

CONFIRMED MINUTES

TKHS BOARD OF TRUSTEES MEETING



At the **TKHS Board of Trustees Meeting** on **29 Apr 2024** these minutes were **confirmed as presented**.

Name:	Te Kuiti High School
Date:	Wednesday, 3 April 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), Alton Matthews, Gareth Williams, Marama Shearer, Nikki Taylor, Sarah McElroy
Attendees:	Lee Taylor
Apologies:	Avi Mudaliar
Guests/Notes:	Ripeka Price

1. Opening Meeting

1.1 Opening Karakia

1.2 Interests Register

1.3 Confirm Minutes

TKHS Board of Trustees Meeting 26 Feb 2024, the minutes were confirmed as presented.



Minutes of Previous Meeting: 26 February 2024

Resolution: That the Minutes of 26 February 2024 confirmed as a true and correct record.

Decision Date:	3 Apr 2024
Mover:	Hilary Karaitiana
Seconder:	Nikki Taylor
Outcome:	Approved

1.4 Guest - Ripeka Price

Hautū Presentation:

- Guiding document (still in its infancy)
- Hautū - how to do things
- Created by NZSTA

- Four key areas of governance - represented by the the parts of the hoe/paddle
- Ka Hikitia - Ka Hapaitia Document (Hiki means to raise/lift up and Hapai is to keep it up there)
- Participate, Protection & Partnership
- Getting Started - x6 parts to using Hautū
- Hui with Te Whare ki Tokanganui-a-noho (TBC - Monday, May 20 at 6pm)

A copy of the Hautū document will be available to the Board on BoardPro.

2. Major Decisions and Discussions

2.1 OnGuard CCTV Quote



Quote accepted by the BOT

Resolution: That the OnGuard CCTV quote be accepted as tabled.

Decision Date: 3 Apr 2024
Mover: Hilary Karaitiana
Second: Marama Shearer
Outcome: Approved

3. Board Annual Work Plan

3.1 Strategic Aims

It is now available on our website and has been submitted to the Ministry.

3.2 Policy

This policy review will be tabled again at the next meeting on 29 April 2024 for review.

3.3 Property

Designs for the Science Block have now arrived. They are in the concept design stage. The Principal will table the designs at the next board meeting.



Property Team Meeting

H Karaitiana would like to meet with the Principal, School Business Manager and Brent Alton to plan the holiday projects.

Due Date: 5 Apr 2024
Owner: Gareth Williams

3.4 Student Progress and Achievement

3.5 Human Resources

3.6 Curriculum

3.7 Board Process Requirements

3.8 Feedback on Roll Return

3.9 Budget 2024 - Amendments



Budget amendedments accepted

Gareth has Board authorisation to purchase a new ride-on over \$10,000.
2023 Gateway underspend of \$8,000 carried over into 2024.

Decision Date: 3 Apr 2024
Mover: Hilary Karaitiana
Seconder: Alton Matthews
Outcome: Approved

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner
29 May 2023	Year 13 Hoodies Status: On Hold	Marama Shearer
29 May 2023	Combined Policy Review Uniform Status: In Progress	Sarah McElroy
16 Oct 2023	EOY Reports 2023 Status: Not Started	Gareth Williams
30 Nov 2023	Hautu Document added Status: Completed on 24 Apr 2024	Lee Taylor
26 Feb 2024	Water Leak Follow-up Status: Not Started	Hilary Karaitiana

5. Management Reports

5.1 Principal's Report

- Big focus on attendance.
 - In-complete rolls tidy-up
 - Removed the students who have left school
 - Parent Portal
 - Attendance data
 - Can we contact Kamar to find out if we can have one login for multiple children (siblings)



Principal's Report (March 2024)

Resolution: Report accepted as tabled.

Decision Date: 3 Apr 2024
Mover: Gareth Williams
Seconder: Nikki Taylor
Outcome: Approved

5.2 Finance Report



2023 Audit - Queries From the Board

1. What is the 'Other in Section 5. Administration - what made u the \$412,609? Could you insert a reason e.g. Board funded teacher positions.
2. Property - use of land & buildings - explanation of what this is.

Due Date: 5 Apr 2024

Owner: Lee Taylor



Finance

January & February 2024 Creditor Payment Summaries

Resolution: That the January 2024 Creditors schedule totalling \$34,576.04 be accepted as tabled. That the February 2024 Creditors schedule totalling \$99,620.80 be accepted as tabled.

January & February 2024 Credit Card Statements

Resolution: That the January 2024 credit card statements totalling \$1,887.90 be accepted as tabled. That the February 2024 credit card statements totalling \$6,713.64 be accepted as tabled.

Decision Date: 3 Apr 2024

Mover: Hilary Karaitiana

Seconder: Nikki Taylor

Outcome: Approved

5.3 Health & Safety Report



GonoGo Report

Resolution: That the GonoGo Report for March 2024 be accepted as tabled.

Decision Date: 3 Apr 2024

Mover: Hilary Karaitiana

Seconder: Sarah McElroy

Outcome: Approved

6. Other Business

6.1 Schedule of Delegations

To be tabled at the next meeting on 29 April 2024.

6.2 Correspondence

6.3 Destruction of Annual Records

To be tabled at the next meeting on 29 April 2024.

7. Close Meeting

7.1 Close the meeting

Next meeting: TKHS Board of Trustees Meeting - 29 Apr 2024, 6:00 pm

Approved decisions made between meetings



Presiding Member 2024

Nominations for Presiding Member:

- Hilary Karaitiana has been nominated by Nikki Taylor.

Members please cast your vote.

7 Supported: Alton Matthews , Avi Mudaliar , Gareth Williams , Marama Shearer , Nikki Taylor , Sarah McElroy , Hilary Karaitiana - Im so honoured :)

0 Opposed:

0 Abstained:

Decision Date: 27 Feb 2024

Outcome: Approved

Signature: *H Karaitiana*

Date: 29-APR-2024