

CONFIRMED MINUTES

BOARD MEETING

At the **Board Meeting** on **21 Mar 2022** these minutes were **confirmed as presented**.

Name:	Te Kuiti High School
Date:	Monday, 14 February 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, Teagan Houchen
Attendees:	Lee Taylor

1. Opening Meeting

1.1 Confirm Minutes

TKHS Board of Trustees Meeting 6 Dec 2021, the minutes were confirmed as presented.

TKHS Board of Trustees Meeting 24 Jan 2022, the minutes were confirmed with the following changes:

\$200K budgeted towards property.

Outstanding actions to follow up.



Minutes Approved

The Board have confirmed that the minutes from December 2021 and January 2022 are true and correct - all in favour, yes.

Decision Date:	14 Feb 2022
Mover:	Rhys Brown
Seconder:	Gareth Williams
Outcome:	Approved

1.2 Interests Register

2. Board Annual Work Plan

3. Management Reports

3.1 Principal Report

Staffing update:

- Two new teachers have been employed on a fixed term basis to back fill one staff member on leave and to provide cover while we are recruiting
- Health & PE position - closes Wednesday
- Re-advertise for a Deputy Principal
- Gateway closes Friday

Queries from the Board:

- Staffing, how many staff have we planned for in 2022? Currently we are under allocation. We have budgeted to have 26 teachers this year.

Curriculum:

- timetable changes implemented this week
- student achievement 2021 results discussed

Covid Response Plan:

- staged approach to learning - hybrid learning (classroom & online)
- copy of this is in governance documents on BoardPro

Turning of the Sod:

- Wednesday morning went very well. Maniapoto FM livestream and interviews went well
- Meetings with Ngati Rora, Greg Ward and the Waitomo District Council
- Discussing fit-out of the new gym
- Pania has been appointed the Kairuruku to coordinate the

Music room:

- Interior works have started. The new roofing is the next stage which starts next week and will be completed by end of April 2022.

Other property updates:

- Roofing - the Board still needs to make a decision on what is going to be replaced.
- Email from Himi Whitewood - remove the two prefabs, which local contractors do we use?

Funding:

Tumanawa Fund - the Principal is making an application

Charter & Strategic Plan:

- The vision statement has been updated with the agreement of the staff
- Do we have a new person from NZSTA to provide guidance? Yes we do

Annual Plan:

- Would like to implement it term by term. It will be used in our SLT meetings
- Recommendation to add it to the Board Workplan
- Katie McQuiad, Charlene Nathan and Bevan Smith are our Ministry contacts



Annual Plan

The Principal is to confirm at which stage we can submit the annual plan.

Due Date: 21 Mar 2022

Owner: Gareth Williams

3.2 Finance Report

Finance Update - Not alot of activity in January 2022.

Big improvement - happy with the way things are progressing.

Access issues have been resolved - which has been helpful.

Auditor - set a regular time each fortnight to catch up with them.

Operating Budget approved in January 2022.

Monthly approvals - when would we get those report?

- The third Monday of the month
- Specify what needs to be approved -

When will we see last years (2021) - we'll prepare it for the next Board meeting.

Audit must be submitted for audit by 31 March 2022. Depends where they are at with their last audit as well.



Re-send Email to H Karaitiana

L Taylor to re-send the email from the auditor to H Karaitiana.

Due Date: 14 Feb 2022

Owner: Lee Taylor



Creditor Batches Approved

Resolution:

1. The Board have accepted the creditor batches as follows:
 - Creditor Batch 7th February 2022 - payment of \$12,743.10 to be accepted
 - Creditor Batch 10 February 2022 - payment of \$13,432.00 to be accepted (Transport Network Group)
 - BNZ online payment to R Jackson (Honorarium Fee) - payment of \$4000.00 to be accepted (as per attached Transport Network Group Meeting Minutes 9 December 2021)
2. The Board would like to resume the finance committee, which will consist of the Principal, a Board member and the School Business Manager

Decision Date: 14 Feb 2022

Mover: Jo Randle

Secunder: Hilary Karaitiana

Outcome: Approved

3.3 Health & Safety Review



Health & Safety Report Approved

Resolution: The Board approve the February 2022 Health & Safety Report as tabled.

Decision Date: 14 Feb 2022

Mover: Nikki Taylor

Secunder: Rhys Brown

Outcome: Approved

4. Other Business

4.1 TKHS Netball A - Australia Trip 2022

All trips are to be approved by the Board. If this tournament doesn't go ahead, what other trips are the Board open to? Tournaments in the South Island etc?

T Karaitiana is working on a proposal of touring the South Island and visiting & challenging other schools. In the next two weeks they will zoom with the families and give them the options and cost breakdown.

The Board will support the decision to cancel the Australia Trip and explore a new option such as South Island Proposal.

- Less risk
- Great opportunity for our students to travel and experience the South Island
- Incorporating other schools

Would like to see a the new proposal for approval at a future Board meeting.

4.2 In-committee

Moved In-committee: 7:21pm (H Karaitiana / N Taylor)

Moved Out of Committee: 7:27pm (H Karaitiana / G Williams)

5. Close Meeting

5.1 Close the meeting

Next meeting: Board Meeting - 21 Mar 2022, 6:00 pm

Approved decisions made between meetings



2021 Creditor Batches

To approve the attached 2021 creditor batches which are included in the Board Meeting Documents dated 6 December 2021. Documents 4.2a to 4.2bb.

Please note - individual payments will be included in a separate flying minute.

6 Supported: Gareth Williams , Hilary Karaitiana , Jo Randle , Nikki Taylor , Rhys Brown , Teagan Houchen

0 Opposed:

1 Abstained:

Halima Shah - Halima is no longer a board member

Decision Date: 28 Jan 2022

Outcome: Approved



PE Uniform Quote

Motion for the Te Kuiti High School Board of Trustees to approve the NZ Uniform quote #256949 to order new PE shirts with school emblem totalling \$13,492.38.

5 Supported: Gareth Williams , Jo Randle , Nikki Taylor , Rhys Brown , Teagan Houchen

0 Opposed:

0 Abstained:

Decision Date: 1 Feb 2022

Outcome: Approved



Stadium naming Sponsorship

Are the Board ok with Gallaghers as naming sponsors and Greymont and TLC as court naming sponsors

6 Supported: Gareth Williams , Hilary Karaitiana , Jo Randle , Nikki Taylor , Rhys Brown , Teagan Houchen

0 Opposed:

0 Abstained:

Decision Date: 10 Feb 2022

Outcome: Approved

Signature: _____

Date: _____