identifying issues early on. Next year there will be external marking (discussed the problems with that).
- Junior school - year 9. We need to do a lot of work there. Issues with no devices. PB4L - hopefully behaviour will improve.
- No phone policy - still issues around phones and contributes to vandalism etc. Teaching respecting property.

Questions: Amazing report. Thank you for breaking down the tables and statistics. Please share this with the other HODs. The board like this template. Are we looking at catch up focussed days for students? Yes. The feedback from students was really positive.

Breakdown of who didn't get over the line, what was the gap? How many boys, girls, ethnicity, age group etc. BOT needs to understand what were they doing? Was it related to a learning difficulty that the school isn't addressing. Analyse the trends in those not achieving.

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
26 Oct 2021	NZ Uniforms Status: In Progress	Paula Skelton
12 Apr 2022	Staff Files Status: In Progress	Gareth Williams
23 May 2022	Hillary Outdoors Funding Application Status: Not Started	Gareth Williams
23 May 2022	Finance Report & Credit Card Statements Status: Not Started	Gareth Williams
20 Jun 2022	R Tuck to check the Security Quotes Status: Not Started	Gareth Williams
20 Jun 2022	NZSTA Advice Status: Completed on 14 Jul 2022	Hilary Karaitiana
20 Jun 2022	Student Rep - Intro to SchoolDocs Status: Not Started	Hilary Karaitiana
20 Jun 2022	Board Code of Conduct Status: Completed on 20 Jun 2022	Lee Taylor
20 Jun 2022	Student Rep BoardPro Training Status: Completed on 20 Jun 2022	Lee Taylor

5. Management Reports

5.1 Principal's Report

- Follow the Board Work Plan - language and priorities will be slightly different.
- Changes to the curriculum - most pushed back to 2024 (due to covid interruptions).
- Strat 1 how we transition from what we currently do to where we need to be. Starting 2023 etc.
- How we shift to what we're doing. This will have a massive impact on us.
- Education Perfect & Education Potential will be two helpful tools.
- Opportunity to have a whakairo teacher. Looking for funding to deliver this programme. Target the level 2 students. \$9000 from now to the end of the year. What unit standards? how many students will this cover? are they at-risk? what credits do they have etc. Who will moderate it? How do you identify which students go into it? What the programme will entail and the reach of it. If successful, we will run this with a wider number of students in the future.
- Three candidates for the AE position - interviews were held Friday 17 June 2022.
- Do we have an English Teacher? We have appointed a fixed term teacher to cover junior english classes.
- Prefab classrooms - no movement yet



Principal's Report Approved

Resolution: The Board of Trustees approve the Principal's Report with amendments:

- Remove all names from the report

Decision Date: 20 Jun 2022
Mover: Gareth Williams
Seconder: Rhys Brown
Outcome: Approved



Amend the report

Remove the names from the Principal's Report as this is a public document and names should not be included.

Due Date: 21 Jun 2022
Owner: Lee Taylor

5.2 Finance Report



Finance Report Approved

Resolution: To approve the following payments as tabled;

- Creditor Batch 20-MAY-2022 for \$41,601.22
- Creditor Batch 27-MAY-2022 for \$2,173.55
- Creditor Batch 3-JUNE-2022 for \$19,524.53
- Creditor Batch 10-JUNE-2022 for \$2,016.30
- Credit Card Statements - MAY 2022
 - GWIL Credit Card - \$1049.15
 - Special note that Pub on Wharf receipt was dinner
 - LTAY Credit Card - \$2359.
 - Special note - CottonOn - TShirts to support anti-bullying
- May 2022 Financial Support - The School Office

Decision Date: 20 Jun 2022
Mover: Jo Randle
Seconder: Rhys Brown
Outcome: Approved



Follow up - Primary Tech

Enter notes

Due Date: 24 Jun 2022
Owner: Gareth Williams

5.3 Health & Safety Review

- Worksafe are doing an on-site audit in the technology areas and in the Caretaker's garage.
- Astro-turf - keep it unlocked and no longer book or charge after hours.
- Fire drill complete.
- Lockdown - scheduled in week 9



Health & Safety Report Approved

Resolution: The Board of Trustees approves the Health & Safety Report May 2022 as tabled.

Decision Date: 20 Jun 2022
Mover: Hilary Karaitiana
Seconder: Rhys Brown
Outcome: Approved

6. Other Business

6.1 In-committee Meeting

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Meeting - 25 Jul 2022, 6:00 pm

Signature: *H Karaitiana*

Date: 25/07/2022