

# CONFIRMED MINUTES

## BOARD MEETING

At the **Board Meeting** on **23 May 2022** these minutes were **confirmed with the following changes:**

3.1 - include "please"

3.2 - amend spelling of "across"

|                       |   |
|-----------------------|---|
| <b>Name:</b>          | Te Kuiti High School  |
| <b>Date:</b>          | Tuesday, 26 April 2022  |
| <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), Gareth Williams, Jo Randle, Nikki Taylor, Rhys Brown, Teagan Houchen, Ayva-Maree Finn-Taylor |
| <b>Attendees:</b>     | Lee Taylor  |

### 1. Open Meeting / Karakia

#### 1.1 Confirm Minutes

**Board Meeting 21 Mar 2022**, the minutes were confirmed as presented.

Welcome to our new student representative, Ayva-Maree Finn-Taylor.



#### Previous Meeting Minutes

Previous meeting minutes approved as tabled.

**Decision Date:** 26 Apr 2022

**Mover:** Nikki Taylor

**Seconder:** Jo Randle

**Outcome:** Approved

#### 1.2 Interests Register

No other conflicts of interest disclosed.

## 2. Major Decisions and Discussions

### 2.1 Delegations 2022



#### Delegations

**Delegations & Authorities.** The following updates were recorded

- Revoke the delegations of T Foy, R Price and K Joyes
- Resolution to establish the delegations of the Deputy Principal's, P Skelton and S Stewart as signatory to bank accounts and online payment authorisers as directed by the Principal.

*H Karaitiana / Jo Randle - carried*

**Decision Date:** 26 Apr 2022  
**Mover:** Hilary Karaitiana  
**Seconder:** Jo Randle  
**Outcome:** Approved

### 2.2 Authority for destruction annual records



#### Authority for destruction annual records

The School Business Manager seeks BOT approval to confidentially dispose of the following 2013 & 2014 records as per MOE guidelines:

- i. Payroll reports
- ii. Batch headers
- iii. invoices
- iv. receipts
- v. monthly financial reports
- vi. order books
- vii. general & BOT correspondence
- viii. staff meeting notes
- ix. canteen routine financial transactions
- x. canteen payroll matters
- xi. ORS & ACE documents
- xii. Gateway & STAR documentation
- xiii. student data
- xiv. roll audits
- xv. attendance registers
- xvi. departed staff files
- xvii. expired Memorandums of Understanding

*J Randle / R Brown carried*

**Decision Date:** 26 Apr 2022  
**Mover:** Jo Randle  
**Seconder:** Rhys Brown  
**Outcome:** Approved

### 3. Board Annual Work Plan

#### 3.1 2022 Policy Review - SchoolDocs

Term Two reviews are all around Health & Safety. We have all of Term Two to carry this out. Can we please make sure that we each take a look at the policies.



##### Policy Feedback

L Taylor to check where the review is going to. The feedback should go to the Principal's email.

**Due Date:** 20 May 2022

**Owner:** Lee Taylor



##### Policy - Term One Actions for Follow-up

G Williams to look at points 2 to 5 on Term One actions e.g. police vetting for all support staff is sighted and the Board is notified each term.

**Due Date:** 22 May 2022

**Owner:** Gareth Williams

#### 3.2 HOD Reports

English Report - by P Knight (Acting HOD English)

The Principal asked the HOD to:

- Find three positives and three areas that require development.
- They have reviewed NCEA data and the junior data (taken from standardised testing completed at the start of the year).

Three positives:

- Year 11 level One English endorsements - 10 meritis & 1 excellence (up from 2020)
- 9/16 students achieving UE English without needing to sit the exam and 10/16 achieving UE English overall
- 6/10 UE English were of Maori decent

Work-ons:

- Maintaining the endorsements status - keep the level of endorsements as 2021
- Providing a programme that is flexible for individual students - looking at the option choices and programmes offered to senior students. An individualised approach rather than "one size fits all"
- Having consistent teachers in front of students (avoid too much change)
- IEPs - individual approach
- Year 13 given choices that fit the goals they're aiming for - relates back to the individual approach also

Board Feedback:

- Is there a consistent team of teachers? Not quite however we now have K Joyes back so we have two strong teachers in English.
- How long is P Knight Acting HOD? Are we looking at appointing a permanent HOD for English? We have recently appointed P Knight as permanent HOD English to start at the beginning of Term Two. This will help provide consistency to the English Department.

- Concerns about the students who are not achieving and what's the size of that problem and what do we need to do for them? We're wanting to close the gap between the achievers and non-achievers. We don't know how many students aren't achieving, there's nothing in the summary. I would like to know how on-track are we? and, what are we doing for the students who aren't achieving in English.
- We haven't seen the data but you (Principal) would have seen it and we don't need to because they're providing their own summary. Is that how it works? Yes - the data is definitely something we need to work on across the board in terms of how we use data and what we're looking for. It's a start but something we want to do better at.
- There are some really good stuff going on there like the endorsement step up is good. Different cohort of kids definitely contributes to it. Is there a box in there we could add, something to the effect of are there any barriers hindering achievement and how can we (as a Board) support you?
- We need to know the size of the problem. Asked specifically about the tail and what's being done for that group. Are you getting the right data and are you asking the right questions. We need to get this right particularly for the kids who aren't achieving.

## 4. Actions from Previous Meetings

### 4.1 Action List

| Due Date    | Action Title  | Owner             |
|-------------|---|-------------------|
| 26 Oct 2021 | NZ Uniforms<br><b>Status:</b> In Progress                                     | Paula Skelton     |
| 17 Dec 2021 | Curtain/Blinds<br><b>Status:</b> Completed on 4 Apr 2022                      | Hilary Karaitiana |
| 31 Dec 2021 | Classroom Furniture Quotes<br><b>Status:</b> Completed on 16 May 2022         | Gareth Williams   |
| 21 Mar 2022 | Annual Plan<br><b>Status:</b> Completed on 4 Apr 2022                         | Gareth Williams   |
| 22 Mar 2022 | ERO documents share with the Board<br><b>Status:</b> Completed on 22 Mar 2022 | Gareth Williams   |
| 25 Mar 2022 | Board work plan 2022<br><b>Status:</b> Completed on 24 Mar 2022               | Lee Taylor        |
| 12 Apr 2022 | Staff Files<br><b>Status:</b> In Progress                                     | Gareth Williams   |

## 5. Management Reports

### 5.1 Principal's Report

#### Principal's Report:

- Within Schools Kahui Ako Teachers (B Kearins & M McNulty) - Literacy & Literacy Results within the school Analysis
  - What level should Year 9 students be? They should be at level 4 before they come to high school. By Year 10 they should be between level 4-6 of the curriculum. Accelerated progress is if they started at level 4 and by the end of the year they were at level 5. We're looking at improving progress. What things teachers do that add value to their progress etc. Drilling down into it. There is a positive shift which is a good start. We just need to break it down so we're more consistent in seeing those shifts.
  - Two areas that were identified were sentence structures and punctuation - working with all departments to have a uniform approach.

- Reporting - knowing where students are at, and knowing what the next steps are to get to the next level. Students being aware and also parents being aware of where students are at what the next steps are to the next level are. All departments have looked at creating curriculum progressions. There are two parts to it. Progression through curriculum levels. (Link in the report to those descriptors).
  - No comments yet because we don't have a handle yet due to students being in and out of school due to covid. By the end of this term all departments will have their progressions. It has been quite work heavy to put these together. Now that we have them, it will be easier going forward.
  - Senior reports - didn't want any surprises and wanted parents to be aware of where their students are at. The level they are working at and where they need to be.
  - Increase the amount of reports throughout the year - so there are no surprises at the end of the year.
  - It's a great start, but how are we going to make sure that that is how it is going out to parents? It can still be a surprise, especially when it's in report form. How are we going to follow that up and strengthen communication with parents? Looking at academic coaching every Wednesday morning with senior students. We are not there yet but it's something we are improving. We'll keep coming back to it. Parents like to know that stuff so let's communicate it in any way possible.
- Strategic Goal Two - hit by covid again in Term One, it would be really nice to have the whole school at school all at once so that we can start to build on developing a culture and celebrating all sorts of things.
- Policy reviews - health & safety
- Staffing - still looking for a PE & Health Teacher.
- Deputy Principal has been appointed and the powhiri is on Tuesday 3rd May 2022 at 10:30am. It will be great to have a full senior leadership team.
- Professional Development recap & rationale
- On-going monitoring of the professional growth cycle
- Staff - job description review
- Staffing allocation - units & allowances update
- Kahui Ako - One Across Schools Teacher & Two Within Schools Teachers. Job Descriptions supplied by Kahui Ako
- Devices for all students - we have Covid Relief Funding for Digital Technology
- Property -
  - New gymnasium - fencing expanded to enclose the area where the wastewater tank has been inserted. Material delays on the roofing.
  - Music room - scaffolding erected however there are delays on their roofing materials. Hope to be finished by June.
  - A Block - like for like in replacing the roof. No start date yet.
- EOTC
  - Year 9 did not go ahead
  - Hillary Outdoor Camp still ongoing - awaiting funding and staff to support. Funding application to be made under the Te Kuiti High School Charitable Trust. Have they made an application yet? The Principal will follow up.
  - Netball South Island Trip
- Five Stand-downs in Term One (Further detail in the Principal's Report)
- School days - 378 half days in 2022 (Teacher Only Days taken into account).

- School Roll - dropped by two by then end of Term One (Statistics by year levels in the Principal's Report)



### Hillary Outdoors Funding Application

Has P Skelton made an application for funding under the Te Kuiti High School Charitable Trust? G Williams will follow up.

**Due Date:** 23 May 2022  
**Owner:** Gareth Williams

## 5.2 Finance Report



### Creditor Payment Batches approved as tabled

Resolution:

- Creditor Batch 18-MAR-2022 of \$37,739.86
- Creditor Batch 01-APR-2022 of \$5,055.17
- Creditor Batch 15-APR-2022 of \$1,356.51
- Creditor Batch 20-APR-2022 of \$32,522.82

**Decision Date:** 26 Apr 2022  
**Mover:** Jo Randle  
**Seconder:** Gareth Williams  
**Outcome:** Approved



### Finance Report & Credit Card Statements

1. To follow up with Dan Hill from The School Office as to check that the final figure for Uniform Expenses is correctly reported.
2. To find out who the Bernard Group is and what this expense is related to?

**Due Date:** 23 May 2022  
**Owner:** Gareth Williams



### Monthly Credit Card Statement Approval

The Board have asked that J Randle sign the credit card statements each month to show that they have been checked and approved.

**Due Date:** 23 May 2022  
**Owner:** Jo Randle

## 5.3 Health & Safety Report

## 6. General Business

### 6.1 From the Board Chairperson

1. ERO - waiting for the report to come out. Verbal report to the Principal & DP. Can she join the next Board meeting to give feedback. Does that sound good to everyone.
2. 2020 Financial Audit - From that audit they took us to the Auditor General around the Game On Trust and found nothing. They auditor is charging us more money for the time involved.

3. 2021 Financial Audit List - J Randle to work with L Taylor on this.
4. School additional land - revisit this again in the near future. Seeking from the Board what we should do? The Board recommend getting the lawyer involved.
5. Naming of the new gym



### **New Gymnasium Naming Rights**

**Resolution:** The Te Kuiti High School Board of Trustees agree that Gallagher will have naming rights and that is what is used in the media. The Board also honors that the hapu will give the building a Maori name. All in favour? Yes. Nil against.

**Decision Date:** 26 Apr 2022  
**Mover:** Hilary Karaitiana  
**Seconder:** Gareth Williams  
**Outcome:** Approved

## 7. Correspondence

### 7.1 Correspondence In

## 8. Close Meeting

### 8.1 Close the meeting

**Next meeting:** Board Meeting - 23 May 2022, 6:00 pm

Approved decisions made between meetings



### **2022 Budget Figures**

Here is the Budget for 2022 can you please vote if you are happy with this. Happy to answer any questions.

**6 Supported:** Gareth Williams , Hilary Karaitiana , Jo Randle , Nikki Taylor , Rhys Brown , Teagan Houchen

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 27 Jan 2022  
**Outcome:** Approved

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

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