

CONFIRMED MINUTES

TKHS BOARD OF TRUSTEES MEETING



Name:	Te Kuiti High School
Date:	Monday, 24 April 2023
Time:	6:00 pm to 7:38 pm (NZST)
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Hilary Karaitiana (Chair), Alton Matthews, Jo Randle, Gareth Williams, Nikki Taylor, Marama Shearer, Blake Matthews
Apologies:	Lee Taylor, Sarah McElroy

1. Opening Karakia & Welcome

1.1 Confirm Minutes

TKHS Board of Trustees Meeting 27 Mar 2023, the minutes were confirmed as presented.



Board Meeting 27 March 2023

The minutes of the Board meeting held on 27 March 2023 were approved as presented. All in favour - Yes.

Decision Date: 24 Apr 2023
Mover: Hilary Karaitiana
Seconder: Nikki Taylor
Outcome: Approved

1.2 Interests Register

2. Decisions

2.1 EOTC Science Trip



EOTC Science - Approved with conditions

Resolution: That the EOTC Science Trip is approved subject to clause of no swimming. All in favour - yes.

Decision Date: 24 Apr 2023
Mover: Gareth Williams
Seconder: Alton Matthews
Outcome: Approved



Update EOTC Form

The Principal will supply an updated EOTC form to the Board.

Due Date: 28 Apr 2023

Owner: Gareth Williams

3. Board Annual Work Plan

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
10 Mar 2023	Ki-o-rahi Fundraising Status: Completed on 18 Apr 2023	Lee Taylor
27 Mar 2023	Quotes - Music Room Status: Completed on 18 May 2023	Hilary Karaitiana
27 Mar 2023	Sport Coordinator - First Aid Certificate Status: Completed on 18 May 2023	Lee Taylor
27 Mar 2023	Combined Policy Review Status: Completed on 27 Mar 2023	Hilary Karaitiana
24 Apr 2023	Health Check of Wi-Fi Status: Completed on 18 May 2023	Gareth Williams

Action List Notes:

1. Ki-o-rahi - Please supply evidence to the Board.
2. Quotes for Music Room - Quotes done. Existing Heat pumps, no gas so unusable. H Karaitiana moved that we request two heatpumps from the Ministry. If they cannot fund these as part of the MOE funded project for the music room, the School will have to pay.
3. Sport Coordinator & Alternative Education Tutor completed their Workplace First Aid course on Wednesday 26 April 2023.
4. School Wi-Fi - Music and P3 classrooms have been completed. We are still waiting for the bridge to the new gym. A National Upgrade is happening in June that TKHS doesn't have to pay for. We need high functioning internet. The Principal will survey the school site for wi-fi access, phone coverage and connectivity.
5. Combined Policy Review Uniform - The Principal will look into the contract with NZ Uniforms. Consultation with community for strategic plan 2024. Survey and focus groups discussed. S McElroy to report back to the Board on findings so far.
6. Year 13 Hoodies - Suggested trial for students must be in uniform on Monday and Wednesday, be in full uniform for special occasions or if visitors are in school, for trips etc. Three strikes and you're out for the term. Trial for Term 2 then review at end of Term. Subject to approval for the jersey, one design, school colours. Appropriate names on hoodies. M Shearer will check in with T Karaitiana and E Hunt.



Year 13 Hoodies

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Due Date: 29 May 2023
Owner: Marama Shearer



Combined Policy Review Uniform

The Principal will look into the contract with NZ Uniforms. Consultation with community for strategic plan 2024. Survey and focus groups discussed. S McElroy to report back to the Board on findings so far.

Due Date: 29 May 2023
Owner: Sarah McElroy

5. Management Reports

5.1 Principal's Report

Question about statistics of attendance. The Principal explained that they have increased. We have explored some issues with students not attending and the very poor attenders are dragging the statistics.



Update Staff List

Update staff list on principal list to remove staff who are no longer at our School.

Due Date: 29 May 2023
Owner: Gareth Williams

5.2 Finance Report



Finance

The Board have approved the March & April 2023 creditor batches to date and March 2023 credit card statements as tabled:

- Creditor Batch 31-MAR-2023 for \$4,327.95
- Creditor Batch 05-APR-2023 for \$1,380.00
- Creditor Batch 12-APR-2023 for \$10,135.65
- Credit Card Statements - MARCH 2023
 - G Williams Card balance \$454.01 DR (Avail. credit \$4,545.99)
 - L Taylors Card balance \$2,352.40 DR (Avail. credit \$2,647.60)

The School Office Report March 2023 moved by N Taylor / B Matthews

Decision Date: 24 Apr 2023
Mover: Nikki Taylor
Seconder: Alton Matthews
Outcome: Approved

6. Other Business

6.1 In-committee Meeting



In-committee

Resolution:

That the board move In-committee @ 7.20pm

In-committee minutes are filed away securely.

That the board moved out of In-committee @ 7.38pm

Decision Date: 24 Apr 2023
Mover: Hilary Karaitiana
Seconded: Marama Shearer
Outcome: Approved



30 Week Programme - Community Work Project

The Board consent to go ahead with a 30 week programme. The staff are to contribute to a potential job list. The Principal must decide who the community workers will report to, go through their job description, police vetting process etc. by end of week.

Due Date: 28 Apr 2023
Owner: Gareth Williams

7. Close Meeting

7.1 Close the meeting

Next meeting: TKHS Board of Trustees Meeting - 22 May 2023, 6:00 pm

Signature: *H Karaitiana*

Date: 22 May 2023