

MINUTES (in Review)

BOARD MEETING



Name:	Te Kuiti High School
Date:	Monday, 21 November 2022
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), Gareth Williams, Jo Randle, Nikki Taylor, Sarah McElroy, Marama Shearer, Blake Matthews, Alton Matthews
Attendees:	Lee Taylor

1. Opening Karakia & Welcome

1.1 Confirm Minutes

Board Meeting 17 Oct 2022, the minutes were confirmed as presented.



Previous meeting minutes confirmed as true and correct

Approved

Decision Date: 21 Nov 2022
Mover: Nikki Taylor
Second: Alton Matthews
Outcome: Approved

1.2 Interests Register

2. Decisions

2.1 Budget 2023

1. Budget 2022

- There is a surplus. Recommend we "get ahead of the curve" in some things - for example IT (devices) and furniture

2. Budget 2023 - Capital Items

- Investment in IT. We are looking at how we can resource our departments in response to the incoming changes e.g. NCEA program. Lots of reporting & planning going on at the moment. 1 January 2023 moving to 'NELPs'. Students having access to digital devices to access work in a better way.
- Why projectors vs TVs? Some prefer projectors, while others like smart TVs
- Dept Budgets vs Capital discussed
- Music instrument insurance - find out what the excess is?

- Applying for funding from Creative Communities for the Showcase 2023
- Tu Manawa funding has been applied for in 2023
- Board funded teacher
- We will receive some additional funding for students with high needs who will be enrolling here in 2023
- Heat pumps/Airconditioner have been installed
- Purchasing extra iPads. There will remain on site.
- School Blazers - managed by the Front Office, they are numbered and issued to a student. Some have not been returned and some need to be replaced.
- Chromebooks - kept in overnight charging stations, they are numbered. We have applied to the Waitomo Education Trust for funding.
- Security Digital & Licenses - all in one.
- Set EAP budget at \$500



Primary Technology Fee write-off

The Board have approved the write-off of the primary technology 2022 fees for Te Kuiti Primary School & Rangitoto School. All in favour - Yes.

Decision Date: 21 Nov 2022
Mover: Jo Randle
Seconder: Alton Matthews
Outcome: Approved



TKHS Capital Budget

The Board have approved the capital budget 2023 as tabled. All in favour.
Budget 2022 surplus: The Board have recommended that the school utilise these funds to purchase the IT equipment/devices that the school requires.

Decision Date: 21 Nov 2022
Mover: Jo Randle
Seconder: Nikki Taylor
Outcome: Approved

3. Board Annual Work Plan

3.1 Policies

- Health & Wellbeing:
 - Lockdown policy and process
 - Fire drill - separate from the new Gym. Two different sites.
 - Internal annual audit to be carried out & reported back to the board
 - How can we ensure that it is adhered to? Is there a notifications register?
 - NZCER student wellbeing survey
 - Needs to be documented

What we need is the system that sits behind it. Key staff should be feeding in. Collate the feedback and recommendations. How is this implemented? Making sure the right people are doing what they should. Who's consulting with the community? These are all questions for us to consider.



School Policies for Review

Communicate school policies for review to the community:

- Notification of Policy Reviews should be added to the newsletter and on the website.
- Set a date & time for public consultation.
- Ensure a system is developed to review the policies regularly.
- Update the Code of Conduct to include 'No Smoking or Vaping'

Due Date: 25 Nov 2022
Owner: Gareth Williams

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
25 Nov 2022	Principal House & PE Furniture Status: In Progress	Gareth Williams
25 Nov 2022	J Randle - Query for D Hill Status: Completed on 21 Nov 2022	Jo Randle

5. Management Reports

5.1 Principal's Report

Principal's Report:

- NELPs & changes to the Board Reports in 2023. (Handout - Education & Training Act 2020)
- Annual Plan will be ready for the Board in February 2023
 - Board really has to drive those four objectives and how they feed into the Annual Plan.
- Timetable - senior selection
- Targets
- NCEA changes explained so that the Board is aware of what is happening. This is where the new staffing position we're creating will help.
- Junior achievement progress data - currently being collated into one document.
- Attendance data - 'Everyday Matters' Ministry initiative.
- Old gym demolition update.



Principal's Report Approved

Motion: The Board have approved the Principal's Report as tabled.

Decision Date: 21 Nov 2022
Mover: Sarah McElroy
Seconder: Marama Shearer
Outcome: Approved

5.2 Finance Report



TSO Financial Monthly Report Approved

Motion: The Board have approved the TSO Financial Monthly Report as tabled.

Decision Date: 21 Nov 2022
Mover: Jo Randle
Seconder: Nikki Taylor
Outcome: Approved



Credit Card Statements Approved

Motion: The Board have approved the credit card statements as tabled.

Decision Date: 21 Nov 2022
Mover: Jo Randle
Seconder: Nikki Taylor
Outcome: Approved

Please note that the invoice from Journey Church for \$1300 was for the tables/desks and the \$200 was catering.

Can we include budget tracking for EOTC and other trips.



Creditor Batches Approved

Motion: The Board has approved the creditor batches as tabled.

Decision Date: 21 Nov 2022
Mover: Jo Randle
Seconder: Marama Shearer
Outcome: Approved

5.3 Health & Safety



Health & Safety Report Approved

Motion: The Board has approved the Health & Safety Report as tabled.

Decision Date: 21 Nov 2022
Mover: Nikki Taylor
Seconder: Sarah McElroy
Outcome: Approved

6. Other Business

6.1 In-committee Meeting

6.2 Transport Network Group

New company Tranzit Coachlines (home base is in Masterton).

L Taylor to check that Transport Network funding is not included in the TKHS budget. Needs to be coded somewhere else.

7. Close Meeting

7.1 Close the meeting

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

Approved decisions made between meetings



EOTC - Ki-o-rahi Nationals 2022

Kia ora koutou,

Stella has asked that I submit the attached EOTC application for Board approval. The event is the Ki-o-rahi Nationals 2022 overnight trip.

Voting is open from 1 Nov to 7 Nov 2022.

Kind regards

Lee

8 Supported: Alton Matthews , Blake Matthews , Gareth Williams , Hilary Karaitiana , Jo Randle , Marama Shearer , Nikki Taylor , Sarah McElroy

0 Opposed:

0 Abstained:

Decision Date: 7 Nov 2022

Outcome: Approved

Signature: _____

H Karaitiana

Date: 27/02/2023