

# CONFIRMED MINUTES

## BOARD MEETING

At the **Board Meeting** on **26 Apr 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Kuiti High School
<b>Date:</b>	Monday, 21 March 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, Ayva-Maree Finn-Taylor
<b>Attendees:</b>	Lee Taylor
<b>Apologies:</b>	Teagan Houchen
<b>Guests/Notes:</b>	Dan Hill

### 1. Opening Meeting

#### 1.1 Confirm Minutes

**Board Meeting 14 Feb 2022**, the minutes were confirmed as presented.



#### **Previous meeting minutes accepted**

Naming and sponsorship of the new gym unresolved. H Karaitiana will follow up with the Iwi and Mayor Robertson.

No other matters arising.

**Decision Date:** 21 Mar 2022

**Mover:** Nikki Taylor

**Seconder:** Jo Randle

**Outcome:** Approved

#### 1.2 Interests Register

### 2. Major Decisions and Discussions

#### 2.1 Hillary Outdoors Trip



#### **Grassroots funding application**

The Te Kuiti High School Board of Trustees has approved the request for Sarah McElroy to make an application to Grassroots for funding towards the Hillary Outdoors trip in 2022 under the Te Kuiti High School Charitable Trust.

**Decision Date:** 21 Mar 2022

**Mover:** Jo Randle

**Seconded:** Rhys Brown  
**Outcome:** Approved

## 2.2 Science Block Roof

Options we were given for the Science Block roof:

- Cut it and take away half of the building because Ministry of Education believe we are over code,
- Gold standard - replacing the roof with a higher pitch or,
- Like for like - which will cost around \$10,000-\$20,000

The Principal would like to keep what we have - Like for Like option. The Board need to make a recommendation. All agree 'Like for Like' option for the roof replacement.

The Board also recommend that we do another round of mould testing when the roof has been fixed. H Karaitiana will consult J Kwok from Capital Works.



### Science Roof

It is the decision of the Board to replace the Science roof, 'Like for Like' option. All are in favour.

**Decision Date:** 21 Mar 2022  
**Mover:** Rhys Brown  
**Seconded:** Jo Randle  
**Outcome:** Approved

## 2.3 Confirm Charter

Is the AoV completed? Yes it is. G Williams will share it with L Taylor to share with the Board.

Are they all uploaded to the portal? Yes they are.



### Charter & Annual Report 2021

The Charter & Annual Report 2021 has been approved by the Te Kuiti High School Board of Trustees as tabled.

**Decision Date:** 21 Mar 2022  
**Mover:** Rhys Brown  
**Seconded:** Nikki Taylor  
**Outcome:** Approved

## 3. Board Annual Work Plan

### 3.1 2022 Policy Review - SchoolDocs



#### Policy Reviews - Term One

It is the decision of the Board to review the Term One policies at the next meeting.

**Decision Date:** 21 Mar 2022  
**Mover:** Hilary Karaitiana  
**Seconded:** Nikki Taylor  
**Outcome:** Not Approved

### 3.2 Audit 2021

## 4. Actions from Previous Meetings

### 4.1 Action List

Due Date	Action Title	Owner
26 Oct 2021	NZ Uniforms <b>Status:</b> In Progress	Paula Skelton
31 Oct 2021	TTS Server Payment <b>Status:</b> Completed on 8 Dec 2021	Hilary Karaitiana
1 Nov 2021	Confirm Meeting Minutes - July 2021 <b>Status:</b> Completed on 8 Dec 2021	Hilary Karaitiana
10 Dec 2021	Batch Payments for Approving <b>Status:</b> Completed on 10 Feb 2022	Lee Taylor
10 Dec 2021	School Server Payment <b>Status:</b> Completed on 20 Jan 2022	Lee Taylor
17 Dec 2021	Curtain/Blinds <b>Status:</b> Completed on 4 Apr 2022	Hilary Karaitiana
31 Dec 2021	Distribute the Ministry's Donations Scheme criteria to the Board <b>Status:</b> Completed on 31 Dec 2021	Hilary Karaitiana
31 Dec 2021	School Uniform Actions <b>Status:</b> Completed on 31 Dec 2021	Gareth Williams
31 Dec 2021	Classroom Furniture Quotes <b>Status:</b> Completed on 16 May 2022	Gareth Williams
14 Feb 2022	Re-send Email to H Karaitiana <b>Status:</b> Completed on 16 Mar 2022	Lee Taylor
21 Feb 2022	Create the Board Annual Work Plan 2022 <b>Status:</b> Completed on 21 Feb 2022	Hilary Karaitiana
21 Mar 2022	Annual Plan <b>Status:</b> Completed on 4 Apr 2022	Gareth Williams

## 5. Management Reports

### 5.1 Principal's Report

#### Comments from the Board:

- Department curriculum reporting to the Board starts next month. They have a template and are assigned 15 minutes presentation time. L Taylor will send out the 2022 Board Workplan so that they are aware what is planned for each month's board meeting.
- Utilising the Kahui ako Across Schools to look at a literacy & numeracy focus as well as a transition from Primary to Secondary.
- Professional Development programme based on Russel Bishop's Te Kotahitanga Programme - engaging Maori & Pasifika. Teachers are receiving this PLD.
  - All 130 hours of funded PLD has gone towards this.
  - We can access additional hours which we'd like to put towards a localised curriculum, MMTB are waiting to get MOE approval to deliver this and I have met with D Ruki to start discussions.
- Staff records - can we get an update on which ones are complete and which are incomplete.
  - Is the Code of conduct specific to each school? Yes and aligns with their job description.
- Hybrid learning - some students fallen through the gaps, not here when devices were issued, some isolating at home but most have access and is being used. Google classroom is the one platform used for online learning by staff and students.

Communication that went out was very confusing and there was no follow up. Can we keep the message clear.

- How do we measure attendance? The weekly number of students through the door on those days.



### **Board work plan 2022**

L Taylor to share the board workplan 2022 with the Board.

**Due Date:** 25 Mar 2022

**Owner:** Lee Taylor

ERO - will meet with the Principal and the Board on Monday 28th March 2022 via Zoom online meeting.



### **ERO documents share with the Board**

G Williams will send out the Zoom invite and share the documents with the Board.

**Due Date:** 22 Mar 2022

**Owner:** Gareth Williams



### **Staff Files**

The Board would like an update on which files are complete and which are incomplete.

**Due Date:** 12 Apr 2022

**Owner:** Gareth Williams

## **5.2 Finance Report**

Dan Hill

- Accounts - so far so good. The school is in a really good position.
- First Operational Grant has been received.
- Tricky to project at the beginning of the year as you don't have as much data - keep an eye on it each month
- Gateway funding most notable, it was received in January
- Expenses:
  - Uniform expenditure highest at this time of year
  - Curriculum expenses
  - Limit spending in Term 4
  - Property, grounds, repairs & maintenance spending as expected for this time of
- Un-committed funds - anything above \$0 is positive.
- Key areas for review:
  - Cyclical maintenance - is it current? 2021 was the last review.f
  - Factoring in Ministry Projects
  - Leases & borrowing - low risk, just be aware of it. (It does include credit card limits)
  - Bank staffing - has just reset at the end of February. Once again you need to monitor this closely.
    - 2021 to assess staffing under/overspend. It's very early but is something to keep an eye on.

- Support staff costs - under budget to date (keep on this trend)
- No expense codes exceeding budget
- Very little income in February - net deficit for the month to be expected
- YTD \$200K+ surplus which is great
- Balance sheet - within the cash and cash equivalents, what should be taken out is that the Transport Network Group funds should be taken out of these reports. They are not funds that belong to the school.
- Working capital over \$1M - the school is in a pretty strong position. Important to build on this to go towards the future planned projects.

Queries from the Board:

Q1. Is there surplus for the capital? Do we need to touch our Term Deposits or use what cash we have in the account?

- D Hill: You may need to touch some of the Term Deposit.

Q2. How much is the capital expenditure that we need to approve?

- Principal confirmed the amount totals \$68K

Q3. 2021 actuals, could we see that report before it is all signed off?

- D Hill: Yes, we can get them prepared for the Board.

Q4. Is it ok to be this far behind with

- D Hill : Yet to see any consequences. It is not ideal. There are other schools in this position. It is something to continue to push. Happy to act as a conduit. Not overly worried but will keep an eye on it.

Q5. Can you please ensure that we receive the monthly finance reports at least a week before each Board meeting

- Yes



### Capital Expenditure - \$83,800

Accepted

**Decision Date:** 21 Mar 2022

**Mover:** Jo Randle

**Seconder:** Nikki Taylor

**Outcome:** Approved



### Creditor Batches approved

Resolution: The board have approved the following creditor payment batches as tabled.

- Creditor Batch 14-FEB-2022 of \$3353.11
- Creditor Batch 21-FEB-2022 of \$18,629.25
- Creditor Batch 05-MAR-2022 of \$19,197.99

**Decision Date:** 21 Mar 2022

**Mover:** Jo Randle

**Seconder:** Gareth Williams

**Outcome:** Approved



**Credit Card - Approved**

CC1 \$179.75

CC2 \$697.97

**Decision Date:** 21 Mar 2022  
**Mover:** Jo Randle  
**Seconder:** Gareth Williams  
**Outcome:** Approved

6. In-committee

7. Close Meeting

**7.1 Close the meeting**

**Next meeting:** Board Meeting - 26 Apr 2022, 6:00 pm

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

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