

# CONFIRMED MINUTES

## TKHS BOARD OF TRUSTEES MEETING



At the **TKHS Board of Trustees Meeting** on **1 Jul 2024** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Monday, 29 April 2024
<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), Alton Matthews, Avi Mudaliar, Gareth Williams, Marama Shearer, Nikki Taylor, Sarah McElroy
<b>Attendees:</b>	Lee Taylor
<b>Guests/Notes:</b>	Carbon Farming

### 1. Opening Meeting

#### 1.1 Opening Karakia

#### 1.2 Interests Register

#### 1.3 Confirm Minutes

**TKHS Board of Trustees Meeting 3 Apr 2024**, the minutes were confirmed as presented.

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



#### Previous Meeting Minutes

Motion: That the previous meeting minutes dated 27 November 2023 and 3 April 2024 are confirmed as a true and correct record. All in favour.

**Decision Date:** 29 Apr 2024  
**Mover:** Nikki Taylor  
**Seconder:** Sarah McElroy  
**Outcome:** Approved

#### 1.4 Guests - Carbon Farming Presentation

##### Welcome & introductions

Rob Waddell, Caroline from Waddell Group. Organising partnership bw Carbon Farming (Scott & Steve) & TKHS

Focus in schools - what else can we do to help? Engagement & sport. Supporting schools through-out NZ. Giving back to communities.

## Funding

Curriculum, career development & pathways.

## Carbon Farming

Plant trees to help preserve the planet. Reduce emissions. Balance of doing both. Emission Trading Scheme which rewards the planting of trees. 13 years. Largest supporter. Planted 2 trees for every NZer. Managing change within communities. Plant radiata pine mostly and also native species. Regeneration.

Values - make a good diff for climate change and the communities we operate within (most of our forests are in rural communities). Filter through education. Ethos - permanent forests. Transition them back to native forest.

Social - Big footprint 20K hectares. Investing in young people and their futures. Supporting employees that have moved into the community. We want to be a big part of the community. Through education and Rob & his relationships with schools. We want to build on that and its how we do that. Their people/investers like to hear the feedback of how where using the funding and the opportunities it has created for our young people.

Benefits/impact on our school - School Involvement in sporting competitions, connections through sport.

Iwi involvement - environmental programme involving 15 young people. Will have a climate change component.

Climate change - educating our students on the topic & what can you do to make a difference?

Funding - supporting sporting activities, local autonomy on how it works best. We like to receive feedback on the good news stories. Social outcomes. Staff engagements, community engagements. Thoughts and feedback in the community.

The education avenues will benefit our students. Educational & sporting opportunities.

## 2. Major Decisions and Discussions

## 3. Actions from Previous Meetings

### 3.1 Action List

Due Date	Action Title	Owner
29 May 2023	Year 13 Hoodies <b>Status:</b> Completed on 23 Sept 2024	Marama Shearer
29 May 2023	Combined Policy Review Uniform <b>Status:</b> In Progress	Sarah McElroy
30 Nov 2023	Hautu Document added <b>Status:</b> Completed on 24 Apr 2024	Lee Taylor
26 Feb 2024	Water Leak Follow-up <b>Status:</b> Completed on 26 Jul 2024	Hilary Karaitiana
5 Apr 2024	Property Team Meeting <b>Status:</b> Completed on 5 Apr 2024	Gareth Williams
5 Apr 2024	2023 Audit - Queries From the Board <b>Status:</b> Completed on 4 Jun 2024	Lee Taylor

## 4. Management Reports

### 4.1 Principal's Report

#### Notes:

- Science classroom design discussions
  - A8 will be rationalised
  - A6 & A7 are the classrooms that will have the layout re-designed (making use of the space that is there including the corridor, hazardous chemicals cupboard & cleaners cupboard).
- Play-ground/outdoor gym
  - Mock-up/designs tabled for the board to consider
  - Would like to see a basketball half-court
  - Start making funding applications
- CCTV installation -
- Roll Returns - new enrolments this term
- Attendance - incomplete rolls & missing senior hubs that contributed to low attendance rates. There has been a slight increase after tidying up these lists.
- We need to look at the no phones at school policy. I've seen phones being used at school.
- EOTC PLD completed on Friday 12 April. Training around events/activities, identifying potential risks and how to complete the forms.
  - Is there a template/form to follow. Yes there is one for staff but there isn't one for coaches
- Why are sport teams still creating their own team uniforms? The board made the decision that



#### **Principal Report for April**

Resolution: The Board has accepted the Principal's Report for April as tabled.

**Decision Date:** 29 Apr 2024  
**Mover:** Hilary Karaitiana  
**Seconded:** Marama Shearer  
**Outcome:** Approved



#### **Flu Injection for Staff**

Resolution: The Board has approved funding for staff who require flu vaccinations in 2024.

**Decision Date:** 29 Apr 2024  
**Mover:** Gareth Williams  
**Seconded:** Nikki Taylor  
**Outcome:** Approved

## 5. Other Business

### 5.1 Schedule of Delegations



#### Delegations 2024

Resolution: The Board has accepted the Schedule of Delegations for 2024 as tabled.

**Decision Date:** 29 Apr 2024  
**Mover:** Sarah McElroy  
**Seconder:** Alton Matthews  
**Outcome:** Approved

Board query: does that mean, one of you must be on site? Yes. In the event that all three are away, the Principal will delegate a senior staff member.

### 5.2 Correspondence

### 5.3 Destruction of Annual Records



#### Destruction of Annual Records

Resolution: The Board approves the Destruction of Annual Records list as tabled.

**Decision Date:** 29 Apr 2024  
**Mover:** Hilary Karaitiana  
**Seconder:** Marama Shearer  
**Outcome:** Approved

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** TKHS Board of Trustees Meeting - 4 Jun 2024, 6:00 pm

Approved decisions made between meetings



#### New Flying Minute - New Gallagher Sign

Another Gallagher sign to be placed at the front of the stadium as requested by council. See email below

From: **Helen Beever** <Helen.Beever@waitomo.govt.nz>  
Date: Fri, Jan 27, 2023 at 3:10 PM  
Subject: Stadium Sign  
To: hilarykaraitiana@gmail.com <hilarykaraitiana@gmail.com>

Kia ora Hilary

We would like to erect one additional Gallagher Recreation Centre sign at the Stadium, to be placed on the front of the Stadium building.

Below is an image depicting where the sign would be attached on the left hand side panel of the building (the yellow box in the picture below). The size of the sign would be 1200 mm x 1720 mm.

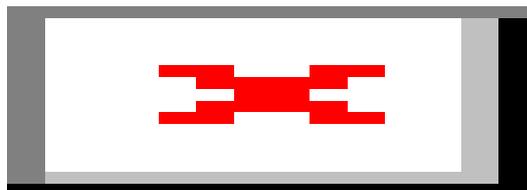
As you are aware, the Gallagher Company has committed to a naming rights sponsorship arrangement which will help greatly with the overall operating costs for the Stadium. We would like to erect the sign prior to the opening if possible.

Due to the tight timeframe, I have the sign writing company on hold. I will need to get back to them early next week.

Can you please confirm if the BOT is comfortable with this sign.

Thanks Hilary. If you have any questions, or need any further information, please do not hesitate to give me a call at any time on 029 2830 566.

Regards  
Helen



**4 Supported:** Gareth Williams , Marama Shearer , Nikki Taylor , Sarah McElroy

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 3 Feb 2023

**Outcome:** Approved



### **Budget 2023**

We've updated the budget we presented at the last meeting. Please see attached the 2023 Budget for Board approval.

**5 Supported:** Alton Matthews , Gareth Williams , Marama Shearer , Nikki Taylor , Sarah McElroy

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 7 Feb 2023

**Outcome:** Approved



**EOTC Ki-o-rahi - NZSSS Ki o Rahi Nationals, Gisborne.**

Please vote

**4 Supported:** Alton Matthews , Gareth Williams , Nikki Taylor , Sarah McElroy

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 8 Mar 2024

**Outcome:** Approved



**OnGuard - CCTV new quote**

Motion: for the board to accept the attached quote, Q57911, from OnGuard Security to install additional CCTV cameras.

**4 Supported:** Alton Matthews , Gareth Williams , Marama Shearer , Nikki Taylor

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 22 Mar 2024

**Outcome:** Approved

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

**Date:** \_\_\_\_\_