

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board Meeting** on **21 Nov 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Monday, 17 October 2022
<b>Time:</b>	6:00 pm to 9:00 pm (NZDT)
<b>Location:</b>	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
<b>Board Members:</b>	Hilary Karaitiana (Chair), Gareth Williams, Jo Randle, Nikki Taylor, Marama Shearer, Blake Matthews, Sarah McElroy, Alton Matthews
<b>Attendees:</b>	Lee Taylor

### 1. Opening Karakia & Welcome

#### 1.1 Confirm Minutes

**Board Meeting 22 Aug 2022**, the minutes were confirmed as presented.

**TKHS Board Meeting - Welcome New Board 19 Sep 2022**, the minutes were confirmed as presented.



#### **Previous meeting minutes 22 August 2022 accepted**

Minutes of the meeting held on Monday 22 August 2022 to be confirmed as a true and correct record.

<b>Decision Date:</b>	17 Oct 2022
<b>Mover:</b>	Hilary Karaitiana
<b>Seconder:</b>	Jo Randle
<b>Outcome:</b>	Approved



#### **Previous meeting minutes 19 September 2022 accepted**

Minutes of the meeting held on Monday 19 September 2022 to be confirmed as a true and correct record.

<b>Decision Date:</b>	17 Oct 2022
<b>Mover:</b>	Hilary Karaitiana
<b>Seconder:</b>	Nikki Taylor
<b>Outcome:</b>	Approved

#### 1.2 Interests Register

## 2. Decisions

### 2.1 School Uniform

One of the ideas put forward was changing to black pants and shorts - this was the feedback from the students and it is very easy to source.

- Another idea for Board consideration is students wearing a PE uniform (black and yellow PE shirts and black trackpants).
- Feedback is that the current uniform is cold and students are wearing non-uniform under their school jackets.



### School Uniform Working Group

The Board have decided the following:

- Establish a school uniform working group
- The community must be consulted if the changes are to be suggested

And that the Board is provided with:

- An up to date list of stock - School uniform inventory
- A copy of the uniform contract

<b>Decision Date:</b>	17 Oct 2022
<b>Mover:</b>	Hilary Karaitiana
<b>Seconded:</b>	Sarah McElroy
<b>Outcome:</b>	Approved

## 3. Board Annual Work Plan

### 3.1 HOD Science Report

#### Head of Department Science - B Chisnall

- Slideshow presentation - 'passion projects'
- There was a focus on building teamwork due to having new staff
- The need to get kinesthics out into the community during lockdowns. We had to get creative and distribute material to students at home.
- Extra classroom tuition was offered after lockdown ended.
- Over time, engagement dropped off. We tried many ways to engage students in online learning. Some saw the time at home as a holiday.
- We gained some traction over time despite COVID
- Trips & education outside of the classroom are relevant and important
- We have small cohorts this year

#### Questions from the Board:

- You spoke about re-introducing physics? *There was a pressure to take physics out 2020-2021. There was a choice made by the students this year to bring it back. Varies from year to year.*
- I think it's quite exciting some of the activities you've got going. Thank you for providing those opportunities.
- Trips are important for student learning.
- Did they enjoy the shore birds? *Yes, the interaction is important.*

- Involvement with SSEP - *historically as a department we've been involved. We've lined up a meeting for next week. Since COVID we have to re-establish relationships.*
- 2021 results are good - going forward, the reports need to be really summarised for the Board to understand. We want to see who's missing and what's happening for the non-achievers early on. We have been more flexible with milestones than in the past. We're tracking individual student performance.
- Is there anything you'd like from the Board? *We need to have clear access to EOTC and the funding for it.*

## 3.2 Policies



### CCTV Policy Adopted

Resolution: That we adopt SchoolDocs online policy for CCTV as tabled.

**Decision Date:** 17 Oct 2022  
**Mover:** Hilary Karaitiana  
**Seconder:** Nikki Taylor  
**Outcome:** Approved

## 4. Actions from Previous Meetings

### 4.1 Action List

Due Date	Action Title	Owner
26 Oct 2021	NZ Uniforms <b>Status:</b> Completed on 13 Sep 2022	Paula Skelton
25 Jul 2022	L Taylor to Followup <b>Status:</b> Completed on 22 Aug 2022	Lee Taylor
25 Jul 2022	Send out info <b>Status:</b> Completed on 13 Sep 2022	Gareth Williams
22 Aug 2022	Credit Card Statement - Late Fee <b>Status:</b> Completed on 22 Aug 2022	Lee Taylor
12 Sep 2022	Student achievement report <b>Status:</b> Completed on 12 Sep 2022	Gareth Williams
19 Sep 2022	CCTV Policy <b>Status:</b> Completed on 13 Sep 2022	Lee Taylor
30 Sep 2022	Website Update <b>Status:</b> Completed on 30 Sep 2022	Lee Taylor

## 5. Management Reports

### 5.1 Principal's Report

#### Principal's October Report:

- Literacy and numeracy progress from September to October (Year 11 spreadsheet)
- 90% achievement rate
- We know one will not achieve literacy & numeracy this year. They will continue to work on it next year.
- TKHS curriculum overview visual -
  - Aligns the school values with the school's vision.

- Students and staff are demonstrating the school values
- Academic Excellence & Personal Excellence
- Work in progress
- Discussion around re-branding
- Staffing 2023 Wishlist Discussion



### Principal's Report - October 2022 accepted

Resolution: That the Principal's Report for October 2022 be accepted as tabled.

**Decision Date:** 17 Oct 2022  
**Mover:** Gareth Williams  
**Seconder:** Nikki Taylor  
**Outcome:** Approved

## 5.2 Finance Report



### September Finance

Resolution: Board approves the following creditor batches, credit card statements and Monthly Finance Report as tabled:

- Creditor Batch 23-SEP-2022 for \$1,554.57
- Creditor Batch 19-SEP-2022 for \$72,658.15
- Creditor Batch 13-SEP-2022 for \$1,199.34
- Creditor Batch 9-SEP-2022 for \$2,528.47
- Creditor Batch 2-SEP-2022 for \$3,009.18
- Creditor Batch 2-SEP-2022 for \$7,291.66
- Creditor Batch 26-AUG-2022 for \$19,702.50
- Creditor Batch 19-AUG-2022 for \$21,533.30
- Credit Card Statements - AUGUST 2022
  - G Williams Card balance \$22.13 CR (Avail. credit \$5,022.13)
  - L Taylors Card balance \$1,295.49 (Avail. credit \$3,704.51)
- Credit Card Statements - SEPTEMBER 2022
  - G Williams Card balance \$4,918.33 (Avail. credit \$81.67)
  - L Taylors Card balance \$4,042.33 (Avail. credit \$957.67)
- The School Office - Monthly Finance Report (September 2022)

**Decision Date:** 17 Oct 2022  
**Mover:** Sarah McElroy  
**Seconder:** Alton Matthews  
**Outcome:** Approved

Query raised by Board:

Has the money from the Waitomo District Council for the Development of Cultural Plan for Stadium - Facilitator of Maori Art Component been received? L Taylor confirmed that yes it has arrived in the School account on 22 September 2022. It has been coded to a suspense account by TSO (holding account) awaiting payment to Waitomo Ta Moko Ltd.



### The School Office (TSO) Monthly Finance Report

Resolution: The TKHS Board of Trustees approves The School Office (TSO) monthly financial report for the month of September 2022 as tabled.

**Decision Date:** 17 Oct 2022

**Mover:** Jo Randle  
**Seconder:** Sarah McElroy  
**Outcome:** Approved



### Principal House & PE Furniture

The Board has suggested that due to the budget underspend, the Principal is to consider the following items in the current financial year:

1. Maintenance/renovations needed for the Principal House on 4 Ailsa Street, Te Kuiti.
2. PE furniture for the new gym.

**Due Date:** 25 Nov 2022  
**Owner:** Gareth Williams



### J Randle - Query for D Hill

J Randle will query D Hill from The School Office (TSO) regarding the payment from the council & the GST component.

**Due Date:** 25 Nov 2022  
**Owner:** Jo Randle

## 6. Other Business

### 6.1 In-committee Meeting

### 6.2 Transport Network Group

## 7. Close Meeting

### 7.1 Close the meeting

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

### New Actions raised in this meeting

Item	Action Title	Owner
5.2	Principal House & PE Furniture <b>Due Date:</b> 25 Nov 2022	Gareth Williams
5.2	J Randle - Query for D Hill <b>Due Date:</b> 25 Nov 2022	Jo Randle

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

*H Karaitiana*

Date: 21/11/2022