

# CONFIRMED MINUTES

## TKHS BOARD OF TRUSTEES MEETING



At the **TKHS Board of Trustees Meeting** on **18 Sept 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Monday, 24 July 2023
<b>Time:</b>	6:00 pm to 8:00 pm (NZST)
<b>Location:</b>	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
<b>Board Members:</b>	Hilary Karaitiana (Chair), Jo Randle, Gareth Williams, Nikki Taylor, Sarah McElroy, Marama Shearer, Blake Matthews
<b>Attendees:</b>	Lee Taylor
<b>Apologies:</b>	Alton Matthews

### 1. Opening Karakia & Welcome

#### 1.1 Confirm Minutes

**TKHS Board of Trustees Meeting 22 May 2023**, the minutes were confirmed as presented.



#### Approved as tabled

Minutes approved as tabled.

<b>Decision Date:</b>	24 Jul 2023
<b>Mover:</b>	Nikki Taylor
<b>Seconder:</b>	Marama Shearer
<b>Outcome:</b>	Approved

#### 1.2 Interests Register

List the Week 10, Term 2

### 2. Decisions

#### 2.1 Increase to monthly cleaning - Green Acres



#### Increase not accepted

The Board do not agree to increase the price until the following is carried out:

1. An inspection of daily/weekly cleaning duties are carried out. Create a process to ensure that they are carrying out the process accordingly.

2. Oversight for who's here (sign in/out process for cleaning staff) and how often/long they're here for?
3. We'd like to have a meeting with them to discuss cleaning expectations, how cleaning is carried out and have a discussion with the owner/operator.

**Decision Date:** 24 Jul 2023  
**Mover:** Hilary Karaitiana  
**Seconder:** Marama Shearer  
**Outcome:** Not Approved



### Cleaning Checklist

Include the school's cleaning checklist in BoardPro documents for the Board to access.

**Due Date:** 30 Aug 2023  
**Owner:** Lee Taylor

## 3. Board Annual Work Plan

## 4. Actions from Previous Meetings

### 4.1 Action List

Due Date	Action Title	Owner
24 Apr 2023	Health Check of Wi-Fi <b>Status:</b> Completed on 24 Jul 2023	Gareth Williams
28 Apr 2023	Update EOTC Form <b>Status:</b> Completed on 24 Jul 2023	Gareth Williams
28 Apr 2023	30 Week Programme - Community Work Project <b>Status:</b> Completed on 15 Jun 2023	Gareth Williams
29 May 2023	Year 13 Hoodies <b>Status:</b> On Hold	Marama Shearer
29 May 2023	Combined Policy Review Uniform <b>Status:</b> In Progress	Sarah McElroy
29 May 2023	Update Staff List <b>Status:</b> Completed on 24 Jul 2023	Gareth Williams
26 Jun 2023	Audit 2022 Update for the Board <b>Status:</b> Completed on 24 Jul 2023	Lee Taylor
26 Jun 2023	Response to the Recycling Group <b>Status:</b> Completed on 24 Jun 2023	Marama Shearer

## 5. Management Reports

### 5.1 Principal's Report

July Report:

- Summary for NCEA Achievement
  - Overall we are in a good place at levels one & three
  - What do the colours indicate?
    - yellow, green & blue = different stages of achievement,
    - red is not achieved,

- purple/blue = in the class but not entered in the standard
- Community consultation
  - Place at the RMC (regional Marae Committees)
  - Run a whanau evening
  - Student feedback
- Staffing update
  - Discussed plan in place to recover the banking staffing and get us back on track
- Roll Returns
  - Doing well to retain students. We've had a few new enrolments.
  - We anticipate a drop in the roll this term with some sports/activities ending.
- Attendance Rates (graphs tabled at meeting for a visual comparison).
- When is the next achievement update due?
  - Next week. Staff will cover benchmarks and next steps will be discussed.



### Principal's Report June & July 2023

Accepted as tabled

**Decision Date:** 24 Jul 2023  
**Mover:** Sarah McElroy  
**Seconder:** Hilary Karaitiana  
**Outcome:** Approved

## 5.2 Finance Report



### Finances May and June 2023

#### Resolution:

That the May & June 2023 creditor batches to date and the June 2023 credit card statements be accepted as tabled:

- Creditor Batch 20-MAY-2023 for \$74,128.99
- Creditor Batch 02-JUN-2023 for \$65,641.86
- Creditor Batch 15-JUN-2023 for \$765.12
- Creditor Batch 22-JUN-2023 for \$56,223.76
- Creditor Batch 28-JUN-2023 for \$7,455.09
- Creditor Batch 30-JUN-2023 for \$11,679.33
- Creditor Batch 12-JUL-2023 for \$42,667.92
- Creditor Batch 21-JUL-2023 for \$26,684.17
- Creditor Batch 21-JUL-2023 for \$1,118.95
- Creditor Batch 22-JUL-2023 for \$16,665.98
- Credit Card Statements - MAY 2023
  - G Williams Card balance \$1,730.94 DR (Avail. credit \$3,269.06)
  - L Taylors Card balance \$225.35 CR (Avail. credit \$5,225.35)
- Credit Card Statements - JUNE 2023
  - G Williams Card balance \$4,317.35 DR (Avail. credit \$682.65)
  - L Taylors Card balance \$1,926.37 DR (Avail. credit \$3,073.63)

**Decision Date:** 24 Jul 2023  
**Mover:** Nikki Taylor  
**Seconder:** Marama Shearer  
**Outcome:** Approved



## May Finance Report

### Resolution:

That the School Office Finance Report for May 2023 be accepted as tabled.

**Decision Date:** 24 Jul 2023  
**Mover:** Jo Randle  
**Seconder:** Sarah McElroy  
**Outcome:** Approved



## Finance Report Queries

G Williams to follow up with the Board queries regarding Banking Staffing, Support Staff Pay and budget tracking from the Finance Report - May 2023.

**Due Date:** 30 Aug 2023  
**Owner:** Gareth Williams

## 5.3 Health & Safety Report

Gas Leak Followup:

1. Worksafe Report Filed
2. Staff Health & Safety Handbook is being updated by R Chetty
3. Staff Induction Process Review

GoNoGo: Online safety management software purchased to assist with the School's Health & Safety & Project Management.

- Staff operating the software require training: G Williams, L Taylor & K Benefield.

## 6. Other Business

### 6.1 In-committee Meeting

Moved into committee at 7:43pm - Moved by H Karaitiana & M Shearer.

Moved out of committee at 7:46pm - Moved out by H Karaitiana & N Taylor.

## 7. Close Meeting

### 7.1 Close the meeting

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

Signature: H Karaitiana

Date: 18/09/2023

