

# CONFIRMED MINUTES

## TKHS BOARD MEETING - WELCOME NEW BOARD



At the **Board Meeting** on **17 Oct 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Monday, 19 September 2022
<b>Time:</b>	6:00 pm to 8:00 pm
<b>Location:</b>	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
<b>Board Members:</b>	Hilary Karaitiana (Chair), Alton Matthews, Blake Matthews, Gareth Williams, Jo Randle, Marama Shearer, Nikki Taylor, Sarah McElroy
<b>Attendees:</b>	Lee Taylor

### 1. Opening Meeting

#### 1.1 Welcome & Introductions



##### Presiding Member

One nomination received: H Karaitiana. Nominated by J Randle and N Taylor.  
All in favour - Yes.

H Karaitiana accepted the position as presiding member.

**Decision Date:** 19 Sep 2022

**Mover:** Jo Randle

**Seconder:** Nikki Taylor

**Outcome:** Approved

#### 1.2 Interests Register

### 2. Board Annual Work Plan

#### 2.1 Code of Conduct

A copy of the Board Code of Conduct is supplied. The Presiding Member went over the current Code of Conduct with the Board members. Each member must agree and return a signed copy to the Board Secretary.



##### Board Code of Conduct

Annual review of the Board's Code of Conduct accepted by the Board members as tabled.

**Decision Date:** 19 Sep 2022

**Mover:** Nikki Taylor

**Seconder:** Gareth Williams  
**Outcome:** Approved

## 2.2 Charter/Annual Plan

The Principal explained the Charter 2020-2023 to the new Board. A copy has been supplied for all members.

The Board drives the Charter and the Principal drives the Annual Plan. They are our guiding documents.

The Principal's Monthly Report contains an update of the key factors for the Board.

## 3. Management Reports

### 3.1 Student Achievement Report

Principal's September Report has the recent student achievement data.

- It is based on the national averages for decile two schools
- The aim is to get a more consistent pass rate at NCEA level one (Year 11)
- We have made some improvements since we've increased our focus on achievement rates
- Focus on literacy & numeracy
- Additional opportunities given to students to gain further credits
- The targets are set by the Board
- 2024 - new changes to NCEA will be implemented
- Priority learner identified

### 3.2 Principal's Report

Principal's Report notes:

- ERO update on their most recent visit. Next visit is in Term 4
- Strategic plan update - adjusting what we do to better suit our students. Improving engagement
- New DP started 5 Sept 2022
- JD (electronic copies)
- Power surge caused issues with our server mains switch. We've ordered a new one and are now waiting for it to arrive
- Property update:
  - New Ministry Property Advisor has been appointed. Looked at 5YA projects.
  - Our Project Manager is looking at closing off what we've completed before starting anything new.
  - Covered lunch area outside for students between the staffroom and C block
  - Hall flooring - flood damage
  - School Business Manager's office - flood damage
  - Wall & ceiling replacement (foyer ramp & foyer outside library) - flood damage
  - Health & Safety, Safety Works compliance - we have now done everything they've asked. They come back to review compliance next month. We have sold the old equipment locally.



### Principal's Report - September 2022

The Principal's September Report is approved as tabled.

**Decision Date:** 19 Sep 2022  
**Mover:** Gareth Williams  
**Seconder:** Nikki Taylor  
**Outcome:** Approved

## 3.3 Finance Overview

Finance Overview:

- Invoices are processed via Xero Accounting Program. Batches are prepared by the 20th of each month. Any invoices that are required to be paid before the 20th are processed by their due date. Batches are approved by the Principal and one other delegated Board member.
- Individual invoices are approved by L Taylor (School Business Manager) and 2nd approval by the Principal or one other delegated Board member.
- Creditor batches, credit card statements and monthly finance reports are reviewed and approved by the Board each month.
- A monthly report is provided by the school's accountant, The School Office.
  - Based on the recent report we are on track with our budget.
- Stadium payment to be paid this week.



### TSO Monthly Board Report - August 2022

Resolution: The School Office (TSO) Monthly Board Report is accepted as tabled.

**Decision Date:** 19 Sep 2022  
**Mover:** Jo Randle  
**Seconder:** Gareth Williams  
**Outcome:** Approved

## 4. Other Business

### 4.1 BoardPro

### 4.2 Policies (SchoolDocs)

### 4.3 Upcoming meeting schedule 2022

Upcoming Board meeting dates:

- 17 October
- 16 November
- 12 December

## 5. Major Decisions and Discussions

### 5.1 Delegations



#### Delegations & Authorities

Resolution:All delegations & authorities approved by the Board as tabled. (All in favour - Yes).

**Decision Date:** 19 Sep 2022  
**Mover:** Hilary Karaitiana  
**Seconder:** Nikki Taylor  
**Outcome:** Approved



#### Website Update

N Taylor noticed that the 2020 finance report link was missing from the website. L Taylor will ensure the latest financial report for the year ended 31 December 2020 link is re-established and check that the website details are updated with the recent staff changes and confirmed board meeting minutes.

**Due Date:** 30 Sep 2022  
**Owner:** Lee Taylor

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** Board Meeting - 17 Oct 2022, 6:00 pm

Approved decisions made between meetings



#### New Flying Minute

- Approve the formal appointment of Sam Laubscher from Lamb Bain Laubscher Lawyers to act as the Te Kuiti High School board of trustee lawyer for the purpose of reviewing the KC Indoor Sport and Recreation Centre agreements which include (Development agreement, Property sharing agreement & the Funding Deed) and any other duties as required as part of the Recreation project and advising the TKHS BOT accordingly.

(BOT members please note there is a conflict of interest for Kevin Forgeson as he is a Game on Charitable Trust trustee and is also acting as their lawyer so he felt he could not represent TKHS to review the agreements).

**7 Supported:** Brent Ramsey , Hilary Karaitiana , Jo Randle , Nikki Taylor , Rhys Brown , Teagan Houchen , Tim Foy

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 10 Sep 2021  
**Outcome:** Approved



#### New Flying Minute

Approve payment for the remainder of funding for the Hillary Outdoor Education Trip of \$10535.00 from the School Donations Fund. Please find attached the invoice highlighting the additional sponsorship the staff have completed to

reduce the cost. The remaining balance is \$10535.00. That will leave a zero cost to students.

**6 Supported:** Ayva-Maree Finn-Taylor , Gareth Williams , Hilary Karaitiana , Jo Randle , Nikki Taylor , Rhys Brown

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 15 Jul 2022

**Outcome:** Approved



### Approval of sponsors for the inside of the stadium

The board agrees to the signage of the two sponsors (Greymont and WECT) which are attached, on the interior of the new Sports Stadium.

**6 Supported:** Ayva-Maree Finn-Taylor , Gareth Williams , Hilary Karaitiana , Jo Randle , Nikki Taylor , Rhys Brown

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 4 Aug 2022

**Outcome:** Approved



### EOTC Rangitoto & Miranda Trip

Board approval required to approve the EOTC Rangitoto & Miranda Science Trip.

#### Additional Info:

Pukorokoro Miranga - 6 x \$35.00 = \$210.00

Bird Sanctuary Accommodation - 1 x \$135.00 unit (collective room) = \$135.00

Guide/Talk - 7 x \$5.00 = \$35.00

Miranda Trip TOTAL = **\$380.00**

Rangitoto Ferry - 7 x \$43.00 = **\$301.00**

**TOTAL = \$681.00 (Science Budget)**

School Van Transport - 400km x \$0.85 = **\$340.00 (EOTC - School Trips)**

**TRIP TOTAL = \$1021.00**

**5 Supported:** Gareth Williams , Hilary Karaitiana , Jo Randle , Rhys Brown , Nikki Taylor - I'm assuming the paper work for the Mahoenui trip shouldn't be in there?

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 13 Sep 2022

**Outcome:** Approved

Signature: 

Date: 17/10/2022

