

CONFIRMED MINUTES

TKHS BOARD OF TRUSTEES MEETING



At the **TKHS Board of Trustees Meeting** on **27 Mar 2023** these minutes were **confirmed as presented**.

Name:	Te Kuiti High School
Date:	Monday, 27 February 2023
Time:	6:00 pm to 8:00 pm (NZDT)
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Hilary Karaitiana (Chair), Gareth Williams, Jo Randle, Nikki Taylor, Sarah McElroy, Marama Shearer, Blake Matthews, Alton Matthews
Attendees:	Lee Taylor

1. Opening Karakia & Welcome

1.1 Elect Presiding Member 2023



Presiding Member 2023 Elected

Hilary Karaitiana nominated and accepted the role of Presiding Member.

Decision Date:	27 Feb 2023
Mover:	Nikki Taylor
Seconder:	Sarah McElroy
Outcome:	Approved

1.2 Confirm Minutes

Budget Meeting 14 Feb 2023, the minutes were confirmed as presented.

1.3 Interests Register

2. Decisions

2.1 Ki-o-rahi Competition (Overnight Stay)



Ki o rahi Waikato Regionals Overnight Stay

Motion: The Board has approved the Ki o rahi Waikato Regionals EOTC request as tabled.

Decision Date:	27 Feb 2023
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Mover: Nikki Taylor
Seconder: Sarah McElroy
Outcome: Approved



Sport Coordinator - First Aid Certificate

Sport Coordinator's First Aid Certificate has expired. Please send him on course asap.

Due Date: 27 Mar 2023
Owner: Lee Taylor



Ki-o-rahi Fundraising

Provide details of Ki-o-rahi fundraising from 2022 for the Board.

Due Date: 10 Mar 2023
Owner: Lee Taylor

2.2 Delegations 2023



Delegations 2023 - Approved

Motion: The Board has approved the Delegations list for 2023 as tabled.

Decision Date: 27 Feb 2023
Mover: Marama Shearer
Seconder: Sarah McElroy
Outcome: Approved

2.3 Budget 2023 - amended



Amended Budget 2023 - Approved

Motion: The amended Budget 2023 has been approved by the Board as tabled.

Decision Date: 27 Feb 2023
Mover: Hilary Karaitiana
Seconder: Jo Randle
Outcome: Approved

3. Board Annual Work Plan

3.1 Policies



Combined Policy Review

All Board members to review the following policies by the end of term one:

Legislation and Administration Policy

- Legislation and Administration Policy
- Privacy
- Official Information Requests

Due Date: 27 Mar 2023
Owner: Hilary Karaitiana

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
25 Nov 2022	Principal House & PE Furniture Status: Completed on 27 Feb 2023	Gareth Williams
25 Nov 2022	J Randle - Query for D Hill Status: Completed on 21 Nov 2022	Jo Randle
25 Nov 2022	School Policies for Review Status: Completed on 27 Feb 2023	Gareth Williams
14 Feb 2023	Review budget 2023 Status: Completed on 27 Feb 2023	Lee Taylor
27 Mar 2023	Quotes - Music Room Status: In Progress	Hilary Karaitiana

5. Management Reports

5.1 Principal's Report



Principal's Report - Approved

Motion: The Board has approved the Principal's Report for February 2023 as tabled.

Decision Date: 27 Feb 2023
Mover: Marama Shearer
Seconder: Blake Matthews
Outcome: Approved

1. Department Meetings: In April we will trial holding the presentations to the Board on a different night to the Board meeting. (All in favour).
2. Property Update:
 - o H Karaitiana, G Williams met with Property Manager B Elton recently to discuss current & outstanding property issues.
 - o Water issue under L Taylor's office - awaiting reports.
 - o Future mold testing required
3. Staffing Update
4. Growth Cycle - aligning teacher goals, with dept goals, with the school vision.
5. Data - rolls, achievement, attendance etc.

5.2 Finance Report



Payment Batches - Approved

Motion: That the November 2022, December 2022, January 2023 and February 2023 creditor batches be approved retrospectively as tabled:

- Creditor Batch 21-NOV-2022 for \$26,513.29
- Creditor Batch 25-NOV-2022 for \$4,720.07
- Creditor Batch 26-NOV-2022 for \$39,535.89
- Creditor Batch 15-DEC-2022 for \$4,198.16
- Creditor Batch 20-DEC-2022 for \$51,523.36
- Creditor Batch 19-JAN-2023 for \$2,455.10

- Creditor Batch 28-JAN-2023 for \$74,085.41
- Creditor Batch 04-FEB-2023 for \$7,349.51
- Creditor Batch 09-FEB-2023 for \$1,106.03
- Creditor Batch 11-FEB-2023 for \$73,546.56

Decision Date: 27 Feb 2023
Mover: Jo Randle
Outcome: Approved



Credit Card Statements

Motion: That the Credit Card Statements for Card Holders G Williams and L Taylor for the months NOVEMBER 2022, DECEMBER 2022 & JANUARY 2023 be approved restrospectively as tabled:

- G Williams Card balance \$764.65 DR (Avail. credit \$4,235.35)
- L Taylors Card balance \$2,635.16 DR (Avail. credit \$2,364.84)

Decision Date: 27 Feb 2023
Mover: Jo Randle
Outcome: Approved



The Monthly Finance Report - December 2022

Motion: That the School Office Monthly Finance Report - December 2022 be approved as tabled.

Decision Date: 27 Feb 2023
Mover: Jo Randle
Seconder: Nikki Taylor
Outcome: Approved

Accounts receivables - Recommend that TSO provide a new AR Summary for December 2022.

- Donations Scheme Funding 2022 Expenses
- Tumanawa Funding 2022 Expenses

Invite Dan to the next Board meeting.

6. Other Business

6.1 In-committee Meeting



Previous In-committee Meeting Minutes dated 21 November 2023

Motion: Previous In-committee Meeting Minutes dated 21 November 2023 accepted as tabled.

Decision Date: 27 Feb 2023
Mover: Hilary Karaitiana
Seconder: Gareth Williams
Outcome: Approved

7. Close Meeting

7.1 Close the meeting

Next meeting: TKHS Board of Trustees Meeting - 27 Mar 2023, 6:00 pm

Signature: *H Karaitiana*

Date: 27 March 2023