

CONFIRMED MINUTES

TKHS BOARD OF TRUSTEES MEETING



At the **TKHS BOT Meeting** on **2 Dec 2024** these minutes were **confirmed as presented**.

Name:	Te Kuiti High School
Date:	Monday, 21 October 2024
Time:	6:00 pm to 8:00 pm (NZDT)
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Hilary Karaitiana (Chair), Avi Mudaliar, Gareth Williams, Marama Shearer, Nikki Taylor, Ryan Maarhuis, Sarah McElroy
Attendees:	Lee Taylor

1. Opening Meeting

1.1 Confirm Minutes

TKHS Board of Trustees Meeting 23 Sept 2024, the minutes were confirmed with the following changes:

H Karaitiana - apologies for previous meeting added.



Meeting minutes approved

Approved

Decision Date:	21 Oct 2024
Mover:	Gareth Williams
Seconder:	Sarah McElroy
Outcome:	Approved

1.2 Interests Register

2. Major Decisions and Discussions

3. Actions from Previous Meetings

3.1 Action List

Due Date	Action Title	Owner(s)
29 May 2023	Year 13 Hoodies Status: Completed on 23 Sept 2024	Marama Shearer
29 May 2023	Combined Policy Review Uniform Status: Completed on 25 Mar 2025	Sarah McElroy

Due Date	Action Title	Owner(s)
6 Sept 2024	EOTC Applications Status: Completed on 29 Nov 2024	Gareth Williams
24 Sept 2024	Follow up (Thai Exchange) Status: Completed on 24 Sept 2024	Lee Taylor
24 Sept 2024	Finances to be accepted by flying minute Status: Completed on 24 Sept 2024	Lee Taylor
27 Sept 2024	Science Upgrade Expenses Status: Completed on 25 Mar 2025	Lee Taylor

4. Management Reports

4.1 Principal's Report

- PLD request for four staff - Behaviour management & de-escalation ("Train the Trainer" qualification to deliver training to the staff), School-wide model. The training provider is Team Teach
- Service Academy - our application has been approved for 2025. We have received the funding agreement and there is a meeting scheduled
- EOTC form review to be initiated this term
- Attendance - please include the previous months rate for comparison
- Property - old gym hazards identified (refer to H&S minutes)
- Fluro lights to be upgraded to LED lights. - H Karaitiana will contact B Elton for an update. There is a property committee meeting to be scheduled



PLD (4 staff) - Behaviour & De-escalation Training

Board approval required as this was not in the planned budget this year and the course costs exceed \$10,000. Funding for this PLD has been accepted by the Board.

All board member in favour - Yes.

Decision Date: 21 Oct 2024
Mover: Hilary Karaitiana
Seconder: Ryan Maarhuis
Outcome: Approved



EOTC Process Review

Review of the EOTC process - budget etc. with EOTC lead W Tamepo.

Due Date: 6 Dec 2024
Owner: Gareth Williams



Attendance Rates

Going forward, please include the previous months attendance rate for comparison.

Due Date: 25 Nov 2024
Owner: Gareth Williams



Uniform Stock for 2025

Uniform stocks for 2025 - yes go ahead and purchase existing uniform. The review of the uniform changes is on hold until a new contract is signed.

Decision Date: 21 Oct 2024
Mover: Gareth Williams
Seconder: Sarah McElroy
Outcome: Approved

4.2 Finance Report



Disposed assets approved

Approved as tabled

Decision Date: 21 Oct 2024
Mover: Hilary Karaitiana
Seconder: Gareth Williams
Outcome: Approved



September Finance Report approved

Approved as tabled.

Decision Date: 21 Oct 2024
Mover: Hilary Karaitiana
Seconder: Nikki Taylor
Outcome: Approved

4.3 Health & Safety



Old Gym

Contacting the MOE - re: Signage & Fencing

Due Date: 25 Nov 2024
Owner: Gareth Williams

- Insurance need to check the Principal's House at 4 Ailsa Street after the last two floodings.
- Request from the board to include in future minutes: what the concern is, who is following up & by when.



H&S October 2024 Report

Approved as tabled.

Decision Date: 21 Oct 2024
Mover: Hilary Karaitiana
Seconder: Gareth Williams
Outcome: Approved

5. General Business

5.1 In-committee

6. Close Meeting

6.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____