

CONFIRMED MINUTES

TKHS BOARD OF TRUSTEES MONTHLY MEETING



At the **Board meeting** on **24 Mar 2025** these minutes were **confirmed as presented**.

Name:	Te Kuiti High School
Date:	Monday, 24 February 2025
Time:	6:00 pm to 8:17 pm (NZDT)
Location:	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
Board Members:	Hilary Karaitiana (Chair), Gareth Williams, Marama Shearer, Nikki Taylor, Ryan Maarhuis, Sarah McElroy, Tamorangi Clayton Lake
Attendees:	Lee Taylor

1. Opening Meeting

1.1 Welcome & Opening Karakia

1.2 Interest Register

Call for conflicts of interest.



Conflicts Register

1. Create a Conflicts Register for 2025 and ensure that Board members and all staff declare any conflicts of interest.
2. Provide a copy at the next Board meeting.

Due Date: 24 Mar 2025

Owner: Lee Taylor

2. Major Decisions and Discussions

2.1 BOT Reminders Resolutions

Board FTE to be tabled for the next board meeting

This agenda item will be tabled at the next meeting on 24 March 2025.

2.2 EOTC Applications

Waka Ama EOTC Application:

- Are two adults enough supervision for 26 students? Yes, they do have parent support however they need to be listed and we need to know that they have been police vetted

- Date errors, missing information identified. The Principal explained the EOTC application form process to the Board. The Waka Ama application may have gone through before the new process was implemented. Reminder that all EOTC applications must go through the process before they are submitted to the Board.
- Is there a follow up from all trips? Yes it is attached to the application. There's still stuff that needs to be tidied up on the forms e.g. duplicate pages and information that is repeated.
- Waka Ama budget - EOTC budget is unclear. What funding is covered by the school and what is fundraised? Are they following the school's fundraising process/policy? (Please note that the school is in the process of setting guidelines for fundraising, sport/coaches code of conduct/guidelines.

Board decision: All mistakes must be corrected and missing information to be supplied. Once it is complete, the Board will decide by flying minute.

Services Academy - (21 places)

The school is providing transport to & from the course. The course is run by the NZ Defence Force therefore they have completed the RAMS forms.

What gear must the student provide? Uniform, PT gear, tent, sleeping gear. All other gear & food is provided by the NZDF.

We still have one student on a waitlist.

Please note that the EOTC coordinator needs to sign the form.



EOTC - Services Academy

Resolution: The board approves the Services Academy EOTC Application as tabled.

Decision Date: 24 Feb 2025
Mover: Gareth Williams
Seconder: Sarah McElroy
Outcome: Approved



EOTC Waka Ama Flying Minute

- Application must be checked by the EOTC Coordinator
- Police vetting must be completed
- Fix date errors and complete blank sections
- Confirm funding - what are they asking from the board? how much funding/sponsorship are you receiving and when?

Due Date: 5 Mar 2025
Owner: Lee Taylor

2.3 Delegations 2025



Delegations 2025

Resolution: The delegations for 2025 are approved by the Board as tabled.

Decision Date: 24 Feb 2025
Mover: Sarah McElroy

Seconded: Ryan Maarhuis
Outcome: Approved

3. Board Annual Work Plan

3.1 2025 Board Annual Work Plan

3.2 School Policies



Term One Policy Reviews

All board members to review the term one policies in SchoolDocs before the next meeting.

Due Date: 28 Mar 2025

Owners: Gareth Williams, Hilary Karaitiana, Marama Shearer, Nikki Taylor, Ryan Maarhuis, Sarah McElroy, Tamorangi Clayton Lake

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner(s)
29 May 2023	Combined Policy Review Uniform Status: In Progress	Sarah McElroy
27 Sept 2024	Science Upgrade Expenses Status: On Hold	Lee Taylor

5. Management Reports

5.1 Principal's Report

Principal's Report for February tabled for discussion.

Achievement Results 2024 - CAA results discussed. Struggles with the format. Numeracy seems to be the biggest block. Navigation issues also. We have been advised that the students participating in People Potential literacy & numeracy awards will not be accredited.

Roll - large Year 13 cohort this year. Request to increase teacher allocation. Receiving enrolments every week. There are Parent Portal missing data / data inconsistencies.

Annual Implementation Plan - (Development areas from the Charter. Analysis of Variance renamed Analysis Report. The Ministry has moved the due date for this report to 31 May 2025.

Queries from the Board:

- Has the AIP been renamed from the Charter? No, it is part of the Charter (development areas.)
- Does it require Board input? Yes, the Board can contribute to it. This is the first draft.
- Is it correct that they no longer want Year 10s to do the CAA test? Yes, we have been told that only Year 11s are required and to not put students through, that aren't likely to pass the test.
- Are they going to speed up the marking time? We do not have this information.

5.2 Finance

Please confirm all payments over \$10,000 were approved by the Board? Yes.

Have the chromebooks we ordered arrived and are they being used? They have arrived however they still need to be setup. Our IT Support are waiting on the licences.

Basketball Stadium usage - who is using the stadium? Is there a plan for how often they hire it? Is it budgeted?

Lunches in Schools - why were we purchasing lunches? Some lunches did not arrive from the provider so we had to purchase some lunches. There have been lots of issues to date.

What can the Board do? Are we considering opening the tuckshop? The Board would like to review this again in a few months.



Finances - January 2025

Resolution:

- That the January 2025 Creditor Schedules totalling \$146,891.48 be accepted as tabled.
- That the January 2025 Credit Card Statements totalling \$2,359.72 be accepted as tabled.
- That the January 2025 Bank Statements closing balance \$1,612,643.86 as at 31 January 2025 be accepted as tabled.

Decision Date: 24 Feb 2025
Mover: Nikki Taylor
Seconder: Sarah McElroy
Outcome: Approved

6. Other Business

6.1 Property Update

Painting list completed to date:

- A5 classroom renovations are completed
- P4 classroom has been renovated
- Upcoming B Block work planned such as the flooring. We have identified issues regarding getting the laser cutter into the art room
- The approved capital items lists have been distributed to HODs
- Next job is to purchase the furniture from the approved list

6.2 Publicly Excluded Business

6.3 Visit to A5 Classroom

7. Close Meeting

7.1 Close the meeting

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