

# CONFIRMED MINUTES

## TKHS BOARD OF TRUSTEES MEETING



At the **TKHS Board of Trustees Meeting** on **18 Sept 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Wednesday, 30 August 2023
<b>Time:</b>	6:00 pm to 8:00 pm (NZST)
<b>Location:</b>	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
<b>Board Members:</b>	Gareth Williams, Nikki Taylor, Sarah McElroy, Marama Shearer
<b>Attendees:</b>	Lee Taylor
<b>Apologies:</b>	Blake Matthews, Jo Randle, Alton Matthews, Hilary Karaitiana (Chair)

### 1. Opening Karakia & Welcome

#### 1.1 Confirm Minutes

Could not confirm minutes from the previous meeting as we did not have quorum. The will be tabled at the next meeting in September.

#### 1.2 Interests Register

### 2. Decisions

#### 2.1 Quote - Corey Barnsdall Builders Limited



##### Quote - C Barnsdall

*Special note:* No quorum, the quote was discussed and accepted by the Board members at the meeting. A formal vote will be completed by flying minute.

<b>Decision Date:</b>	30 Aug 2023
<b>Mover:</b>	Gareth Williams
<b>Seconder:</b>	Nikki Taylor
<b>Outcome:</b>	Approved

### 3. Board Annual Work Plan

#### 3.1 SchoolDocs Policy Review - Term 3



##### SchoolDocs Term3 Reviews - Next Meeting

L Taylor will table this for the next meeting on 18 September 2023.

**Due Date:** 18 Sept 2023

**Owner:** Lee Taylor

### 4. Actions from Previous Meetings

#### 4.1 Action List

Due Date	Action Title	Owner
24 Apr 2023	Health Check of Wi-Fi <b>Status:</b> Completed on 24 Jul 2023	Gareth Williams
28 Apr 2023	Update EOTC Form <b>Status:</b> Completed on 24 Jul 2023	Gareth Williams
29 May 2023	Year 13 Hoodies <b>Status:</b> On Hold	Marama Shearer
29 May 2023	Combined Policy Review Uniform <b>Status:</b> In Progress	Sarah McElroy
29 May 2023	Update Staff List <b>Status:</b> Completed on 24 Jul 2023	Gareth Williams
26 Jun 2023	Audit 2022 Update for the Board <b>Status:</b> Completed on 24 Jul 2023	Lee Taylor
30 Aug 2023	Cleaning Checklist <b>Status:</b> Not Started	Lee Taylor
30 Aug 2023	Finance Report Queries <b>Status:</b> Not Started	Gareth Williams

### 5. Management Reports

#### 5.1 Principal's Report

The Principal presented his report however it could not be accepted due to no quorum. L Taylor will send flying minute to all board members to accept this report.

#### 5.2 Finance Report



##### Finance Reports July 2023 - Next Meeting

No quorum - L Taylor will table the July 2023 Finances at the next meeting on 18 September 2023.

**Due Date:** 18 Sept 2023

**Owner:** Lee Taylor

### 6. Other Business

#### 6.1 In-committee Meeting

## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** TKHS Board of Trustees Meeting - 18 Sept 2023, 6:00 pm

#### Approved decisions made between meetings



##### **Hillary Outdoors - EOTC Forms**

Kia ora,

Please review the EOTC documentation for Hillary Outdoors 2024 School Trip.

**5 Supported:** Alton Matthews , Blake Matthews , Gareth Williams , Sarah McElroy , Marama Shearer - Happy to not be counted if it's a conflict of interest

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 30 Jul 2023

**Outcome:** Approved



##### **EOTC - Friday 11/08/23**

Motion: To approve the EOTC Kapa Haka for Friday 11 August 2023.

**5 Supported:** Gareth Williams , Hilary Karaitiana , Jo Randle , Marama Shearer , Nikki Taylor

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 9 Aug 2023

**Outcome:** Approved



##### **Returning Officer - Student Elections**

Move to appoint Jo Lincoln as Returning Officer (RO) to manage the student election process. Election day is 14 September 2023.

**6 Supported:** Alton Matthews , Gareth Williams , Hilary Karaitiana , Jo Randle , Nikki Taylor , Sarah McElroy

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 23 Aug 2023

**Outcome:** Approved



##### **New Flying Minute EOTC Football**

Can you please ok this EOTC I have gone through and am confident in the staff going and the paperwork. This is a great opportunity for our students. I apologise for the lateness of this and have addressed processes to stop this from repeating.

**8 Supported:** Blake Matthews , Gareth Williams , Hilary Karaitiana , Jo Randle , Marama Shearer , Nikki Taylor , Sarah McElroy , Alton Matthews - Arrival time in route description is 12 am. Should this be 12 pm?

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 25 Aug 2023

**Outcome:** Approved

**Signature:** *H Karaitiana*

**Date:** 18/09/2023