

# CONFIRMED MINUTES

## BOARD OF TRUSTEES MEETING

At the **TKHS Board of Trustees Meeting** on **1 Nov 2021** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Monday, 26 July 2021
<b>Time:</b>	6:00 pm to 8:00 pm
<b>Location:</b>	Te Kuiti High School Boardroom, 21 Hospital Road, Te Kuiti 3910
<b>Board Members:</b>	Hilary Karaitiana (Chair), Jo Randle, Nikki Taylor, Rhys Brown, Teagan Houchen
<b>Attendees:</b>	Tim Foy, Lee Taylor, Paula Skelton
<b>Apologies:</b>	Halima Shah, Brent Ramsey

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**Board Meeting 28 Jun 2021**, the minutes were confirmed as presented.



#### **Minutes from the previous meeting accepted - True and correct.**

The Board have accepted the minutes of the previous meeting as true & correct.

One amendment:

1. Returning Officer - J Lincoln. Please amend the date to 21 July 2021 which is when she confirmed acceptance.

<b>Decision Date:</b>	26 Jul 2021
<b>Mover:</b>	Nikki Taylor
<b>Seconder:</b>	Tim Foy
<b>Outcome:</b>	Approved

#### 1.2 Interests Register

### 2. Actions from Previous Meetings

#### 2.1 Action List

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
25 Dec 2020	Chromebook / Devices <b>Status:</b> Completed on 18 Aug 2021	Hilary Karaitiana
23 Apr 2021	TTS Server Quote <b>Status:</b> Completed on 23 Aug 2021	Tim Foy

Due Date	Action Title	Owner
9 Jul 2021	Parent Portal <b>Status:</b> Completed on 9 Sep 2021	Tim Foy
21 Jul 2021	Appointment of Returning Officer for Student Representative Elections <b>Status:</b> Completed on 21 Jul 2021	Tim Foy
26 Jul 2021	Insurance Review <b>Status:</b> Completed on 28 Jul 2021	Tim Foy
30 Jul 2021	Letter to D Black <b>Status:</b> Completed on 26 Jul 2021	Hilary Karaitiana

### 3. Management Reports

#### 3.1 Principal's Report



##### Principal's Report Approved

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

**Decision Date:** 26 Jul 2021  
**Mover:** Tim Foy  
**Seconder:** Rhys Brown  
**Outcome:** Approved

##### Notes:

- Assessment Week dates have changed to 23rd-27th August 2021.
- Big changes - NCEA optional from 2024 onwards
  - It will affect what we offer, staffing and results
    - How will they expect Boards to measure success? Using leavers data. They are still measuring level 2 but not level 1
  - New subject options (subject list handout). Purpose of this is to see what the students' interests are, and what can we look at introducing/offering in 2022.
  - The Principal attend a judicial meeting regarding the 1st Fifteen. Issue has been resolved.
  - Charter - looking for some direction on how the Board would like to progress. Do we need to get NZSTA back in to review it? Discussions around updating teaching spaces such as science labs and technology.
- Policy Review Term 3 (SchoolDocs) - Pandemic Planning, Vulnerable Children's Act, Physical Restraint and PB4L.
  - PB4L - one of our DP's (P Skelton) will need to pick it up and drive it. Start with a management plan.
  - All Board members need to review each of these by signing into SchoolDocs
- Marketing and Promotion:
  - The school website is being upgraded. J Ramsey is receiving some training on how to maintain it.
  - School Prospectus - we don't have a current one. What does the Board want one to look like?
    - We need to send one out to every Year 7/8 student in the district.
    - The Principal to collate all the information to share

- Open Day: select a date in Term 3. No classes operating to free up teachers to run the open day. Yes the Board support the open day and approve the Principal to make the necessary arrangements.
- LED Screen - We should be using this for marketing & promotion. L Taylor to train another staff member to use it.
- Principal is seeking Board approval to include the following statement in the Prospectus - *"Year 11 students - Your course choices throughout each semester / year MUST allow you to obtain 10 Literacy AND 10 Numeracy credits, as per the NCEA requirements. Additionally, you should begin the process of earning NCEA Level 2 by the end of 2023. Credits and learning experiences may come from a range of courses though. You are encouraged to choose a relatively broad range of courses."* The Board approve that the Principal, in consultation with the staff and a clear plan going forward, include the statement in the Prospectus.
- Ministry staffing calculator - for your information, this website has a calculator where you can work out what your staffing allocation will be.
- Property:
  - Music room. On track for completion by start of Term One 2022.
  - Nice to see the school grounds tidy. Trees and gardens are looking great.
  - 2nd van is returning to school. It will be parked on the Principal's lawn beside the other one until a more permanent arrangement is made.
  - Gym repairs - are we using 5YA funding or school funds? Board have confirmed that the Principal is to use School reserves, not 5YA funding for this job.
  - Cleaning review - approached another company however they weren't cheaper.
- Finance:
  - One term deposit has just rolled over. Can we break them if we need? Yes we can.
  - L Taylor to contact Owen McLeod regarding financial audit.
- Replace beam detectors in the gym - How much will this cost? At least three quotes are required. The Board recommend that further investigation by the Principal is required.

## 4. Other Business

### 4.1 Achievement Data

Queries from the Board:

- Can you please explain this achievement data? What are we looking at?
- What does the 70 and 83 mean? - They are KPI's. So the target is 70%, and currently we're tracking at 83%.
- We have some internal only classes - such as PE, math and a few others which aren't represented in this data.
- It would be great to have last year's achievement data for comparison.
- Can we have a list of students and include what standards they have achieved to date? - Principal has recommended having a senior Manukura appointed (P Knight) to talk to the data at a future Board meeting.
- For those students not achieving, have they been identified? and what is the plan for them catch up?
  - Catch up days for numeracy & literacy are happening throughout the year
- Are we tracking at the same rate as last year? Not sure, no access to 2020 data.

- What is attendance like? Some pockets of concern. Overall attendance rate is currently around 79%. Roll needs to be tidied up as there are students still enrolled that have left.
- What attendance strategies are we running? With a new Deputy Principal on board, Manukura are meeting with her to start trialing some new strategies.

## 4.2 Canteen

Manukura have put forward this proposal. What does the Board think about it?

- What effect will it have on the lunches in schools and are we allowed to operate a canteen/tuckshop? Further investigation is required.
- The Board support the proposal however before this can happen, there are some conditions to consider first such as those raised above and that we offer first choice to operate the canteen to S Johnson who previously ran the canteen and is now providing lunches in school.

## 4.3 In-committee Meeting

## 4.4 Correspondence In & Out

## 4.5 Property Matters

Capital Purchases: Where are we? We aren't in a position to make any more capital expenditure.

Classroom upgrades - new desks and chairs. Look into funding to upgrade our learning spaces.



### Dehumidifier

Mold issues:

P2, A2, L Taylor's office and P Skelton's office have been tested and returned high results. This is a serious issue which is now the responsibility of the Board. At the moment we have hired two dehumidifiers which are costly. Recommend that we purchase a dehumidifier. Step one is to obtain quotes.

**Decision Date:** 26 Jul 2021  
**Mover:** Jo Randle  
**Seconder:** Rhys Brown  
**Outcome:** Approved



### Maintenance Plans

The Board approves signing an ongoing maintenance application with TigerTurf.

**Decision Date:** 26 Jul 2021  
**Mover:** Tim Foy  
**Seconder:** Nikki Taylor  
**Outcome:** Approved

## 5. Close Meeting

### 5.1 Close the meeting

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_