

CONFIRMED MINUTES

BOARD MEETING

At the **Board Meeting** on **22 Aug 2022** these minutes were **confirmed as presented**.

Name:	Te Kuiti High School
Date:	Monday, 25 July 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, Ayva-Maree Finn-Taylor
Attendees:	Lee Taylor

1. Opening Karakia & Welcome

1.1 Confirm Minutes

Board Meeting 23 May 2022, the minutes were confirmed as presented.

Board Meeting 20 Jun 2022, the minutes were confirmed with the following changes:
Spelling amendments - HOD Report notes



Approve previous meeting minutes May 2022

Approved as tabled

Decision Date: 25 Jul 2022
Mover: Rhys Brown
Seconder: Nikki Taylor
Outcome: Approved



Approve the previous meeting minutes - June 2022

Approved as tabled.

Decision Date: 25 Jul 2022
Mover: Gareth Williams
Seconder: Jo Randle
Outcome: Approved

1.2 Interests Register

2. Board Annual Work Plan

2.1 HOD Health & PE Report

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner
26 Oct 2021	NZ Uniforms Status: In Progress	Paula Skelton
12 Apr 2022	Staff Files Status: In Progress	Gareth Williams
23 May 2022	Hillary Outdoors Funding Application Status: Not Started	Gareth Williams
23 May 2022	Finance Report & Credit Card Statements Status: Not Started	Gareth Williams
20 Jun 2022	R Tuck to check the Security Quotes Status: Not Started	Gareth Williams
20 Jun 2022	NZSTA Advice Status: Completed on 14 Jul 2022	Hilary Karaitiana
20 Jun 2022	Student Rep - Intro to SchoolDocs Status: Not Started	Hilary Karaitiana
20 Jun 2022	Board Code of Conduct Status: Completed on 20 Jun 2022	Lee Taylor
20 Jun 2022	Student Rep BoardPro Training Status: Completed on 20 Jun 2022	Lee Taylor
21 Jun 2022	Amend the report Status: Completed on 22 Jul 2022	Lee Taylor
24 Jun 2022	Follow up - Primary Tech Status: Not Started	Gareth Williams
25 Jul 2022	L Taylor to Followup Status: Completed on 22 Aug 2022	Lee Taylor
25 Jul 2022	Send out info Status: Not Started	Gareth Williams

4. Management Reports

4.1 Principal's Report

Principal's Report June 2022:

- Staffing appointments - Alternative Education is now up and running. We have appointed two tutors. They are working out of the Netball Pavilion on Te Kuiti Road.
- We have employed a fixed term Teacher Aide based on the funding we received for a student who requires extra support.
- Staff employment file hard copies are kept in a locked file drawer in the Principal's office. (All files will be up to date by the next board meeting).
- New programme - will be shared with staff at the next TOD in August. HODs are going through training/workshops.
 - Positive-strong relationships
 - Deficit theorising
 - 3 year programme
 - Evaluated by the facilitator once per month
 - 15 years of evidence to show that this works
- Where to from here regarding Health & Safety?

- Worksafe visit highlighted various issues
 - Welding extraction cabinet \$7325 incl gst
 - Drill presses don't have guards on them - sell two current drill presses and buy one that has the guard and can do the job of the other two which will cost around \$3200.
 - Guard missing on the Lathe.
 - Principal will send the details to worksafe to ensure that they meet the criteria. Then we will collect quotes and present to the Board.
 - Have until September to address all issues.
 - Two staff must have a health check because they've been working in those spaces without extractors. We will keep that information and Worksafe need to know that we've done it.
 - Hazardous substance inventory - we need to employ a technician to work across technology and science departments as there is quite a bit of work. The teachers are doing it themselves for now.
- The school roll has increased since term one. Some work to be done to market the school, Year 8 visits etc. Celebrating the successes. Who do we send this information to?



Approval to purchase new equipment for Wood and Technology Departments

Motion to approve payment of the machines upon advice from Worksafe.

Decision Date: 25 Jul 2022
Mover: Gareth Williams
Seconder: Nikki Taylor
Outcome: Approved



Principal's Report Approved

Resolution: The Board approve the Principal's Report

Decision Date: 25 Jul 2022
Mover: Hilary Karaitiana
Seconder: Jo Randle
Outcome: Approved

4.2 Finance Report



Creditor batches and credit card statements approved as tabled.

Resolution: The following reports have been approved by the Board as tabled:

- Creditor Batch 17-JUN-2022 for \$1,300.00
- Creditor Batch 17-JUN-2022 for \$16,090.21
- Creditor Batch 21-JUN-2022 for \$3,888.50
- Creditor Batch 23-JUN-2022 for \$2,494.77
- Creditor Batch 04-JUL-2022 for \$6,371.52
- Creditor Batch 08-JUL-2022 for \$15,973.15
- Credit Card Statements - JUNE 2022
 - G Williams Card balance \$2,463.46 (Avail. credit \$2,536.54)
 - L Taylors Card balance \$274.49 (Avail. credit \$4,725.51)

Decision Date: 25 Jul 2022
Mover: Jo Randle
Seconder: Nikki Taylor

Outcome: Approved



TSO Monthly Finance Report June 2022

The Board has decided to table this report at the next meeting as they would like more time to review it.

H Karaitiana will contact The School Office (TSO) to remind them when the reports are due.

Due Date: 22 Aug 2022

Owner: Hilary Karaitiana



Monthly Finance Report (June 2022)

The Board has tabled this report for the next meeting as they would like more time to review it.

Decision Date: 25 Jul 2022

Mover: Jo Randle

Seconder: Rhys Brown

Outcome: Not Approved



Credit Card Statement - Late Fee

If the credit card bills are set up to pay automatically from the school bank account, why was the school charged a late payment fee of \$35.00? L Taylor to investigate.

Due Date: 22 Aug 2022

Owner: Lee Taylor

5. Other Business

5.1 In-committee Meeting

In-committee meeting minutes are stored securely on a separate server.

5.2 TKHS Charitable Trust AGM - 15 August 2022

6. Close Meeting

6.1 Close the meeting

Next meeting: Board Meeting - 22 Aug 2022, 6:00 pm

Approved decisions made between meetings



Security Cameras & Phones

Last year we stopped parking the school vans in the school carpark overnight due to the amount of vandalism we experienced over the last couple of years. The vans were parked at another staff member's place for a few months and then moved to my lawn however we need a longer term solution. In the last two weeks the school vans have returned to the school car park as the staff have been using them quite a bit.

In the past we spoke about external cameras however it didn't go very far. Two weeks ago Lee reached out to two security companies whom have fitted schools in the Waikato/BOP with cctv cameras for a quote.

Te Awamutu company On Guard, contacted me the same day I emailed and were here within the week to visit our school to put together the quote and show us their live security systems. The second company still has not made contact.

On Guard has quoted a one-off installation with two cameras to cover the carpark where the vans are parked. We can build on or add on to the system as required. If we later identify another area that needs cameras, all we need to do is purchase additional cameras to add on to the system. The real time picture clarity was great and there is a user friendly app.

Let me know if you want me to follow up on that second quote (or a third quote if you think it necessary). This quote from On Guard has been extended but will expire at the end of the week which is why we are sending out this flying minute instead of waiting for the next meeting.

We also need four new deskphones as the current phones are outdated and can't quite keep up with the current phone software we installed over a year ago. TTS have confirmed which Yealink models are compatible and the quotes are included in the attachments along with the security camera quotes.

Security Camera = \$6,878.55

4x phones = \$690.40

Does the board agree to update the capital budget to include the camera & phones?

New capital budget = \$91,368.95

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

0 Opposed:

1 Abstained:

Teagan Houchen - Teagan has resigned and should not be included in this vote

Decision Date: 6 Jul 2022

Outcome: Approved

Signature: _____

Date: _____