

CONFIRMED MINUTES

BOARD MEETING



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

Name:	Te Kuiti High School
Date:	Monday, 22 August 2022
Time:	6:00 pm to 8:00 pm
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Hilary Karaitiana (Chair), Gareth Williams, Jo Randle, Nikki Taylor, Rhys Brown
Attendees:	Lee Taylor, Ayva-Maree Finn-Taylor

1. Opening Karakia & Welcome

1.1 Confirm Minutes

Board Meeting 25 Jul 2022, the minutes were confirmed as presented.

1.2 Interests Register

2. Board Annual Work Plan

2.1 HOD Health & PE Report

Highlights:

- Scholarship
- Level One Class Grades
- Y12-13 classes were small - enjoyed the practical standards. Wish there were more.
 - Level 2 & 3 majority are written standards

Work-ons:

- Junior PE & Health Programme 2023 (New
 - Development of the curriculum for 2023
 - Level Ones - Matauranga Maori influence starting the year after
- Learner agencies - students coming to class prepared (building soft skills)
- Online resources - developed using Education Perfect. Needs more work. Question our platform of learning. Exciting and opportunistic time coming with how & when kids learn.

- Level One Achievement. Attendance drops off at level 2 & 3.
- Endorsement Data
- Attendance is an issue
- Tracking Data - Refer to the tables in the Report

What 'other' support are we offering:

- Discussions with individuals during class
- Lunch time sessions
- "Chunking" breaking down the work one question at a time
- Sentence starters on Google Classroom to assist students
- Making work available via Google Classroom
- Collaborating with other subjects e.g. Science

Comments from the Board:

You should be super proud of your results. Makes for awesome reading. It's good to know the numbers when presenting your statistics/data.

Is it recorded anywhere if a student changes from one subject to another? No. It's not something that is tracked but we can if that's what you want. Yes, we'd like this to be tracked.

Record of not achieving - some have blanks. Adding a column for notes stating why they're not achieving and what are the next steps. How it is measured?



HOD Health & PE Report 2021

Resolution: It is the decision of the Board to approve the Health & PE Department Report 2021 with the following amendment:

- remove the names of students from the report

Decision Date: 22 Aug 2022
Mover: Gareth Williams
Seconder: Jo Randle
Outcome: Approved

2.2 HOD Music & The Arts Report

Music & The Arts:

- Professional Development with J Wilson was great and our department was fantastic.
- We set high expectations and expect high results.
- Classrooms - environment is important, keep them well resourced and stimulating
- Tracking document of overall literacy/numeracy and then what our department results are.
- Traffic light system - we find this a really good method to track student achievement.

Highlights:

- Improvement of the home learning programmes
- Solo performance assessment at Journey Church
- Concert at TK Primary for senior assessments
- Folio completion - Art/Photography (100% achievement)
- Junior & Senior Guitar Ensemble

Work ons:

- Keep working on keeping our students engaged - online work, easy access.

- Bringing lots of art back into the school.
- Primary school children being able to select Art or Music as a subject for manual. There might be an opportunity for High School staff and or students as part of their learning to do music lessons for Primary schools. BOT members thought both were great ideas and she has the Board's support.

Next steps:

- Moderation more deliberate and detailed
- Would love some Professional Development
- To be well represented in the 2023 timetable

Support form the Board:

- Level one achievement
- Covid fatigue
- Leadership
- Capital budget assistance to help replace damaged music gear
- B3 computer suite needs an upgrade

How are your students doing this year? - Good however we have small numbers.

Thanks to Emma and her team for their contributions to the students and the school. Well done.



HOD Music & The Arts Report 2021

Resolution: It is the decision of the Board to approve the Music & The Arts Department Report 2021 as tabled.

Decision Date: 22 Aug 2022
Mover: Gareth Williams
Seconder: Jo Randle
Outcome: Approved

2.3 Policies



CCTV Policy

L Taylor to find school policies on CCTV (security cameras) in schools for the Board to review at the next meeting.

Due Date: 19 Sep 2022
Owner: Lee Taylor

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner
26 Oct 2021	NZ Uniforms Status: Completed on 13 Sep 2022	Paula Skelton
12 Apr 2022	Staff Files Status: Completed on 22 Aug 2022	Gareth Williams
24 Jun 2022	Follow up - Primary Tech Status: Completed on 29 Jul 2022	Lee Taylor
25 Jul 2022	L Taylor to Followup Status: Completed on 22 Aug 2022	Lee Taylor

Due Date	Action Title	Owner
25 Jul 2022	Send out info Status: Completed on 13 Sep 2022	Gareth Williams
22 Aug 2022	TSO Monthly Finance Report June 2022 Status: Completed on 22 Aug 2022	Hilary Karaitiana
22 Aug 2022	Credit Card Statement - Late Fee Status: Completed on 22 Aug 2022	Lee Taylor

4. Management Reports

4.1 Principal's Report

Report comments:

- NCEA Data - used Ed Potential to look at the Data (Data analysis tool)
 - Level one is a concern - currently 40% on track to achieve
 - Attendance is a contributing factor
 - Targeting students who need to catch-up
 - Recognition credits will play a part in their catch-up
 - Levels 2 & 3 we are tracking better - currently 50% on track to achieve
 - 18/53 have got numeracy & literacy
 - "Pull out days" - 20 students at a time will work with a team of teachers to get them back on track. The Board would like progress reports on this. The Principal will include this in future reports to the Board
 - Educating the community on the new curriculum is our next job
- Job Descriptions - one more to be collected and they will be completed
- DP interviews completed Friday 19 August 2022
- Appointed a new property project manager
- Health & Safety - New equipment has been purchased as recommended. Worksafe are coming back on the 9th of September 2022 for a followup
- Lockdown drill scheduled this week
- Rotorua Tourism Trip went well



Principal's Report July/Aug 2022

Resolution: It is the decision of the Board to approve the Principal's Report as tabled.

Decision Date: 22 Aug 2022
Mover: Hilary Karaitiana
Seconder: Rhys Brown
Outcome: Approved



Student achievement report

Student achievement report to be added to documents by 12 September 2022.

Due Date: 12 Sep 2022
Owner: Gareth Williams

4.2 Finance Report



June Financial Report

Approved as tabled.

Decision Date: 22 Aug 2022
Mover: Jo Randle
Seconder: Nikki Taylor
Outcome: Approved



The following reports have been approved as tabled by the Board C...

The following reports have been approved as tabled by the Board

- Creditor Batch 22-JUL-2022 for \$38,159.93
- Creditor Batch 29-JUL-2022 for \$16,174.72
- Creditor Batch 5-AUG-2022 for \$7,226.67
- Creditor Batch 9-AUG-2022 for \$11,641.28
- Credit Card Statements - JULY 2022
 - G Williams Card balance \$2,830.53 (Avail. credit \$2,169.47)
 - L Taylors Card balance \$1,441.78 (Avail. credit \$3,558.22)

Decision Date: 22 Aug 2022
Mover: Jo Randle
Seconder: Nikki Taylor
Outcome: Approved

5. Other Business

5.1 In-committee Meeting

6. Close Meeting

6.1 Close the meeting

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

Approved decisions made between meetings



Updated Security Camera Quote - OnGuard

Board approval required for the new Security Camera quote.

The original quote of \$6,878.55 expired after a month. This quote expired before the Board decision was made.

The new quote is \$7,489.19 (attached). This is a price difference of \$610.64 due to price & labour increases.

This quote will also expire in a month and they have confirmed that they have more increases coming.

Request for the Board to vote to accept/decline the new quote of \$7,489.19.

5 Supported: Gareth Williams , Hilary Karaitiana , Jo Randle , Nikki Taylor , Rhys Brown

0 Opposed:

0 Abstained:

Decision Date: 3 Aug 2022
Outcome: Approved

Signature: *H Karaitiana*

Date: 19/09/2022